

## Board of Management Learning & Teaching Committee

<b>Date of Meeting</b>	<b>Tuesday 11 May 2021</b>
<b>Paper No.</b>	<b>LTC4-J</b>
<b>Agenda Item</b>	<b>5.4</b>
<b>Subject of Paper</b>	<b>Academic Board Minute – 25 02 21</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Little, Principal</b>
<b>Date of production</b>	<b>February 2021</b>
<b>Action</b>	<b>For Noting</b>

### **Recommendations**

The Committee is asked to note the Academic Board minute of the meeting held on 25 February 2021.

## Meeting of Academic Board

Minute of meeting held on 25 February 2021 at 1400 hrs via Zoom

Present	
Paul Little (PL) (Convenor) Joined 14h50	Elsie Jackson (EJ)
Sheila Lodge (SL) (Vice Convenor)	Colin McCrum (CM)
Claire Carney (CC)	Ryan McKellar (RM)
Tom Duff (TD)	Will McLeish (WM) Left 14h30
Nicolas Garcia (NG) Joined 14h25	Elodie Nowinski (EN)
Roy Gardner (RG)	Gillian Plunkett (GP)
Jon Gray (JG)	Mark Stagg (MS)
Gus Grubb (GG)	Stuart Thompson (ST)
Scott Harrison (SH)	
In Attendance	
Iain Houston (IH)	Sharon Ritchie (SR) (Minute Secretary)
Apologies for absence	
Siobhan Wilson (SW)	

Item 1	Apologies for Absence	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	Apologies were received from S Wilson.	
Decision	The apologies were noted.	

Item 2	Minute of Meeting (29 October 2020)	
Paper No: AB2-A	Lead: S Lodge	Action requested: Approval
Discussion	<p>The minute of the meeting held on 29 October 2020 was approved without amendment.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> <li>Costings for the proposed HND Fashion Business: The AD who presented the paper is currently on Maternity leave. Consequently, the costings are yet to be raised with the Vice Principal - Corporate Services. GG to circulate an update via email to the committee.</li> </ul>	
Decision	Approved	

Item 3	Chairs Business	
Paper No: Verbal	Lead: P Little/S Lodge	Action requested: Note
Discussion	SL welcomed everyone to the meeting, and advised that the Principal had been delayed but would join the meeting as soon as possible.	
Decision	Noted	

<b>Item 4.1</b>		<b>Operations Protocols</b>	
<b>Paper No: AB2-B</b>	Lead: S Lodge	Action requested: Discussion & Decision	
<b>Discussion</b>	<p>SL indicated that the paper provided an update on the operations protocols currently in force for the College buildings, and the arrangements in place to allow people into the buildings as safely as possible, including staggered arrivals/departures and minimising contact with people.</p> <p>The College buildings remain closed, except in cases where crucial teaching cannot be deferred. It was noted that approximately 40 Nautical &amp; STEM students were currently receiving face-to-face teaching at Riverside where courses had to be completed by the end of February.</p> <p>Based on the most recent update from the Scottish Government, the protocols outlined in the paper will be enforced until 15 March 2021. After that date, the buildings will open up to a maximum of 5% of students on campus, at any one time.</p> <p>The College's working assumption is that numbers will be calculated across the both campuses. A list of all priority students to be allowed in for classes was in the process of being compiled. Further detailed guidance on the criteria for people granted admission into the building would be provided.</p> <p>SL pointed out that ideally a Risk Assessment should be submitted to the Health &amp; Safety team 2/3 days prior to the date for which access was sought. However, it was recognised that this was not always possible.</p> <p>CC advised that the Learning &amp; Teaching Task Group have four levels of criticality. Each Faculty will work through the list of student criticality and decide as a team who should be granted access.</p> <p>SL highlighted that the underlying issue was safety. In order to aid as many students as possible, detailed planning on a day-by-day basis will take place.</p> <p>The College's number one criterion continues to be the safety, health and wellbeing of staff and students.</p>		
<b>Decision</b>	Noted		
<b>Item 4.2</b>		<b>Learning &amp; Teaching: Covid Response</b>	
<b>Paper No: AB2-C</b>	Lead: C Carney	Action requested: Discussion & Decision	
<b>Discussion</b>	<p>CC advised that in response to the pandemic, the Learning &amp; Teaching Task Group had been established with representation from across Faculties, Student Experience Directorate, Performance, HR, Finance and the Student Association.</p> <p>The L&amp;T Task Group will categorise priority student groups for delivery (if/when campus re-opens and by tier level) but it was clear that there would be significant implications for academic year 2021/22, including recruitment, delivery of courses and financial implications for students. The</p>		

Task Group has been asked to work through these implications and to recommend potential solutions and approaches.

