

**West Lothian College**7 September 2022

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**Learning and Teaching Committee**

A pre-meeting was held to meet new Board members. Draft minute of the meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 15 June at 10.30am** in West Lothian College.

**Present:** Iain McIntosh (Chair)  
Alex Linkston (Chair of the Board of Governors)  
Elaine Cook  
Tom Bates  
Abel Aboh  
Jeanette Dobson (Outgoing President)  
Jackie Galbraith (Principal)  
Neil Sinclair (Staff Member)  
Rehela Hussain (Shadow Member)

**In Attendance:** Sarah-Jane Linton (Vice Principal, Learning and Attainment)  
Jennifer McLaren (Vice Principal, Finance and Corporate Services)  
Beth Brownlee (Head of Quality, Student Support and Learning Resources)  
Ian Beach (Education Scotland) – for Item 1.1.2 (i) only  
Seamus Spencer (Scottish Funding Council)  
Hannah Wilson (Scottish Funding Council)  
Karine Bourdarias (Student President Elect)  
Blair Stewart (Student President Elect)  
Carol McLaughlan (Executive Secretary – notes)

**1 Committee Administration****1.1 Welcome and Apologies**

The Chair welcomed everyone to the first meeting to take place on campus since 4 March 2020, noting that Karine Bourdarias and Blair Stewart, the newly elected Student Presidents for 2022-24, were in attendance as observers. The Chair also welcomed Ian Beach, Seamus Spencer and Hannah Wilson who all joined the meeting via Teams.

Apologies were noted from Simon Earp (Vice Principal, Performance and Improvement) and Barbara Nelson (Education Scotland).

**1.1.2 (i) Education Scotland Progress Visit Report dated 29 March 2022 (Presentation by Ian Beach, Education Scotland)**

Ian Beach presented the Education Scotland Progress Report from the visit to the college in January 2022. The outcome of the progress visit was

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'satisfactory' (the only outcomes were Satisfactory, Satisfactory with Caveats, and Unsatisfactory). This outcome did not include any caveats and highlighted very few areas for development. It was noted that the comparisons contained in the report related to student performance indicator data from the last published report, which was 2019-20, but Education Scotland acknowledged improvement in 2020-21. Education Scotland has now concluded all college visits and a national report will be produced.

One area highlighted in the report was peer support and isolation in online sessions that took place in response to government restrictions on the number of people on campus during the pandemic. It was noted that changes are now taking place to address this, with students and all classes returning to campus for at least some of the academic year, and face to face inductions planned for 2022-23. Karine Bourdarias advised of her experience with this lack of interaction and noted that, as a continuing online student, her class members plan to meet up next year for peer support and social interaction.

In response to a question from the committee, Ian Beach advised that the inspection team would not normally suggest strategies around the areas for development to the leadership team but that the college HMI (Barbara Nelson) would discuss this with the college.

The Chair and committee members noted that this was a very good report for the college. The additional information provided during discussion provided reassurance to the committee that improvements were already in progress. Seamus Spencer (Scottish Funding Council) noted the commendable work taking place.

The committee agreed that a presentation on the work of the college's Learning Champions would be of interest and it was agreed that this would take place at the next meeting.

**Action 1 – Vice Principal, Learning and Attainment:**

Learning Champions to provide presentation at the next Learning and Teaching Committee meeting on 7 September 2022.

**1.2 Declarations of Interest**

There were no declarations of interest.

**1.3 Minutes of Meeting of 23 February 2022**

The minutes of the 23 February 2022 meeting were approved as correct.

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### 1.4 Matters Arising

The committee noted that all actions were closed, with the exception of action L9, which recommended looking at ways to include local employers in future meetings. Following discussion, it was agreed to invite employers to the Committee once or twice per year.

The Principal confirmed that consideration is being given to inviting local employers to at least one meeting of the Committee each year.

## 2 Student Association Update

### 2.1 (i) Student Association Report

The Student President presented Paper 3, thanking the members of the committee for their support and noting that this is her final meeting.

In relation to the SPARKLE results summary information, the Chair advised that the 'don't know' responses should not be taken as negatives and noted that the number of 'disagree' and 'strongly disagree' responses was low. The Student President confirmed that the questions included in the SPARKLE survey will continue to evolve going forward.

The committee noted appreciation of the report structure and format and agreed that linking to aims provided a good sense of what is taking place. The committee would like the reports to continue to be presented in this way, in particular the reflections of the Presidents.

The committee acknowledged the impressive work and positive impact of the Student President over the past two years, particularly in relation to increasing student engagement. The achievements were considered to be especially notable given that the first year was largely online due to the pandemic and that for much of the second year she worked in the absence of a Vice President.

The committee wished the Student President well in her future career and acknowledged that she had successfully achieved an SVQ3 and COSCA qualifications during her time as President.

### 2.1 (ii) Student Association Constitution

Head of Quality, Student Support and Learning Resources presented Paper 4, which highlighted proposed amendments to the Student Association Constitution and Code of Conduct. It was noted that one of the main

changes proposed was for two Student Association Presidents instead of one President and one Vice-President.

The committee approved all amendments.

### **3. Matters for Attention**

#### **3.1 (i) College Sector Performance Indicators 2020-21**

The Principal presented Paper 5, noting that the information contained in the report was retrospective. The report provided factual information on how the college compared across the sector.

