

## Board of Management

### Meeting of the Learning, Teaching and Student Experience Committee

**MINUTE OF THE 2<sup>nd</sup> MEETING (LTSEC2) HELD ON TUESDAY 11 NOVEMBER 2025 AT 1500 HRS ON CITY CAMPUS, ROOM C.06.106**

<b>Present</b>	
Charandeep Singh (Convener)	Paul Little
Laura Heggie	Don MacKeen
Ewart Keep	Robbie Young
<b>In Attendance</b>	
Jon Gray	Siobhan Wilson
Megan McClellan	Marcus Walker
Derek Robertson	Lauren Webster (Minute)
<b>Apologies for absence</b>	
Samantha Campbell	Roy Gardner
Flora Irvine-Hall	

<b>Item LTSEC2-1</b>	<b>Apologies for Absence</b>
<b>Paper No:</b>	Lead: Convener                      Action requested: Note
<b>Decision/Noted</b>	<p>The Committee NOTED that both Student Board Members, F Irvine-Hall and S Campbell, had given their apologies to attend the National NUS Conference.</p> <p>The Committee NOTED that its convenorship arrangements had not formally been agreed. The Committee AGREED that C Singh would be appointed as Convener for the remainder of the academic year.</p>

<b>Item LTSEC-2</b>	<b>Declaration of Interest</b>
<b>Paper No:</b>	Lead: Convener                      Action requested: Note
<b>Noted</b>	No declarations were made.

<b>Item LTSEC2-3.1</b>	<b>Minute of Previous Development Committee Meeting held of 16 September 2025</b>
<b>Paper No: LTSE2-A</b>	Lead: Convener                      Action requested: Approve
	<p>The minutes of the previous meeting were APPROVED.</p> <p>The Committee NOTED progress against ongoing actions. The Committee DISCUSSED the incomplete actions and AGREED:</p> <ul style="list-style-type: none"> <li>• That the Impact Report would be circulated to members – for information.</li> <li>• The laptop loan scheme matter would be taken offline, as it was currently with CitySA for review, and a verbal update would be</li> </ul>

**Decision**

- provide to the next meeting of the Committee.
- An update on City Attributes would be provided to a future meeting of the LTSE Committee in 2026.

The Committee NOTED that all other actions from previous meetings were complete.

Update the matters arising list to track progress against outlined agreed actions.

*Principal joins 15:10*

**Item LTSEC2-4.1 Interim Report: College Academic Performance AY 2024-25**

<b>Paper No: LTSEC2-B</b>	Lead: J Gray	Action requested: Discuss
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**Decision**

The Committee NOTED the College’s Academic Performance data for AY 2024-25 and the Scottish Funding Council (SFC) comparison data for AY 2023-24. The Committee DISCUSSED the College’s progress across key academic quality indicators.

The Committee NOTED that Sections 4.1 and 4.2 of the report were closely linked, providing reassurance on academic quality and practice while highlighting key enhancement areas. Members welcomed the overview of learning and teaching outcomes and the positive trajectory of KPIs, with FE completion rates now above the sector average at 72%. The Director of Performance acknowledged that the stability of this academic year, without industrial action, contributed to improved outcomes.

The Committee NOTED sector comparisons, including the College’s significantly higher proportion of students from deprived backgrounds compared to other regions. The Committee DISCUSSED whether outcomes would align more closely with sector averages if SIMD10 factors were isolated, and the structural funding challenges associated with supporting these cohorts.

The Committee DISCUSSED the balance of FE and HE provision, the College’s dominant share of regional HE credits, and future strategic considerations relating to SFC funding models and potential shifts in provision.

The Committee AGREED that it would welcome further analysis of early withdrawal and re-entry data, including reasons for withdrawal and support provided on return, and an exploration of how SIMD10 factors impact comparative performance.

Further analysis of the Academic Performance Report to be provided to the next meeting.

**Item LTSEC2-4.2 Self-Evaluation Action Plan (SEAP) Progress AY 2024-25**

<b>Paper No: LTSEC2-C</b>	Lead: J Gray	Action requested: Discuss
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**Decision**

The Committee NOTED and DISCUSSED SEAP Progress for AY2024-25. The Chair highlighted that many of the discussion points had already been

Decision	covere under the previous item of business.  None.
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<b>Item LTSEC2-4.3</b>	<b>Faculty Presentation: AI The Good, the Bad and the Ugly</b>	
Paper No: N/A	Lead: D MacKeen	Action requested: Discuss
	The Committee NOTED a presentation from the Lecturing Staff Board Member on Artificial Intelligence (AI). The Committee DISCUSSED the opportunities, risks, and ethical considerations surrounding the use of AI in education.	