The recruitment portal opened on 13<sup>th</sup> January 2021. The group will consider the impact of student deferrals on the number of places available for new starts in the 2021-22 session alongside completing students from 2019-20 and 2020-21.

The group has met approximately 3 times, and a wash-up meeting is scheduled on 26<sup>th</sup> February 2021.

CC advised that the Blended Learning Fund received a total of 67 applications from across the College. Projects approved for the Blended Learning fund will go to the Senior Management Team (SMT), and will be available on the LT&A website. Every group funded will provide a summary of the outcomes of their projects. There will be transparency to ensure that everyone has sight of the projects to enable good practice to be shared.

It was noted that a Learning & Teaching conference will take place online on 14 September 2021.

CC spoke about the Digital Learning Group, chaired in conjunction with the IT Director. One of the outcomes from the group would be to develop a new Virtual Learning Environment (VLE). The business plan presented to the Executive Leadership Team (ELT) was duly approved. The new VLE will replace Moodle. It will also replace components of MyCity. The Group will initiate a project that will see the new VLE rolled out for all learners at the start of session 2021/22.

CC raised concerns around student engagement and retention. The data to date had been positive. However, students may start to drop out. CC was unable to confirm any specific reasons or the extent of dropout, as there were a number of unknowns. She reminded the Board that attendance did not equal engagement.

Members of the committee highlighted that the general consensus was that the situation around retention was mixed. Concerns about disengagement were raised; however, retention had been good to date. Some of the students had left because of a change in career path, the exasperation of lockdown affecting one's mental health, the dawning realisation that the jobs for which they were studying will not be available in the future, and general fatigue. Additional upbeat and positive communication with students would be helpful.

CC pointed out that capturing the positives for the year would ensure that the College was best placed going forwards.

Decision

Noted

<b>Item 4.3</b>	<b>Upskilling &amp; Reskilling</b>	
Paper No: Verbal	Lead: R Gardner	Action requested: Discussion & Decision
Discussion	RG provided the Board with an update on Upskilling/Reskilling activities. Some 200 courses were ready for delivery; 80 programmes had been delivered online; 17 onsite practical courses had been deferred.	

Due to the ongoing extension of the Job Retention Scheme, the market for upskilling / reskilling courses seems to have been deferred. 19% of Scotland's workforce were on furlough, and there was a disparity between the numbers for those that are classed as out of work and those claiming benefits.

The Training Funding allocation to the college sector is £125M for the next financial year. This comprises two programmes:

- The Young Persons Guarantee (16-24yr old). The College has signed up to this. There is an allocation of £8.7M to the college sector. The Funding Council will allocate the money.
- The National Transition Training Fund (25yrs+). £25M has been given to SDS to manage/disperse.

There will be a strong focus on Net Zero training and training to meet job requirements.

Under Phase 4 for Levy Paying Employers, £15 000 of training can be accessed. SMEs can access up to £5000 in training. It has been a slow start but there are approximately 200 conversations being held with SMEs to help maximise our benefit from each of the funding pots.

Decision

Noted

Item 4.4		Budget Report 2020-21	
Paper No: AB2-D	Lead: S Thompson	Action requested: Discussion & Decision	
Discussion	<p>ST highlighted that the report was based on the report presented at the last Senior Management Team (SMT) meeting. The budget had subsequently been re-worked, which took into account updates and additional information. The figures may have changed, but the themes were similar.</p> <p>The College was still facing a very challenging financial position. Income had been massively impacted by Covid restrictions. All SFC funding income had reduced. Targets for student accommodation income, commercial and international income, and the flexible workforce income had been reduced to an achievable volume by 31 July 2021.</p> <p>The uptake of upskilling / reskilling courses had been relatively slow. The funding was available but the commitment from organisation to deliver the volume of training under the current restrictions was a challenge across the board. In the short term, there is additional money around, but delivering in a short time scale was a big challenge.</p> <p>The College was committed to supporting flexibility and providing additional resources. It had created the blended learning fund, and support for additional practical teaching had been built into the budget.</p> <p>One of the additional funding pots had allowed for additional funding credits through the National Transition Training Fund and Young Person Guarantee Fund. £1.5M of additional teaching grant had been secured until 31 July 2021. That had a positive financial impact and had allowed for a degree of flexibility to take forward other initiatives. At the same time, costs were being reviewed to minimise where possible.</p>		

The updated financial position presented to the Finance Committee reflected a loss of £1.2M. The College was in a slightly improved situation, however none of the income sources were guaranteed and investment was required to successfully deliver additional practical training.

