

Learning, Teaching & Student Experience Committee

| | |
|---------------------------|--|
| | |
| Date of Meeting | 24 February 2026 |
| Paper No. | LTSEC3-K |
| Agenda Item | 5.5 |
| Subject of Paper | Approved Academic Board Minutes – 30 October 2025 |
| FOISA Status | Disclosable |
| Primary Contact | Paul Little, Principal |
| Date of production | October 2025 |
| Action | For Noting |

Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 30 October 2025.

Meeting of Academic Board

Minute of meeting held on Thursday, 30 October 2025 at 1000 hrs – City, C.04.044

| Present | |
|--|------------------------|
| Paul Little (PL) Chair | Gus Grubb (GG) |
| Roy Gardner (RG) (Vice Convenor) | Flora Irvine-Hall (FI) |
| Alison Bell (AB) | Chris Keenan (CK) |
| Vic Boyd (VB) | Kirk McCrae (KM) |
| Samantha Campbell (SC) | Katie Ralston (KR) |
| Mark Cameron (MC) | Derek Robertson (DR) |
| Gillian Cowie (GC) | Douglas Scott (DS) |
| Andrew Dickson (AD) | Vanessa Telfer (VT) |
| Jon Gray (JG) | Siobhan Wilson (SW) |
| Maddy Green (MG) | |
| | |
| In Attendance | |
| Jennifer Stevenson (JS) (Minute Secretary) | |
| Apologies for absence | |
| Carla Gethin (CMG) | Ava Kaskanos (AK) |
| John Gribben (JGrb) | Kirsty Mill (KM) |

| Item 1 | Apologies for Absence | |
|---------------------|---|------------------------|
| Paper No: Verbal | Lead: P Little | Action requested: Note |
| Discussion | Apologies were received from CMG, JGrb, AK, KM. | |
| Decision | The apologies were noted. | |

| Item 2 | Chairs Business | |
|---------------------|--|------------------------|
| Paper No: Verbal | Lead: P Little | Action requested: Note |
| Discussion | <p>The Chair welcomed everyone to the first meeting of the new academic year and in particular many new members.</p> <p>The education sector was entering a very intense period where the Scottish Government was being lobbied for funding. City was pivoting to reclassification as a polytechnic. Board and Management were meeting next week to create a Strategic Plan to 2040 so that we were prepared for the long-term future. A deficit had been forecast for this year, but early intervention had given the college time to create a positive outcome which other colleges had not been able to do. With regard to our competitive repositioning as Scotland's Polytechnic, we</p> | |

will never lose our branding of City of Glasgow College, it's part of our established identity. Unlike other colleges for the next decade, we are looking ahead leading from the future not to the future.

A number of universities and colleges will not survive over this next decade. Three fundamental priorities to remember are: renewal, Polytechnic, and lastly Glasgow City Region.

It's all positive as City is gaining momentum and importance in international markets. John Swinney the First Minister for Scotland has endorsed us as a polytechnic of our time during his last visit.

Renewal – we have recruited new staff, a new Chair of the Board, and several new board members and we have recrafted plans for Riverside Innovation Centre which links into the City Regional plans we have for regeneration. In the future we will focus on care, green energy, space, maritime, health and defence though of course we maintain much of our existing current portfolio.

City Region – we see further investment in Glasgow similar to Liverpool and Manchester both who have received a huge amount of funding for redevelopment. There is an additional £20M available to Glasgow for innovation, a further £50M for Scotland's defence growth, and £10BN funding for BAE from Norwegian Government.

Important to remind ourselves that not all colleges are the same, in our case as a Polytechnic we also have a global impact unlike any other Scottish College. We have a deep focus on industry which we have had established for a long time. Our lecturers are comfortable liaising with industry; we are trusted by industry and have a symbiotic relationship with the top 30 industry sectors and some 200 different sectors which is demand led and focused. The complexity of higher education offered by City is valued by both students and industry and we have managed to leverage value in kind equipment and preferential contracts for the college. Edinburgh college is smaller than City and is not industry based. City supports the training for a third of the trained workforce.

In the new tertiary system, there will be no longer be bifurcation between university vs college. Partnerships with other universities has benefits in the range of courses that can be franchised for them. The term Polytechnic is also readily understood overseas, college means something different in the USA and India. Many people in the future may benefit from degree courses. We are meeting with SQA to discuss awarding powers at college that will be more industry focused. The

Prime Minister recently stated that it was his mission to increase the members studying technical skills and had awarded English colleges £800M. The four-year degree is losing currency in the modern world and the USA have been doing two-year Community College degrees for some time. The future will look very different for education.

Decision Noted

Item 3.1 Membership 2025-26

Paper No: AB01-A Lead: P Little Action requested: Approval

Discussion The membership for 2025-26 has a vacancy for a CH Hospitality and Leisure and will be filled for the next meeting and the list resubmitted for approval.

