

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 2nd MEETING HELD ON 8 NOVEMBER 2016 AT 1700 HRS (LTC2)

Present	
Jim Gallacher (JG) (Convenor)	Ian Gilmour (IG)
In attendance	
Joanna McGillivray (JM)	Kay Sheridan (KS) (Faculty Director)
Douglas Dickson (DD) (Performance)	Carla Gethin (CG)
Marion McNab (MMcN) (Faculty Director)	Paul Clark
Jatinder Singh (JS)	Liz Taylor (Minute)
Apologies for absence	
Paul Little (PL)	Stuart Patrick (SP)
David Eaton (DE) (Vice Convenor)	Tracey Howe (TH)

Item LTC2-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	<p>Apologies received from: PL, DE, TH, SP.</p> <p>The Convenor indicated that he would raise the issue of reasonable expectations for attendance at the next Board meeting.</p>	

Item LTC2-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	None noted.	

Item LTC2-3	Minute of Learning & Teaching Meeting held on 27 TH September 2016	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	<p>Matters Arising:</p> <p>Proposal to co-opt Jatinder Singh (JS) as a Committee member was agreed. JS also welcomed as new member.</p> <p>It was noted that the Depute Principal can substitute for the Principal at Board Committee Meetings.</p> <p>LTC1 -11 – Developing Scotland's Young Workforce JM confirmed that Dianne Greenlees (DG) & Jonathan Clark (JC) from SDS met last month and stated that further scoping & meetings were required.</p>	

	CoGC has indicated a willingness to participate, however this still requires formal approval and partnership with higher level institution. Roy Gardner will attend next meeting with SDS on 24 th Nov.
Decision/Noted	Action: Minutes approved

Item LTC2-4		Strategic Risk Review	
Paper No: LTC2-B	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	4 strategic risks were considered – Risks 1,2,3,18. The Committee noted that Risk 18 is scored “red” and therefore will be considered by the full Board.. Risks now rescored per new 5 x 5 matrix. Risk 1 – Amber to Green – recommend remain at green Risk 2 – Amber – recommend remain at amber Risk 3 – Green – recommend remain at green Risk 18 – Change of wording noted.		
Decision/Noted	Action: Approved		

Item LTC2-5		Industry Academy Update (Standing Item)	
Paper LTC2-C	Lead: Carla Gethin	Action requested: Discuss	
Discussion/ Matters Arising	The paper was presented in full and it was noted that all KPIs were met with the exception of external speakers. Reporting will continue to be reviewed, in particular align headings with SFC in order to aid transparency of actual progress made and ability to see changes at a glance. This will include stats for external placements with industry partners. The Chair was invited, and agreed to attend, a separate meeting to view the detailed reportage behind this paper. Update due for next meeting. The Student President to attend an Academy Heads Meeting to discuss work experience placements within the Student Association.		
Decision/Noted	Action: CG to invite IG along to Industry Academy Heads Meeting. JM/DD to update on reporting at next meeting JG to be invited to a meeting with CG & DD & Industry Academy Heads to view support data for reporting		

Item LTC2-6		Regional Curriculum Update (Standing Item)	
Paper No: LTC2-D	Lead: J McGillivray	Action requested: Discuss	
Discussion/ Matters Arising	The paper was discussed in full outlining the current position for CoGC in relation to the regional curriculum for Glasgow (Appendix 1 in paper). Targets are still being discussed at the Regional Board and will be reported back in due course.		

	<p>Reporting guidance 17/18 – All data is currently being collated. A draft will be ready in December for SFC, for sign off in March. The expectation is that this will be agreed by our Board and community planning partners. However it was noted that the Board will require sight of draft targets – action for JM/JC/ST to be ready for meeting in December.</p> <p>GCRB have organised the forthcoming Glasgow Big Ask Event – purpose is to look at next phase of curriculum development i.e. what will it look like in the next 5 - 10 years. Outcomes will be published by GCRB following the conference.</p> <p>Seven Curriculum Hubs have been set up. Discussion ensued re SIMD targets and impact on students. Convener to explore the CoGC targets.</p> <p>ESOL provision at regional level was discussed. The Convener suggested that ESOL figures need careful analysis and re-mapping. It was confirmed that CoGC are currently delivering the highest level of enrolment in the Region..</p>
Decision/Noted	<p>Action:</p> <p>JM/JC/ST - Reporting guidance 17/18 to be ready for meeting in December JG to refer issue of national targets & setting at next Board meeting. KS – ESOL figures to be analysed and remapped</p>

Item LTC2-7	Pedagogy & Innovation - Verbal	
Paper No: LTC1	Lead: J McGillivray	Action requested: Discuss
Discussion/ Matters Arising	<p>Update provided on funding bids. The outcome should be known in December.</p> <p>Re. Edge Funding: Multi strand approach being taken, there will be a further meeting later this week to flesh out proposal, update will be provided in February.</p> <p>Re. John Mather Trust: The College has secured funding again for 2016-17. MMcN to provide update at next L&T Committee.</p>	
Decision/Noted	<p>Action:</p> <p>Edge Funding - MMcN to update at Feb Meeting Enterprise – MMcN to update at next L&T Committee</p>	

