

**NOTES OF THE MEETING OF THE LEARNING AND TEACHING COMMITTEE  
HELD ON 20 FEBRUARY 2024.  
THE MEETING WAS HELD AT ANNIESLAND CAMPUS**

**PRESENT:**

Maureen McKenna	Committee Chair
Runa McNamara	Board Member
Andrew Jack	Board Member
Jon Vincent	Board Member (from 16:20 onwards)

**IN ATTENDANCE:**

Eric Brownlie	Assistant Principal, Quality and Performance
David Marshall	Assistant Principal, Student Experience
John Rafferty	Vice and Deputy Principal, Curriculum and Quality Enhancement
Kirsty Mavor	Clerk (Minute Taker)

**24.01 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and noted apologies from A O'Donnell.

**24.02 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**24.03 DRAFT MINUTE OF MEETING HELD ON 15 NOVEMBER 2023**

The minute was accepted as a true record of the meeting of 15 November 2023.

**24.04 MATTERS ARISING ACTION GRID**

The Committee noted the update in relation to the actions. The Chair referred to recent training on the College's nurturing approach which was attended by a range of College staff and was well received.

**24.05 EDUCATION SCOTLAND – THEMATIC REVIEW**

E Brownlie advised the Committee that Education Scotland recently carried out a regional thematic review which involved meeting with a range of staff at different levels and student groups. The final report is likely to be published shortly. A brief summary of the findings was provided to the Committee which set out the areas of positive progress, areas for development and the potential examples of highly effective practice. The Committee noted this summary and looked forward to receiving the full report when it is published.

## 24.06 QUALITY AND PERFORMANCE REPORT

E Brownlie spoke to the paper which provided the Committee with high level information in relation to the following areas:

- (1) Education Scotland Regional Thematic Review – considered under agenda item 24.05.
- (2) January start recruitment
- (3) Recruitment for August 2024
- (4) SQA systems verification
- (5) Evaluation and annual engagement visit
- (6) QAA – tertiary quality education framework
- (7) CDN awards summary

The Committee considered each area: -

January start recruitment: Recruitment for January Start programmes has been strong and the College's enrolment and credit targets have been exceeded by 7.6%. Some courses originally planned were withdrawn to try and reduce costs and over delivery continues to be a risk.

Recruitment for August 2024: There has been a strong start to August 2024 recruitment with the College continuing to build on its Come to Clyde strategy.

SQA systems verification: The College received an SQA Systems Verification visit in October 2023 where SQA use a self-assessment model to provide evidence and demonstrate the College's compliance. The College identified 4 low level areas for development which were accepted by SQA and the following conclusion was reached "*High Confidence identified in the systems that support the maintenance of SQA standards within this centre*".

Evaluation and annual engagement visit: The College has carried out a 'deep dive' into curriculum areas that have been performing to a lower level than expected and put in measures to help raise attainment levels. There has been some improvement as a result of these steps. It is likely that Education Scotland will carry out its annual visit at the end of April 2024.

QAA tertiary quality education framework: The Quality Assurance Agency has been commissioned by SFC to replace Education Scotland and lead on the design, planning and implementation of a single quality framework for Scotland's colleges and universities – Tertiary Quality Enhancement Project (TQEF). The TQEF is likely to be underpinned by the 6 principles of externality, excellence in learning, teaching and assessment, enhancement and quality care, student engagement/partnership and supporting student success. More details are likely to be available in April 2024.

CDN awards ceremony: the Committee was pleased to note the College's success with four highly commended and one commended awards.

The Committee thanked E Brownlie for his detailed update.

#### **24.07 STUDENT ASSOCIATION'S REPORT**

A Jack presented his update to the Committee with the Brit Challenge starting next week. GCCSA has been working closely with the College's active co-ordinator on this initiative with events taking place at Kelvin and Clyde Colleges.

GCCSA has also been talking with students about industrial action and any concerns they may have on a personal level. GCCSA will continue to offer support where needed.

The Chair thanked A Jack for his update.

