

Board of Management: Learning & Teaching Committee

MINUTE OF MEETING HELD ON 5 MAY 2015 AT 1700 HRS (LTC-04)

Present	
Jim Gallacher (Convenor) (JG)	Mark McCafferty (MMcC)
Paul Clark (PC)	Lesley Woolfries (LW)
In Attendance	
Michelle Brand (Minute Secretary) (MB)	Sandra Gunn (Faculty Director) SG
Alex Craig (Depute Principal) (AC)	Carol Murray (Faculty Director) CM
Douglas Dickson (Head of Performance) (DD)	Peter Midgley (Faculty Director) PM
Nicola Crawford (Faculty Director) NC	Kay Sheridan (Faculty Director) KS
Roy Gardner (Corporate Dev Director) RG	Jill Weatherill (Faculty Director) JW
Apologies	
Paul Little (Principal) (PL)	David Eaton (DE)
Sanjay Lago (Student President) (SL)	

LTC4-01 Apologies

Received: Apologies from Paul Little (PL) and David Eaton (DE).

LTC4-02 Declarations of Interest

Noted: That there were no declarations of interest.

LTC4-03 Minute of the meetings of the Learning and Teaching Committee held on 2 December 2014

RECEIVED: Draft minute of the meeting of the Learning and Teaching Committee held on 2 December 2014 (Tabled)

DECIDED: That the minute be approved.

LTC4-03 Minute of the meetings of the Learning and Teaching Committee held on 2 December 2014

RECEIVED: Draft minute of the meeting of the Learning and Teaching Committee held on 10 March was approved.

DECIDED: That the minute be approved.

LTC4-04 Industry Academies & NCNL Update

RECEIVED: Paper LTC4-B

DISCUSSION: FD's each presented to the Committee a synopsis of the activity that is being carried out in their respective faculties in relation to Industry Academies and NCNL. JG thanked each of the FD's commending the work that had been undertaken noting that these two initiatives were a real catalyst for change.

AC referred to the Blue Ocean strategy highlighting the challenges ahead for Faculties and teams. AC indicated the significant investment in the Industry Academy initiative with the appointment of 6 Curriculum Heads for Industry Academies. The College expects a return on the £ 400,000 investment, partly in monetary terms but also in staff/student/stakeholder satisfaction and performance. LW commended the efforts and creativity of those involved. LW also commended KS on the development of an ESOL Conference.

DECIDED: AC and PL to present revised strategies to the Board at their September meeting, with key enablers for the Blue Ocean Strategy and proposed 50/50 income generation split.

RG to circulate the Industry Academies milestone tracker.

LTC4-05 Committee Annual Report

RECEIVED: Verbal

NOTED: That as there was no longer a requirement to produce the Annual Report in July as the Board has reverted back to the original reporting timetable (ie pre ONS). The draft Committee Annual Report will be provided at the first meetings in the new academic session.

LTC4-10 Advanced Modern Apprenticeships

RECEIVED: Verbal

DISCUSSION: CG provided a verbal update on the current position regarding AMA's, and the College's aspiration to develop provision in this area.. The College currently offers MA's in some areas and an audit of current provision is being undertaken. AC noted significant skills shortages e.g. skilled bricklayers and construction. JG noted his interest in this area in particular in relation to the developments and requirements following the Commission for Developing Scotland's Young Workforce report. JG further noted that the College should be developing the highest level vocational awards. It was also noted that JG will be meeting with members of SDS on this subject in the near future.

DECIDED: Full report to be brought back when more information is available.

LTC4-11 City Deal Funding

RECEIVED: Verbal Report

DISCUSSION: RG provided a brief verbal update on the City Deal funding which is estimated at £1.3 billion. It was noted that RG sits on the Strategy & Infrastructure group which will be considering how to utilise these funds. It should be noted that there is currently no detailed process for bidding for funding, however it is expected that £150 million will be made available (2015-2020). However there is no knowledge of how this will be distributed.

JG expressed satisfaction that the College is involved through staff on the working group to assist the process of development.

DECIDED: Report to come back to the Committee once more information is available about bidding and allocation of funding.