Item LTC2-8	Student Experience Strategy	
Paper No: LTC2 -E	Lead: J McGillivray	Action requested: Discuss
Discussion/ Matters Arising	<p>The Committee was updated on the current position regarding the Student Experience Strategy. It was noted that the Education Scotland review</p>	

	represented a new approach to pedagogy. A steering group has been set up with 8 aims in new strategy. Preparations are ready for consultations with students & staff. A draft strategy will be ready by January with a view to launch in May as part of CPD One City event.
Decision/Noted	Action: JM to update at next meeting in February

Item LTC2-9	SFC Performance Indicators	
Paper No: LTC2 - F	Lead: D Dickson	Action requested: For Noting
Discussion/ Matters Arising	DD advised that the figures have been submitted to audit. These will be published in January 2017. However it was noted that SFC may bring publication forward.	
	It was noted that table 1 & 2 figure differences relate to transfer of activity from Kelvin College as a result of which FEPT numbers have doubled.	
Decision/Noted	Noted.	

Item LTC2-10	Academic Board	
Paper No: LTC2 - G	Lead: J McGillivray	Action requested: For Noting
Discussion/ Matters Arising	It was noted that the remit of the Board had changed slightly. The Committee noted the new members, highlighted in the paper. Student member Jamie-Lee Gooding will be replaced by Jatinder Singh.	
Decision/Noted	Noted. Action – JM update member list.	

Item LTC2-11	Developing Scotland's Young Workforce	
Paper No: LTC1-G	Lead: K Sheridan	Action requested: Note
Discussion/ Matters Arising	The paper was noted and a number of figures were highlighted including those relating to the Foundation Apprenticeships in terms of bids and success rates. Also the Committee acknowledged the difficulty with 2 year apprenticeships being perceived to be at the expense of higher education, and queried whether targets were therefore realistic.	
	It was stated that the College's admissions policy eligibility was set high as pupils are working to higher maths.	
Decision/Noted	Noted.	

Item LTC2-12	Any Other Notified Business	
Paper: LTC4-	Lead:	Action requested:
Discussion/ Matters Arising	There was no other notified business.	
Decision/Noted		

Item LTC2-13	Disclosability of Papers	
Verbal	Lead: J Gallacher	Action requested:
Decision/Noted	Disclosability status of papers agreed as stated.	

Item LTC2-14	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested:
Decision/Noted	28 Feb 2017	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC2-1	Apologies for Absence - JG to raise at Board re reasonable expectations for attendance.	JG	next board meeting
LTC2-5	Industry Academy Update - Invite IG along to Industry Academy Heads Meeting.	CG	In due course
LTC2-5	Industry Academy Update - Reportage – update at next meeting	JM/DD	Feb 2017
LTC2-5	Industry Academy Update - JG to be invited to a meeting with CG & DD & Industry Academy Heads to view support data for reporting	CG/DD	In due course
LTC2-6	Regional Curriculum Update - Reporting guidance 17/18 - to be ready for meeting in December	JM/JC/ST	December
LTC2-6	Regional Curriculum Update - JG to refer issue of national targets & setting at next board meeting.	JG	Next Board Meeting
LTC2-7	Pedagogy & Innovation - Edge Funding - to provide update at Feb Meeting	MMcN	Feb 2017
LTC2-7	Pedagogy & Innovation - Enterprise – to provide update at next L&T Committee	MMcN	Feb 2017
LTC2-8	Student Experience Strategy - JM to update at next meeting in February	JM	Feb 2017
LTC2-10	Academic Board - JM update member list	JM	Feb 2017

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC1-3	Matters Arising: Meet to discuss data from SFC and subsequent benchmarking.	JMcG/DD/ JG	By end of October
LTC1-4	Committee Annual Report: Include reportage on apprenticeships.	PC	Action in due course
LTC1-4	Committee Annual Report: Present Leaver Destination and Strategy Development paper.	DD	ASAP Completed
LTC1-8	College Quality Arrangements from 2016-17: Bring report to Committee in February 2017.	DD	02 17
LTC4-3	Leavers' Destination Results DD to produce a paper on Leavers' Destination Results for September to be considered at 1 st L&T Committee 2016-17, then Board Planning day. Agreed to present paper in Dec or Feb or PL Agenda for Planning Day	DD	1 st L&T Committee 2016-17 and then to Board Planning Event 2016-17

LTC4-6	Curriculum Performance Review/ Performance Reviews AY 2015-16 Revised paper to be circulated to the Committee.	DD	Superseded by Data Dashboard
LTC4-7	Education Scotland Action Plan AC to engage with the Academic Board and share this plan. AC to liaise with IG and the Student Association to assist in creation of a student friendly version of the Education Scotland report. IG to share the Student Association paper regarding the difference between Student Engagement and the Student Association.	AC AC IG	1 st Meeting 2016-17 June 2016 1 st Meeting 2016-17 Action no longer required
LTC4-3	Complaints Reportage/Benchmarking Once sector wide benchmarking around complaints is available, a full analysis report will be brought back to the Committee benchmarking CoGC against the other colleges in Scotland. (Dependency on SPSO)	Performance	1 st Meeting 2016-17
LTC4-4	Academic Board Representatives from the Academic Board to be invited to attend the Committee meeting when there are items on the agenda relating to the Academic Board.	AC	Ongoing
LTC4-5	College Data Dashboard Any Committee member who would like to meet with DD to discuss the use of the Data Dashboard to contact MB.	ALL	Ongoing When appropriate