Decision Approved

Item 3.2 Terms of Reference 2025-26

Paper No: AB01-B Lead: P Little Action requested: Approval

Discussion The Terms of Reference needed a few organisational name changes to be updated.

Decision **Action:** DR to update the Terms of Reference.

Item 3.3 Programme of Work 2025-26

Paper No: AB01-C Lead: P Little Action requested: Approval

Discussion MG requested the Student Recruitment Plan be added to the last meeting as an Agenda Item.

Decision Approved

Item 3.4 Minute of Meeting (13 May 2025)

Paper No: AB01-D Lead: P Little Action requested: Approval

Discussion The minute of the meeting held on 13 May 2025 was agreed as a correct record and approved without amendment. Two actions form part of today's agenda. MG had training sessions arranged for all CHs on MyConnect for staff to book either Riverside or City in December.

Decision Approved

| Item 3.5 | | Annual Complaints Report AY 2024-25 | |
|---------------------|---|-------------------------------------|--|
| Paper No: AB01-E | Lead: J Gray | Action requested: Approval | |
| Discussion | <p>The Academic Board was asked to approve the College Annual Complaints Report for QY2025-25 before publication as required by the SPSO (Scottish Public Sector Ombudsman).</p> <p>Positively, for the last five years the number of complaints has declined, partly due to increased efforts to resolve problems early and so no handling is required RG commented on the positive trend as JG stated that the college is sector leading. It was acknowledged that we need to continue to monitor how we efficiently handle Stage 2 complaints, which are increasingly becoming more complex. The Chair said we should also be comparing ourselves to universities statistics and not just colleges. JG commented that universities are largely homogenous while students at the College will be more diverse, and it is within this diversity that the majority of our complaints are. One of the biggest challenges is meeting the reasonable adjustment expectations of disabled students and their guardians.</p> <p>The Chair commented that the Director General of Higher and Further Education had been a recent visitor to the college and very impressed with the size of the Student Services area and level of staffing to support students. With neurodiversity greater cost were incurred and that required more funding. This report contained valuable information that can be used to lobby for more support. Students should feel an affinity with college, as part of it, before they join, as they join, when they join, leaving, having left and do they keep returning.</p> <p>CK commented that the reason Nautical & STEM had the highest number of complaints was due to the high number of overseas students who had paid their own money to attend, and their relationship was more of a commercial nature. The complaints had arisen with the way in which different cultures were treated and guidelines for improvement had been circulated. The information provided from the report indicated the three main areas for complaints; staff conduct, fees, progression.</p> <p>Complaints submitted anonymously were harder to rectify without being able to get to the route issue through discussion. MG commented that Canvas was a good resource that was underutilised but could be used to provide student feedback/comments which everyone could see what is happening.</p> | | |

AB had visited Dublin where government funding for colleges and universities had been massive. She had been able to adapt the information for a new teaching approach, a universal design for learning at City. Universal Design for Learning is aimed at helping all learners succeed by removing barriers to learning, having a more inclusive approach and being flexible when designing new courses to provide a holistic and integrated learning experience for all student. The Chair asked for it to be put on the next agenda.

Action: Agenda item for next meeting Universal Design for Learning at City. - AB

Decision

Approved

| em 3.6 | | Fees Pricing & Control Procedure |
|-------------------------|---|----------------------------------|
| Paper No: AB01-E (2) | Lead: A Dickson | Action requested: Approval |
| Discussion | The paper needed approval before being submitted to SMT. Consultation had highlighted the need for a procedure to ensure that any deviations from the set fee structure were approved and documented in an agreed manner providing a clear audit trail. SW commented that this report was long overdue. The report would improve governance, enhance accuracy and clarity of data for a range of departments such as Finance and Student Records. | |
| Decision | Approved | |

| Item 4.1 | | Recruitment & Admissions Update |
|---------------------|---|---------------------------------|
| Paper No: AB01-F | Lead: M Green | Action requested: Discussion |
| Discussion | As of 30 October, FT recruitment was at 100%, there was a lot of data to digest but some of the highlights evident worth noting; three quarters of enrolments came through central college admissions. There was an increase of 2% FT places from 2024-25. The ratio of first choice applications to places available was 2.8 with 1% increase in offers and enrolment conversion at 108%. Overall FT was 98% for year 1 and 94% year 2, (the gap between year 1 and 2 was closing), Full time HE was 95%, Full time FE 103% and part time 60%. FE slightly compensated for the lower HE figures but presented a challenge for lost fee income. The college was offering more HE than FE but interestingly there are more FE applications. The lower figure of HE was due to direct competition from the universities who had lowered their entry requirements. With this in mind we have to work smarter and do more to identify courses earlier which are consistently underperforming in student recruitment and consider appropriate action for portfolio review. Attention should also be given to part time recruitment which an impact on projected credit | |

and fee income and is significantly lower than full time recruitment at 60%.

