

Board of Management Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 1 FEBRUARY 2023 AT 1500 HRS
(SSEC2)

Present	
Alisdair Barron (AB) (Convener)	May Miller (MM)
David Cullen (DC)	Leo Subido (LS)
Paul Hillard (PH)	
In attendance	
Naira Dar (ND)	Drew McGowan (DM)
John Gribben (JFG)	Gillian Plunkett (GP)
Lisa Hardy (LH) (Item 5.1 only)	Derek Robertson (DR) (Items 1 – 5.2 only)
Megan McClellan (MMcC) (in absence of JT)	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	Josh Taylor (JT)
Audrey Sullivan (AS)	

AB was not present at the start of the meeting. As the meeting was not quorate at this time, items for Discussion/Decision were taken. MM chaired the meeting in his absence.

Item SSEC2-5.1	Corporate Parenting and Support	
Paper No: Verbal	Lead: L Hardy	Action requested: Discuss
Discussion/ Matters Arising	<p>Following the recent Board of Management training event facilitated by Who Cares? Scotland, LH provided the Committee with an overview of current practice, support and opportunities provided to both potential and current care experienced young students. Individuals are encouraged to disclose their 'care experienced young person' (CEYP) status throughout the application stage and the College works closely with partner agencies (including Skills Development Scotland, MCR Pathways, etc) to provide relevant, person-centred support and to further identify vulnerable individuals. Student Advisors have been identified to help develop supportive relationships and services offered by the College which are also promoted on the website, prospectus, open days, regional, national and school events.</p> <p>Through early identification, initial assessment meetings are provided on application which includes a review of needs and the provision of relevant advice and guidance on learning support; student funding and benefits; accommodation; health and wellbeing activities; counselling services, etc. A pre-enrolment welcome event is also undertaken. Curriculum teams are alerted to CEYP and attendance is monitored every 2 weeks to maintain continuous engagement with absentees and to help support their return. Associated costs are covered at graduation ceremonies and impartial careers advice, including articulation routes to universities is also provided.</p>	

Appropriate training is embedded in integration of new staff and Curriculum Heads and Heads of Service are provided with awareness raising training. A new staff training module has been developed and is available on the new learning experience platform 'MyDevelopment'.

Members thanked LH for her informative follow up information session. The Committee noted that an update on Corporate Parenting activity is included in the Corporate Caring Duties report submitted at the October meetings.

DM confirmed that the Board Corporate Parenting training would be repeated next session.

Decision/Noted To note the update.

LH left the meeting. AB was present at this time and the meeting was now quorate.

Item SSEC2-1 Apologies for Absence		
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from PL, AS and JT.	

Item SSEC2-2 Declarations of Interest		
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item SSEC2-3 Identification of Items to be Discussed Privately		
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

Item SSEC2-4.1 Minute of the Students, Staffing & Equalities held on 26 October 2022		
Paper No: SSEC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minute was approved.	
	<p>Matters Arising Careers Guidance Plan A report will be provided at the next meeting however it was suggested that in future, this should be taken under the remit of the Learning and Teaching Committee.</p>	

Item SSEC2-5.2 Learning and Teaching Academy Update		
Paper No: SSEC2-C	Lead: D Robertson	Action requested: Discuss
Discussion/ Matters Arising	DR provided and update on the activity of the Learning and Teaching Academy under the three main functions of Lecturer Development, Learning	

Technology and the Library Service.

Lecturer Development

Members noted the level of support, successful completion and uptake for 2022-23 on the formal accredited pathways for lecturer development including TQFE; PDA in Teaching Practice in Scotland's Colleges; First Steps into Teaching; and the Lecturers Integration programme. Planning and support for the forthcoming Learning and Teaching Conference on 7 March 2023 is also being provided. Board members will be invited to attend.

Learning Technology

Following feedback from students through the Student Experience Survey, in particular, issues relating to inconsistency of use on Canvas, the Learning Technology team continue to promote and help support staff to engage with Canvas and new learning technology tools. The team has also overseen the development of three active learning classrooms with new technology to support hybrid teaching.

Library Service

The new Visual Learning Lab (VLL) is now fully installed and provides a networked learning space that supports hybrid teaching. The team also worked with Student Services and IT to develop an efficient laptop loan and distribution process. Information literacy sessions have also been provided across curriculum teams.

The Committee thanked DR for his insightful update.

Decision/Noted To note the update report.

DR left the meeting. Item 4.2 was taken at this time.