LTC4-09 Developing Scotland's Young Workforce

RECEIVED: Verbal

DISCUSSION: AC has to bring back a full report when more information is available.

DECIDED: Standing item to be reported on.

LTC4-06 Regional Curriculum Update

RECEIVED: Verbal

DISCUSSION: AC noted that the ROA has been signed off and we are working towards the ROA targets.

DECIDED: Comments noted.

LTC4-07 Pedagogy & Innovation

RECEIVED: Verbal

DISCUSSION: AC reiterated the points raised within item LTC4-04 and 08 and noted that we are now looking for the “next new innovation”. NCNL is now Learning & Teaching as we continue to embed it throughout our curriculum.

DECISION: JG expressed interest in hearing of new innovations in L&T which will distinguish the College’s provision from other providers..

LTC4-08 Curriculum Performance Report

RECEIVED: PAPER LTC4-C

DISCUSSION: DD provided an update following the first two rounds of the Performance Reviews for AY 2014-15. The new review structure follows a two stage review with a “by exception” to review areas identified as requiring further scrutiny. AC noted that we are currently looking at courses shown in “red” i.e. with a 3 yr performance trend below the sector benchmark. Consideration is required regarding management of the curriculum. No course will be removed prior to AY 2016-17. It was noted that since the last large scale curriculum review 4 year ago, our performance has improved. It was also noted that a similar model is being developed to roll out within the support service areas. HR and Admissions & Student Support are the two support service areas currently piloting performance review.

DECISION: The update was noted.. AC to provide update paper to the relevant Board | Committee in September as to what courses will be retained, developed, or withdrawn.

LTC4-12 Minutes of Academic Board (30.03.15)

RECEIVED: Paper (LTC4-D)

DISCUSSION: JG noted the minute and advised that he had been invited to attend the Academic Board on 11 May. JG will have an opportunity to hear first-hand from the three working groups about the work that they have been undertaking since the start of session 2014-15.

DECIDED: To note the minutes and JG will report back his findings at the next meeting, following his attendance at the Academic Board on 11 May.

LTC4-13 Any Other Notified Business

RECEIVED: None

LTC4-14 Date of Next Meeting

DECIDED: The date of the next meeting will be confirmed once the schedule of meetings for session 2015-16 has been approved by the Board of Management.

Chair's Signature _____

Date _____

Actions from this meeting:

Item	Description	Owner	Target Date
LTC4-03	Matters Arising – Minute 02.12.14 AC to prepare a report for the L&T Committee detailing how we plan to review our curriculum to ensure PIs improve further and move us from No 3 to No 1 on the SFC PI tables.	AC	LTC1 2015-16
LTC4-03	Matters Arising – Minute 10.03.15 AC to keep the L&T Committee up to date with the outcome of dialogue between the College and Ed. Scotland in relation to securing a more suitable date for our External Review.	AC	LTC1 2015-16
LTC4-03	Matters Arising – Minute 10.03.15 Performance Team to triangulate the data gathered from complaints and questionnaires and analyse this data to produce a report for the Committee detailing how we will use this information to help drive performance improvement.	Performance	LTC1 2015-16
LTC4-4	Industry Academy & NCNL Update Series of revised/new strategies to be presented to the Board of Management along with the revised SDP, encompassing the Principal's Blue Ocean Strategy and Vision.	PL/AC	BOM 1 & LTC1 2015-16
LTC4-4	Industry Academy & NCNL Update RG to circulate the Industry Academies milestone tracker.	RG	asap
LTC4-10	Modern Apprenticeships Full report to be brought back to Committee when more information has been received made available.	AC	Ongoing
LTC4-11	City Deal Funding RG to bring back full report when more information is available regarding bidding process and application.	RG	asap
LTC4-08	AC to provide update paper to the relevant Board Committee in September as to what courses will be kept, dropped or created.	AC	BOM 1 / LTC 1 2015-16

Actions from previous meeting:

Item	Description	Owner	Target Date
LTC2-06	NCNL RAG report following the next round of Performance Reviews	Performance	Superseded LTC4-03