The Chair commented that we need to be promoting to all potential students on Open Days and other recruitment processes that the number of hours and support colleges give to students on courses is vastly superior to that given by universities. We should also explain that the student experience is vastly different and more should be made of this so that new students are more aware of the added value they will receive coming to college, including work placements. The Chair also referred the Academic Board members to know your numbers and also be aware of what the competitors are doing. Deans should take ownership for this and expect to see information in the portfolio reviews.

FI asked if the Student Association could assist on Open Days and her offer was noted with thanks by the Chair.

AB commented that the future is part time courses as this suits industry better for the flexibility offered. The Chair reiterated we are leading from the future and part time courses will dominate by 2035, we need to be mindful of what we are doing to achieve this now.

Decision

Action: Deans to advise who their competitors are, the number of hours teaching given for the three most competitive course at the next meeting.

| Item 4.2 | | Financial Update | |
|---------------------|---|------------------------------|--|
| Paper No: Verbal | Lead: A Dickson | Action requested: Discussion | |
| Discussion | <p>For the financial year ended there we are reporting a surplus of £59K despite the original forecast for 2024-25 had been for a £500K deficit, so there had been a significant improvement from original budget. The 2025-26 budget showed a £172K deficit and Q1 forecast will be issued as at 31 October. We were still facing ongoing challenges with the potential for flat cash settlement from Scottish Funding Council, meaning there was no increase in precursory combat rising costs and inflation. We are however not in same financial position as some other colleges.</p> <p>The Chair said that we have known for a long time that college funding has consistently been reduced (by 20%) and we are fortunate that we can look to commercial and international possible scenarios to generate income for the college.</p> | | |
| Decision | Noted | | |

| Item 4.3 | | Interim Performance Indicators Data Report AY2024-25 | |
|---------------------|---|--|--|
| Paper No: AB01-G | Lead: J Gray | Action requested: Discussion | |
| Discussion | <p>The paper summarises the academic performance for the last academic year using internal College data yet to be fully verified by the SFC. Page 6 delivers an overview of our progress and highlights our recovery post covid, and industrial action. Whilst positive overall, it does show that attainment within FT FE courses, while improving, remains a challenge and we are below the sector average. Actions in relation to this, will feature within the College Self-Evaluation Action Plan for AY25-26. The Chair asked the Board – what do we do, we have let these students down. KR commented that we do not retain January starts for the next level of education and that the workforce was enticing students from college especially to fill gaps over busy periods such as Christmas. The length of some courses had reduced. Accreditation for shorter course was discussed with CHs and ADs. GC said adopting the universal design for learning had helped with retention and commented that the students also really loved the new interior design of the college. The Chair asked for staff to let their ADs know other success had been achieved when adapting courses.</p> | | |
| Decision | Noted | | |
| Item 4.4 | | Self-Evaluation Action Plan Progress AY2024-25 | |
| Paper No: AB01-H | Lead: J Gray | Action requested: Discussion | |
| Discussion | <p>The Academic Board were afforded an opportunity to review progress with the implementation of the College Self-Evaluation Action Plan (SEAP); this report is a requirement of the new quality arrangements introduced for colleges and universities in 2024. Each year we are required to review our progress and make recommendations in support of continued enhancement.</p> <p>In support of this the College held a SEAP planning day attended by 80 College staff. We can see that one of the priorities for enhancement is to address the attainment issues across FT FE - as discussed in item 4.3. As part of the fuller introduction of the new quality arrangements, it was noted that the College had run to internal quality reviews with the curriculum areas of sport and fitness and engineering; both had established new actions in support of further enhancement.</p> <p>The Chair reminded everyone that when addressing long standing performance issues, teams should find resolutions to fix issues, or the Vice Principals would be stepping in as the situation has continued far too long. The Chair also reminded the Academic Board about the</p> | | |

| | |
|-----------------|--|
| | importance of part-time provision. He asked when the last time the CHs had held a forum across the college, reasserting the importance of CHs focussing on the management of quality essentials to address learner completion rates. |
| Decision | Action: CHs to attend a forum before Christmas as a priority - SW |

| | | |
|----------------------------|--|------------------------|
| Item 5.1 | Articulation & Associate Student Places AY2024-25 | |
| Paper No: AB01-I | Lead: J Gray | Action requested: Note |
| Discussion | All the following papers were for information and noting. | |
| Decision | Noted. | |

| | | |
|----------------------------|---|------------------------|
| Item 5.2 | External Verification and Examiner Reports | |
| Paper No: AB01-J | Lead: J Gray | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|----------------------------|--|------------------------|
| Item 5.3 | Ethics Committee Annual Report for AY 2024-25 | |
| Paper No: AB01-K | Lead: R Gardner | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|----------------------------|--|------------------------|
| Item 5.4 | Standing Committees Annual Reports: 5.4.1 Quality Assurance & Enhancement Committee | |
| Paper No: AB01-L | Lead: R Gardner | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|----------------------------|--|------------------------|
| Item 5.4.2 | Student Academic Experience Committee | |
| Paper No: AB01-M | Lead: S Wilson | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|----------------------------|-----------------------------------|------------------------|
| Item 5.4.3 | Support Services Committee | |
| Paper No: AB01-N | Lead: J Gribben | Action requested: Note |
| Discussion | The paper was noted. | |