Item SSEC2-4.2 Committee Terms of Reference Review

Paper No: SSEC2-B **Lead:** D McGowan **Action requested:** Approve

Decision/Noted Following review, the Committee Terms for Reference were approved.

Item SSEC2-5.3 Students' Association Update

Paper No: SSEC2-D **Lead:** M McClellan **Action requested:** Discuss

Discussion/ Matters Arising MMcC provided an update on the key activities undertaken within the Students' association to December 2022.

- The free breakfast initiative continues to run throughout the week on both Campuses utilizing the budget provided by the College. It was noted that uptake during January had significantly increased and GP confirmed that the budget and level of provision is being closely monitored. Discussions are ongoing with Baxter Storey relating to fixed price meal deals for students.
- Election KPIs for class reps have almost been achieved. Meeting attendance and training targets have been met.
- The Committee noted the success of the interactive liberation campaigns provided for students including Black History Month events;

Trans and Non-binary Awareness initiatives and the 16 Days of Action campaign in partnership with White Ribbon. Another campaign for LGBTQIA2+ in partnership with the EDI section and local organisations is also being planned during February.

- Annual elections for the Presidential team will take place in March.
- The layout of the Volunteer Hub on the website is being redeveloped to increase engagement with students. Volunteer ambassadors have been employed through funding received from the Nairn Family Trust. CitySA is also exploring application for SVQF level 4 accreditation to provide formal recognition to volunteers.
- CitySA continue to aid food insecurity initiatives and funding applications to support a food pantry have been submitted.
- Members noted the income received from the new advertising package for external partners and the expenditure as at December 2022.

AB advised on the student information buddy system currently being undertaken at the University of Glasgow which provides a method of students promoting and advising on a range of services normally undertaken by Student Services. Whilst liabilities and restrictions on this level of service were acknowledged, it was recognized that this may be of some benefit in addition to information training being provided to front line staff in other areas such as receptions and Faculty gateways. Potential development of an Artificial Intelligence chatbot was also suggested.

Decision/Noted

To note the update report.

Item SSEC2-5.4

Equalities Diversity and Inclusion Update

Paper No:
Verbal

Lead: N Dar

Action requested: Discuss

Discussion/
Matters Arising

ND provided and update on the key ED&I activities. The following matters were particularly highlighted:

- The College's Public Sector Equality Duty 2023 report was due to be tabled at the Committee's February meeting; however, while progress has been made, it has not been finalised yet. The Scottish Funding Council, together with the Equalities and Human Rights Commission, published a report on tackling persistent inequalities in tertiary education in mid-January, which has implications for the PSED report in terms of National Equality Outcomes. ND confirmed that these implications were currently being considered and that the PSED report would be tabled at the Board's February meeting for approval.
- Members noted the requirement to publish the Statutory Reports in support of the Equality Act 2010 by 31 April 2023. The College interim progress reports are almost complete however in light of the joint report published by the Scottish Funding Council and the Equality and Human Rights Commission in January 2023 and the requirement for Public Sector bodies to contribute to national equality outcomes and adopt them into PSED reports, this has been delayed. The Reports will now be submitted at the February Board meeting.
- An equality impact assessment following the result of the voluntary severance scheme is now complete.
- A new EDI training module being developed for all staff is almost complete and will be provided on 'MyDevelopment'.

Decision/Noted

- The EDI team are updating transgender guidance in collaboration with Student Services and CitySA.
- Specific EDI support work including EQIA guidance and development of an inclusive curriculum with learning and teaching colleagues are also ongoing.
- To note the update report.
- That Public Sector Equality Duty report will be submitted at the February Board meeting for approval.

Item SSEC2-5.5 HR Metrics Report	
Paper No: SSEC2-E	Lead: J Gribben Action requested: Discuss
Discussion/ Matters Arising	<p>The HR metrics report providing key employment data and core activity in HR and the wider People & Culture team for the period 1 January to 31 December 2022 were submitted and taken as read. The Executive Summary highlighting increase/decrease in overtime/headcount/new starts/vacancies/turnover in comparison with 2021 were noted. Associated costs and rates of absence, wellbeing initiatives, update on employee relations and other HR activity including additional information on staff integration were also provided.</p> <p>The Committee noted that the HR metrics information was reflective of the wider economy and the College sector.</p>
Decision/Noted	To note the update report.

