

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 1st MEETING HELD ON 27 SEPTEMBER 2016 AT 1700 HRS (LTC1)

Present	
Jim Gallacher (JC) (Convenor)	Ian Gilmour (IG)
In attendance	
Alex Craig (AC)	Joanna McGillivray (JM)
Douglas Dickson (DD) (Performance)	Kay Sheridan (KS) (Faculty Director)
Apologies for absence	
Paul Little (PL)	Stuart Patrick (SP)
David Eaton (DE) (Vice Convenor)	

Item LTC1-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies received from PL, DE, SP.	

Item LTC1-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	None noted.	

Item LTC1-3	Minute of Learning & Teaching Meeting held on 3 May 2016	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	Matters Arising: Paper No: LTC4-10: The College Leavers Destination report. This needs to be discussed further with regard to setting benchmarks in line with available data.	
Decision/Noted	Action: JMcG & DD to meet with JG before the end of October to look at data from SFC and subsequent benchmarking.	

Item LTC1-4	Committee Annual Report 2015-16	
Paper No: LTC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>Committee Annual Report – Should include reportage on apprenticeships in future (PC)</p> <p>It should be recorded that a substantial paper on the implications of leaver destinations and impact of future strategy development will be returned to the Learning & Teaching Committee, and then forwarded to the full Board for consideration (DD).</p>	
Decision/Noted	<p>Action: Include reportage on apprenticeships in future annual reports (PC).</p> <p>Action: Leaver destinations and strategy development paper to be presented to Committee (DD).</p>	

Item LTC1-5	Committee Schedule of Work 2016-17	
Paper LTC1-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>The Committee considered and discussed the Committee Schedule of Work for 2016-17.</p> <p>It was agreed that the reflections questionnaire would be forwarded to the February meeting and should not appear on the September L&T committee meeting agenda (PC).</p>	
Decision/Noted	Approved with minor adjustments. (PC to check with DD/JMcG).	

Item LTC1-6	Pedagogy & Innovation - Learning and Teaching Academy for Technical and Professional Education	
Paper No: LTC1-D	Lead: J McGillivray	Action requested: Discuss
Discussion/ Matters Arising	<p>The concept of a Learning and Teaching Academy for Technical and Professional Education was approved . A further report will be brought to the board in February 2017, detailing report on progress, plans and estimated budget lines (JMcG).</p>	
Decision/Noted	Approved.	

Item LTC1-7	Curriculum Performance Report - 2015-16 Performance Indicators	
Dashboard	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	<p>It was agreed that performance had been sustained, at a time of considerable transition, to almost the same levels as the previous year, and that the set of success outcomes were positive. JG commended staff on their efforts to sustain performance. Specific mention was given to ESOL staff for the contribution to the increase in PTFE success outcomes, and also to the Performance Unit in supporting the entire process.</p>	

Decision/Noted	Noted.
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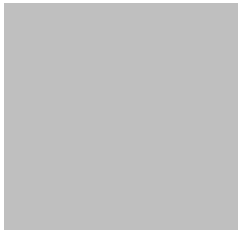
Item LTC1-8	College Quality Arrangements from 2016-17	
Paper No: LTC1-E	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	It was agreed that a report should be brought to the Committee in February regarding progress on new quality arrangements (DD).	
Decision/Noted	Noted.	

Item LTC1-9	Regional Curriculum Update	
Verbal	Lead: J McGillivray	Action requested: Discuss
Discussion/ Matters Arising	It was noted that the Regional Outcome Agreement for 16/17 had been agreed. A Curriculum Review event would be held on the 8 th Nov considering the needs of the region. An Access and Inclusion group will be formed to deal with the new access and inclusion strategy and gender action plan which are now part of the ROA.	
	It was noted that Curriculum Hub Chairs have changed. Jill Weatherill and Marion McNab from COGC are now chairs of their respective Hub groups.	
Decision/Noted	Noted.	

Item LTC1-10	SPSO Complaints Handling Benchmarking 2014-15	
Paper No: LTC1-F	Lead: D Dickson	Action requested: Noting
Discussion/ Matters Arising	The report was noted. The Convener was pleased to note the progress made towards benchmarking the overall complaints and complaint categories.	
Decision/Noted	Noted.	

Item LTC1-11	Developing Scotland's Young Workforce	
Paper No: LTC1-G	Lead: A Craig	Action requested: Note
Discussion/ Matters Arising	AC reported that Diane Greenlees would be visiting the College to further discuss Apprenticeships and Apprenticeship development with JMcG. This in turn should inform the formation of an apprenticeship strategy moving forward.	
Decision/Noted	Noted.	

Item LTC1-12	Any Other Notified Business	
Paper: LTC4-G	Lead: A Craig	Action requested: Note
Discussion/ Matters Arising	AC reported that the Academic Board will meet at the beginning of	



November. The Education Scotland Action Plan will be discussed and further considered at the Academic Board (JMcG).

The Convener thanked the outgoing DP for his work over the past 6 years and his contribution to the work of the L&T committee.

Decision/Noted Noted.

Item LTC1-13	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested:
Decision/Noted	Wednesday 8 November 2016	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

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	Noted
LTC1-4	Committee Annual Report: Present Leaver Destination and Strategy Development paper.	DD	ASAP
LTC1-8	College Quality Arrangements from 2016-17: Bring report to Committee in February 2017.	DD	02 17

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
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.	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
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	AC	Ongoing

	Academic Board.		
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