Decision Noted.

| | | |
|-----------------|---|--|
| Item 5.5 | Faculty Board Minutes Ay 2024-25 | |
| | 5.5.1 Creative Industries | |

| | | |
|----------------------------|--------------|------------------------|
| Paper No: AB01-O | Lead: A Bell | Action requested: Note |
|----------------------------|--------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-------------------|-----------------------------------|--|
| Item 5.5.2 | Education & Humanities | |
|-------------------|-----------------------------------|--|

| | | |
|----------------------------|---------------|------------------------|
| Paper No: AB01-P | Lead: G Grubb | Action requested: Note |
|----------------------------|---------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-------------------|----------------------------------|--|
| Item 5.5.3 | Hospitality & Leisure | |
|-------------------|----------------------------------|--|

| | | |
|----------------------------|----------------|------------------------|
| Paper No: AB01-Q | Lead: V Telfer | Action requested: Note |
|----------------------------|----------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-------------------|----------------------------|--|
| Item 5.5.4 | Nautical & STEM | |
|-------------------|----------------------------|--|

| | | |
|----------------------------|----------------|------------------------|
| Paper No: AB01-R | Lead: C Keenan | Action requested: Note |
|----------------------------|----------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-----------------|-------------------------------|--|
| Item 5.6 | Data Protection Report | |
|-----------------|-------------------------------|--|

| | | |
|----------------------------|-----------------|------------------------|
| Paper No: AB01-S | Lead: R Gardner | Action requested: Note |
|----------------------------|-----------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-----------------|--|--|
| Item 5.7 | Approved Quality Assurance & Enhancement Committee Minute: 8 May 2025 | |
|-----------------|--|--|

| | | |
|----------------------------|-----------------|------------------------|
| Paper No: AB01-T | Lead: R Gardner | Action requested: Note |
|----------------------------|-----------------|------------------------|

Discussion The paper was noted.

Decision Noted.

| | | |
|-----------------|---|--|
| Item 5.8 | Approved Student Academic Experience Committee Minute 6 May 2025 | |
|-----------------|---|--|

| | | |
|----------------------------|----------------------|------------------------|
| Paper No: AB01-U | Lead: S Wilson | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|-----------------|--|--|
| Item 5.9 | Approved Support Services Committee Minute 9 May 2025 | |
|-----------------|--|--|

| | | |
|----------------------------|----------------------|------------------------|
| Paper No: AB01-V | Lead: J Gribben | Action requested: Note |
| Discussion | The paper was noted. | |
| Decision | Noted. | |

| | | |
|----------------|---------------------------|--|
| Item 6. | Any other Business | |
|----------------|---------------------------|--|

| | | |
|----------------------------|---|------------------------|
| Paper No: Verbal | Lead: P Little | Action requested: Note |
| Discussion | There was no other business. However, the Chair asked for the action below to be added to every meeting. | |
| Decision | Action New Agenda item at the end of every meeting - Review of Meeting to be added after AOB. | |

| | | |
|---------------|-----------------------------|--|
| Item 7 | Date of Next Meeting | |
|---------------|-----------------------------|--|

| | | |
|----------------------------|------------------|------------------------|
| Paper No: Verbal | Lead: P Little | Action requested: Note |
| Discussion | 12 February 2026 | |
| Decision | Noted. | |

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

30 October 2025

| Item | Description | Owner | Target Date |
|------|--|-------|-------------|
| 3.2 | Terms of Reference to be updated. | DR | 12.02.2026 |
| 3.3 | <i>Summary of Student Recruitment Plan for next session.</i> be added for the meeting on 5 May 2026. | PL | 05.05.2026 |
| 3.5 | Agenda item for next meeting Universal Design for Learning at City. | AB | 12.02.2026 |
| 4.1 | Deans to advise who their competitors are, and the number of hours teaching given for the three most competitive course. | Deans | 12.02.2026 |
| 4.4 | CHs to attend a forum as priority before Christmas. | SW | 15.12.2025 |
| 6. | New Agenda item at the end of every meeting - Review of Meeting to be added | JS | 12.02.2026 |