<b>Item LTSEC2-4.4</b>	<b>Students' Association Update</b>	
Paper No: LTSEC2-D	Lead: M McClellan	Action requested: Discuss
	The Committee NOTED an update on student experience, representation activity, and emerging student issues from the Students' Association.	
	The Committee NOTED that class representative election engagement had been significantly higher than at the same point last year, with current participation across faculties ranging from 92% to 96% - the strongest since pre-Covid. The CitySA Coordinator advised the Committee that although induction attendance had been slightly lower, due to the transition to a new system, representative training would continue into March 2026 - in partnership with sparqs - to ensure an effective model of student representation.	
	The Committee NOTED an 54% increase in meeting attendance and ongoing work with the trauma group to ensure safe spaces for student engagement. The CitySA Coordinator confirmed that upcoming student meetings would focus on both assessment and cluster delivery experiences across faculties.	
	The Committee DISCUSSED emerging concerns around unexpected course-related costs, including charges for uniforms and consumables which were not clear prior to the start of courses. The Committee AGREED that, given the importance of transparency around additional course related costs, an update on these matters should be provided to its next meeting.	
Decision	Update on course-related costs, including emerging charges, clarity of communication to students, and recommendations for improvement, to be considered by Committee at its next meeting.	

*M McClellan departs 15:30*

<b>Item LTSEC2-4.5</b>	<b>Learning, Teaching &amp; Student Experience Update</b>	
Paper No: LTSEC2-E	Lead: S Wilson	Action requested: Discuss

Decision	<p>The Committee NOTED an update which illustrated that admissions conversion rates continue to trend positively compared with prior years.</p>
	<p>The Committee DISCUSSED completion rates, noting that when SIMD and care-experienced cohorts are removed, full-time FE completion is approximately 56% and HE 75%, which may provide valuable contextual evidence for future discussions with the SFC.</p>
	<p>The Committee NOTED an update on the upcoming Learning &amp; Teaching Conference which would take place on 20 January 2026. The Vice Principal informed members that Darren McGarvey, a social commentator and rapper, had been confirmed as keynote speaker. The Committee NOTED that the keynote speech would focus on the real challenges facing students.</p>
	<p>The Committee NOTED an update on the revised ILQR (Internal Learning and Quality Review) process, introduced under the TQEF. The Vice Principal advised the Committee that two faculties, Sports &amp; Fitness and Engineering, had recently participated in deep-dive reviews. The Committee DISCUSSED the outcomes of the reviews and noted recommendations to enhance the Engineering Faculty's performance.</p>
	<p>The Committee NOTED that the ILQR cycle would continue annually, with the remaining faculties scheduled for review next year. The Committee AGREED that a forward plan and timeline would be presented to its next meeting - for information.</p> <p>ILQR planner to be presented at the next meeting of the Committee.</p>

<b>Item LTSEC2-4.6</b>	<b>Strategic Risk Review</b>	
Paper No: LTSEC2-F	Lead: M Walker	Action requested: Discuss
Decision	<p>The Committee NOTED a Q2 update on the College's Strategic Risk Register. The Associate Director of Governance &amp; Risk advised the Committee that it monitored four risks; SR1, SR2, SR4, and SR27, all of which remain unchanged on the register.</p>	
	<p>The Committee NOTED a positive outcome for SR1, linked to feedback from recent MSES results. The Committee DISCUSSED SR1 and its focus on satisfaction metrics rather than actual student outcomes. The Committee AGREED that at the next scheduled review (Q3), SR1 should be considered by the risk owner and if required the narrative would be updated.</p>	
	<p>The Committee NOTED that it was content with the strategic risk register, in its current form and no changes would be put forward to the Board.</p>	
	SR1 narrative to be reviewed during Q3 review.	

<b>Item LTSEC2-4.7</b>	<b>Review of Corporate Caring Duties 2024-25</b>	
Paper No: LTSEC2-G	Lead: D Robertson	Action requested: Discuss

Decision

The Committee NOTED an update on safeguarding, corporate parenting, and Prevent activity. The Director of Student Experience advised the Committee that Prevent training had been provided to the SMT by Police Scotland on 29 October 2025.

The Committee NOTED that safeguarding case numbers remain low, with five reports referred to external agencies during the reporting period. The Director of Student Experience informed the Committee that the College had no visibility of outcomes once referrals are passed to social work or police, as its statutory duty is solely to report.

The Committee DISCUSSED the increasing prevalence of extreme misogyny among young males across Scotland and the UK, and the need for proactive college-wide initiatives to challenge such behaviours. The Committee NOTED existing sector-wide posters and materials targeting harmful language and recognised that further procedures may be helpful to better equip staff in challenging incidents.