It was suggested that the college should consider how to share this positive progress with external audiences. The Principal confirmed that this is public data and invited the committee members to email her with any ideas on sharing the data more widely.

The committee agreed that the content of the report was reassuring in terms of upward projection and that areas to be worked on were being actively addressed.

#### **3.1 (ii) Further Education Full Time (FEFT) Student Success Working Group Presentation**

The Vice Principal, Learning and Attainment (VPL&A) and Head of Quality, Student Support and Learning Resources (HQSSLR) gave a presentation to the committee on behalf of the short-life working group that was set up to address the consistent under-performance of FEFT. The group, chaired by the Vice Principal, Learning and Attainment, met on five occasions since November 2021 and consisted of colleagues from across the college.

Five themes for improvement emerged and smaller sub-groups undertook work specific to each theme. The presentation provided an update on key achievements, which included the introduction of the Course Tutor role to focus on FEFT courses and the trialing of a risk register for lecturers that would allow them to clearly see how students are performing.

The group has also been undertaking a framework review with the aim of reducing SQA/unitised credits in FEFT qualifications from 16 to 13, noting that there would still be flexibility for students to work towards additional credits if this was validated by lecturing staff.

VPL&A noted that in one faculty where there had previously been a reluctance to engage in lesson observations and reflective practice, there

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was now an unprecedented 82% rate of involvement, which the committee recognised as a very positive change.

The Principal noted that the VPL&A had introduced weekly full team meetings for all learning and attainment delivery staff, which is a very positive development that allows staff to receive relevant training, share best practice and hear about new developments.

The committee was reassured that the work being undertaken in relation to FEFT attainment would lead to improvements from 2022-23, commended the group on the proactive, hands-on approach and looked forward to updates at future meetings.

### 3.2 (i) **Credit Update 2021-22**

The Principal presented Paper 6, advising the committee that the college is on target to go over credits.

The committee noted with appreciation that the Scottish Funding Council had listened to the college's case for extra credits and had allocated corresponding additional funding. Seamus Spencer (Scottish Funding Council) advised that this is a testament to the discussions and negotiations held throughout the year and noted that only two colleges received additional core credits.

### 3.2 (ii) **Curriculum Plan 2022-23**

The Vice Principal for Learning and Attainment presented Paper 7 for information, noting that the report highlights changes to the agreed curriculum plan for 2022-23 and changes in response to government priorities.

The committee noted the content of the paper and members were comfortable with the flexibility being afforded to do what is required.

### 3.2 (iii) **Recruitment Update 2022-23**

The Principal presented Paper 8, noting that although it is difficult to compare and contrast due to the pandemic, there are no major concerns with recruitment at this time.

The committee was content with the content of the report and that continued monitoring was in place.

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### 3.2 (iv) **Student Funds Update 2021-22**

Vice Principal, Finance and Corporate Services, presented Paper 9, noting that the college will distribute an additional £200k to returning students at the end of June to help support them over the summer period. Funding has also been set aside to support summer school activity. International funding had also helped support three students.

The committee noted the content of the report.

### 3.3 (i) **Quality Enhancement Report**

Head of Quality, Student Support and Learning Resources (HQSSLR) presented Paper 10.

One area of note was that the lesson reflections process had been reintroduced in January 2022 and that the aim of having 33% of staff complete this was exceeded, with the actual completion percentage at almost 40%.

The Principal noted that, in relation to GTCS Professional Registration of lecturers, the college had achieved 100% of all eligible lecturers registered. The committee noted their appreciation to the HR and People Development team for the work undertaken to achieve this.

The Chair noted the contents of the report and the two appendices, requesting that Equality Outcomes be added to a future agenda for fuller discussion.

**Action 2 - Head of Quality, Student Support and Learning Resources** will prepare a further report on equality outcomes for discussion at a future Learning and Teaching committee in 2022-23.

### 3.3 (ii) **Student Support Services Update**

Head of Quality, Student Support and Learning Resources presented Paper 11, highlighting the Student Mental Health Agreement and the work taking place in relation to this.

## 4. **Any Other Business**

### i. **Agenda item for a future meeting:**

Elaine Cook expressed an interest in receiving information on enrolments of students from SIMD10/20 locations to identify any possible benefits of increased community engagement. Seamus Spencer (Scottish Funding

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Council) confirmed that they could look into sharing data from other colleges to allow for comparison, while acknowledging the constraints of this in relation to the differences in the demographics of colleges.

**Action 3: Vice Principal, Performance and Improvement** will request the above demographics and SIMD10/20 comparison data from the Scottish Funding Council to assist with the preparation of a report for the next committee meeting.

## 5. Review of Committee and Supporting Papers

The committee agreed that the meeting went very well and acknowledged appreciation for participation from new committee members, attendance by the two newly-elected Student Association Presidents and participation from Scottish Funding Council and Education Scotland.

The committee extended their formal thanks to Jeanette Dobson, Student Association President, for her contribution to the committee meetings in such difficult circumstances and wished her well for the future.

The Chair noted that he was content to continue to have participation from all attendees during this agenda item but asked that members consider this and advise if they would prefer that this discussion was held with committee members only.

## 11 Date of Next Meeting

The next meeting is on Wednesday 7 September 2022 at 10.30am.

**Note:** There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed .....  
Chair, Learning and Teaching Committee

Date .....