Item SSEC2-5.6 Strategic Risk Review	
Paper No: SSEC2-F	Lead: D McGowan Action requested: Discuss
Discussion/ Matters Arising	<p>DM provided an update on the recent review of the four strategic risks closely related to the Committee’s remit. No changes to risk scores or MAPs were proposed and the highest current scores (Risk 14 and Risk 21) were noted as AMBER.</p> <p>JFG confirmed that Risk 9 – <i>Failure to attract, engage and retain suitable staff</i>, will be updated once information on key contributing factors was available to use as an evidence-base to inform proposed changes, . It is anticipated that the Risk Score will increase.</p> <p>Whilst members raised concern that the current Risk Score remained at 4 (GREEN), the current work in progress would provide additional clarity to help review the Risk Score status and accurately score it. It was agreed that Risk 9 would be updated in the next quarterly strategic risk review and tabled for the Committee’s consideration at its meeting in May.</p>
Decision/Noted	<ul style="list-style-type: none"> • To approve the Risk Register as at 24 January 2023. • To review Risk Score for Risk 9 at the next meeting of the Committee on 17 05 23.

Item SSEC2-6.1	Student Mental Health and Wellbeing Update (Dec 2022)	
Paper No: SSEC2-G	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>An analysis of a recent research on student mental health and wellbeing in Scotland, 'Thriving Learners' (Mental Health Foundation, December 2022) and an overview of the College mental health and wellbeing services between Aug-Dec 2022 was submitted for noting.</p> <p>GP highlighted the main issues arising from the research which refers to College students having poorer life experiences and quality of life indicators. Whilst Student Services continue to offer inclusive support on issues that may impact on mental health and wellbeing, including specific care to vulnerable students, the continued push from the SFC to provide this support together with the reduction in SFC counselling monies (which will reduce the current counselling service from June 2023) is having a significant impact on Student Services support staff who are currently working at capacity.</p> <p>Whilst widening access policies are well intended, the unintended consequences and growing number of students with complex needs were highlighted. The financial implications of retaining the current student counsellors on a permanent basis and the continued need to advocate for continued funding from the Scottish Government and SFC were noted.</p>	
Decision/Noted	To note the report.	
Item SSEC2-6.2	Audited Student Funding Support AY 2021-22	
Paper No: SSEC2-H	Lead: G Plunkett	Action requested: Note
Decision/Noted	To note the overview of audited support funds expenditure of AY 2021-22.	
Item SSEC2-6.3	Student Recruitment 2022-23 (Full Time January Start Programmes)	
Paper No: SSEC2-I	Lead: G Plunkett	Action requested: Note
Decision/Noted	To note the progress on Student Recruitment 2022-23 for full time January start programmes.	
Item SSEC2-7	Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Agree
Decision/Noted	No changes were proposed.	
Item SSEC2-8	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested:
Decision/Noted	There was no other business raised.	
Item SSEC2-9	Date of Next Meeting	

Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 17 May 2023.	

The meeting closed at 1720 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC2-4.1 01 02 23	Matters Arising – Careers Guidance Plan: provide a report at the next meeting.	GP	17 05 23
SSEC2-5.4 01 02 23	EDI Update: Submit PSED reports at the next Board meeting.	JFG	22 02 23
SSEC2-5.6 01 02 23	Strategic Risk Review: Review Risk 9 Risk Score for the next Committee meeting.	JFG	17 05 23

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC1-4.2 26 10 22	Programme of Work 2022-23: Update as agreed.	DM	ASAP Complete
SSEC1-4.2 26 10 22	Terms of Reference Amendment: Update ToRs as agreed for approval at the next Board meeting.	DM	BoM 14 12 22 Complete
SSEC1-5.1 26 10 22	Students' Association Update: To discuss bullet point template and provide paper updates at future meeting.	GP/LS/ZG	ASAP Complete
SSEC1-5.3 26 10 22	Strategic Risk Review: To further consider Risk 9 at the next meeting.	JFG/DM/ ALL	SSEC 01 02 23 Superseded SSEC2-5.4
SSEC1-6.2 26 10 22	Review of Corporate Caring Duties: To provide information on staff induction content in metrics reports.	JFG	SSEC 01 02 23 Complete
SSEC3-4.1 18 05 22	Matters Arising: Values and Behaviours Handbook is being developed and will be submitted to Board once finalized.	JFG	Ongoing
SSEC1-5.1 27 10 21	Students' Association Update – Representation: Consider methods to further increase Class Rep participation including PT courses.	GP	Ongoing Noted & Closed
SSEC1-5.3 27 10 21	Staff HR Metrics Report: Arrange information meeting with PMO staff.	SL	Ongoing
SSEC1-6.2 27 10 21	Careers Guidance Plan: Consider further development of employer engagement process.	CC/GP/ Deans	Ongoing Superseded SSEC2-4.1