#### **24.08 STUDENT EXPERIENCE UPDATE**

D Marshall presented this item and advised that the College is a recognised UCAS centre and details were provided of the support given to students including referee and careers service support. Three open days have been held at the College with 12 universities present at each event.

Details were provided of the new approach to safeguarding support with a dedicated phone line available for staff to contact. The use of this phone line will allow the College to monitor the number of general enquiries and the number of safeguarding incidents reported.

D Marshall advised the Committee of the upcoming teachermatic conference which will be hosted by the College with 19 other FE Colleges attending.

The College is aiming to make a submission to the awarding panel of the Emily Test Charter by August 2024 with two student interns assisting with the submission.

The College has extended its provision of free period products across all campuses with funding secured to make this possible. Steps are also being taken to provide information to students about reusable products.

The Committee thanked D Marshall for the update.

#### **24.09 CURRICULUM AND EXTERNAL ENVIRONMENT**

J Rafferty spoke to the report and confirmed that the College's January recruitment levels, once all paper forms are processed, is likely to be 12% over target. This performance, combined with better than expected retention, has meant that the College has readjusted its global credit outturn to be at least **+3.2%** over target. Therefore, it is highly unlikely that credit clawback will occur and the risk now facing the College is

overdelivering without funding. Steps are being taken by the College to find alternative funding streams.

The Scottish Government's draft budget included an indicative budget for Further Education with a 4.7% decrease in funding for teaching and learning in session 24/25. There has also been an announcement that there will be no FWDF allocation in 2023/24 and 2024/25 which is likely to impact the commercial work undertaken by the College by around £600,000 per year. The Government has also signalled cuts in funding for SDS.

The College is currently scenario planning for a credit portfolio 5% lower than last year and is exploring how the College can respond to any positive changes in credit guidelines or targets.

The Committee was updated on the latest position with regard to industrial action and that action short of strike (ASOS) is currently taking place. The significant impact of ASOS on student progression outcomes was discussed and it was noted that the Principal had recently informed all staff that he reserved the right to deduct salary for the withholding of results.

J Rafferty referred to the teachermatic conference taking place (as discussed earlier in the agenda) and a recent professional practice sharing meeting with Kelvin College.

The Committee was advised of the main risks relating to industrial action and the College's financial position.

The Committee thanked J Rafferty for his update.

#### **24.10 KEY PERFORMANCE INDICATORS**

J Rafferty presented this report and advised that, at this stage, most KPIs only had limited data.

The Committee was asked to note the following key points from the KPIs:  
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- Retention seems to have significantly improved in 2023/24.
- Reasons for withdrawal are stabilising around the same themes as last year, but with lower levels of withdrawal.
- VLE use has increased significantly in the student population.

The Committee thanked J Rafferty for the KPI update and requested more detail about attendance rates for the next meeting.

JR

#### **24.11 FOUNDATION APPRENTICESHIPS**

Details were provided of a regional investigation into why the uptake levels for FAs has declined significantly. This investigation was carried out by the Vice Principal of City of Glasgow College and involved surveying school students and school partners. The main barriers identified were timetabling/ time out of school, travel and the status/perception of FAs. J

Rafferty also provide the College's perspective as to why FA uptake level had dropped significantly. The Committee noted that the College will continue to offer FAs where it is economic to do so and is committed to working with partners to seek alternative qualifications and working with bodies to revise or replace FAs.

### **Items for Noting**

#### **24.12 REVIEW OF REMIT/SCHEDULE OF WORK**

The Committee discussed the remit and agreed that the membership section should be amended to refer specifically to a teaching staff member. Also, it would be good governance practice for the quorate requirements to specify that one of the members present must be a non-executive member of the Board.

The Committee discussed the wording in relation to monitoring credit targets and agreed that it was part of this Committee's role to examine the College's credit activity in detail whereas the Board will look at the credit position at a more high level.

#### **24.13 AOB**

No additional items were raised.

#### **DATE OF NEXT MEETING**

The next meeting will take place on 22 May 2024 at 4.30pm via teams.