The Committee DISCUSSED the ongoing implementation of the Emily Test framework, a sector-recognised approach to supporting students affected by gender-based violence. The College was the first institution within the sector to be accredited and had subsequently maintained its recognised status. The Committee NOTED the importance of continued partnership working with the Students' Association to ensure effective communication and support.

The Committee DISCUSSED the level to which safeguarding, corporate parenting and Prevent activities were resourced given societal shifts and financial pressures. The Committee AGREED that, at a future meeting, members should be provided with an opportunity to explore existing support structure for both students and staff.

Future agenda item focussed on safeguarding, corporate parenting and Prevent, and the support structures available within the College.

Item LTSEC2-4.8	Learning Spaces Project Update	
Paper No: LTSEC2-H	Lead: D Robertson	Action requested: Discuss
	<p>The Committee NOTED an update on the Learning Spaces project and the operational issues experienced due to aging equipment in teaching spaces.</p> <p>The Committee NOTED that the pilot project focussed on the development of learning space across College campuses. The Director of Student Experience updated the Committee on progress relating to the project and how findings would inform a wider plan to refurbish the remaining rooms over a 3–4-year period, subject to available capital funding.</p> <p>The Committee DISCUSSED the initial project ambitions and how they had been scaled back due to budget constraints and capital funding limitations. The Principal advised the Committee that additional fundings sources, including potential supplier sponsorship, could be used to resource the project. The Committee NOTED that Board members may have contacts who could help securing alternative funding and this should be explored by the Principal.</p>	

<b>Decision</b>	None.
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<b>Item LTSEC2-5</b>	<b>Any Other Notified Business</b>
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<b>Paper No:</b>	Lead: Convener	Action requested: Note
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	The Committee NOTED that no other business had been formally notified.	
	The Committee NOTED that a query raised by the Lecturing Staff Board Member, relating to seating on Level 2, would taken offline and considered by the Vice Principal.	

<b>Decision</b>	None.
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<b>Item LTSEC2-6</b>	<b>Review of Meeting</b>
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<b>Paper No:</b>	Lead: Convener	Action requested: Note
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	The Committee welcomed the paperwork it had received and the wide-ranging discussions it had stimulated. The Committee NOTED that WIFI issues experienced by Non-Executive Members would be investigated and resolved.	
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<b>Decision</b>	None.
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<b>Item LTSEC2-7</b>	<b>Disclosability of Papers</b>
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<b>Paper No:</b>	Lead: M Walker	Action requested: Note
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<b>Decision</b>	The Committee AGREED that the disclosability status of all papers be retained as tabled. The Development Report and Strategic Report were confirmed as disclosable, alongside the approved minutes of the previous meeting.	
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<b>Item LTSEC2-8</b>	<b>Date of Next Meeting</b>
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<b>Paper No:</b>	Lead: Convener	Action requested: Note
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	Next Learning, Teaching & Student Experience Committee Meeting Tuesday 18 February 2026.	
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*The meeting closed at 17:11*

## ACTIONS FROM MEETING

Item	Description	Owner	Progress Update
LTSEC2-4.1 11 11 25	<b>College Academic Performance:</b> Further analysis of early withdrawal and re-entry data to be feedback to Committee (- including reasons for withdrawal and support provided on return, and an exploration of how SIMD10 factors impact comparative performance).	JG	<b>In-progress.</b> Verbal update to be provided.
LTSEC2-4.4 11 11 25	<b>Student Association Update:</b> Update on course-related costs, including emerging charges, clarity of communication to students, and recommendations for improvement, to be considered by Committee at its next meeting.	FIH/SC	<b>Complete.</b> Update included within CitySA Report.
LTSEC-4.5 11 11 25	<b>Learning and Teaching Experience Update:</b> ILQR planner to be presented at the next meeting of the Committee.	SW/JG	<b>Complete.</b> On agenda.
LTSEC2-4.6 11 11 25	<b>Strategic Risk Review:</b> SR1 narrative to be reviewed during Q3 review.	ADGR/SW	<b>Complete.</b> On agenda.
LTSEC2-4.7 11 11 25	<b>Review of Corporate Caring Duties:</b> Future agenda item focussed on safeguarding, corporate parenting and Prevent, and the support structures available within the College.	DR	<b>In-progress.</b> Verbal update to be provided.

## ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTSEC1-4.1 16 09 25	<b>Multiply Project Report</b> - To produce a College specific Multiply Project impact report.	JD	<b>Complete.</b> Glasgow Regional report On Admincontrol
LTSEC1-4.2 16 09 25	<b>Laptop Loan Scheme</b> – An understanding of Student software access issues.	SW/SC	<b>In-progress.</b> Taken offline. Verbal update on progress to be provided.
LTSEC1-4.3 16 09 25	<b>City Attributes</b> – Clarity of long-term funding model	AB	<b>In-progress.</b> On agenda planner for next meeting.