There was a massive challenge over the next few months to keep the loss to a manageable level, maintaining our cash position and the College's sustainability position.

GG pointed out that an additional £150 000 (spread over 3 years) had been secured from a community based programme.

The Chair highlighted that amidst the challenges, it was important to realise that the College had in the region of £90M coming in. Very few organisations in Glasgow had this amount to run their business. Staff payroll accounted for £55M of the money. To help for 'rainy days' there was approximately £4.2M in the bank.

The Finance and SMT teams work through approximately 75 different pots of money. Everything was fragmented but sometimes that fragmentation required the money to be used for certain things and by a certain timescale. The flexibility of taking from one pot to place in another was not always available. The assurance was given that as much money as possible would be utilised for the front line, both in the Teaching & Learning and support for students.

Decision

Noted

**Item 4.5 Proposal to Establish a Performance Reporting Cycle**

Paper No:  
AB2-E

Lead: J Gray

Action requested: Note

Discussion

JG introduced his paper and advised that it referred to the College's use of a balanced scorecard to support its strategic planning process. He explained the importance of this process, which underpinned the work of the College as a whole.

The Directorate meetings were parallel to the Faculty review meetings. Discussions were underway to establish an equivalent process. Over the course of the year, the aim would be to align the two processes into a more streamlined performance cycle.

The benefit from the new process was of the utmost importance. The process would be iterative, with the key focus being on the core service and experience offered to students, staff and other customers.

JG advised that he was seeking feedback to this introduction, as the process was very much about determining and understanding where we were and shaping together a system and process that could work. He went on to say that, he was trying to coordinate a deliberate process in support of continuous improvement and enhancement. Design would fit capacity; it was not about asking people to do more than they are capable of doing. It will be a streamlining process. Some of the work had commenced. It would require a degree of patience and collaboration to get it up and running.

JG went on to say that, he was proposing a cycle to produce 3 action reports per year. There would be an end of year report, which would outline improvement recommendations that fuel operational plans, inform the Board, and provide subsequent updates against the Strategic Plan.

Engagement with the Student Body would need to be refined, to ensure that the learner plans were fed into the plans and complimented the two surveys that were undertaken.

JG was in the process of drafting guidance to support the introduction of the new approach. Communication was key, as there were technical elements that were complicated, so there needed to be a definitive reference point to aid with a starting conversation.

A new process needed to start somewhere. A 2019/20 review had taken place. Reports were in the process of being prepared which summarised the output of the process. Discussions with the Deans and the Principal would transpire in the following weeks, and would be published afterwards.

JG welcomed the Board's comments around themed project work, Faculty ownership, learner engagement fatigue and the three-block structure.

**Decision** Noted.

**Item 5.1 Faculty of Hospitality & Leisure: Update on Course Provision**

**Paper No:** AB2-F **Lead:** S Wilson **Action requested:** Note

**Discussion** The paper was noted.

**Decision** Noted

**Item 5.2 Faculty of Education & Humanities: Update on New Course Proposal**

**Paper No:** Verbal **Lead:** G Grubb **Action requested:** Note

**Discussion** The update was noted. GG to circulate an update via email to the committee.

**Decision** Noted

**Item 5.3 Faculty of Creative Industries: EVIP Programme Cancellation**

**Paper No:** Verbal **Lead:** E Nowinski **Action requested:** Note

**Discussion** This update was noted.

**Decision** Noted

**Item 5.4 Digital Pedagogy**

**Paper No:** AB2-G **Lead:** M Stagg **Action requested:** Note

**Discussion** MS pointed out that the paper was prepared for the Merchant Navy Training Board for a futures group, with lessons learned and next steps.

**Decision** Noted

<b>Item 5.5</b>	<b>New Course Proposal: Early Notification Form</b>	
Paper No: AB2-H	Lead: S Lodge	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted	

<b>Item 5.6</b>	<b>QAEC Minute 17 February 2021</b>	
Paper No: AB1-I	Lead: S Lodge	Action requested: Note
Discussion	The draft minutes of the QAEC meeting held on 17 February 2021 were noted.	
Decision	Noted.	

<b>Item 5.7</b>	<b>SAEC Minute 03 February 2021</b>	
Paper No: AB2-J	Lead: C Carney	Action requested: Note
Discussion	The draft minutes of the SAEC meeting held on 03 February 2021 were noted.	
Decision	Noted.	

<b>Item 6</b>	<b>Any Other Business</b>	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	The Chair thanked the Board and associated teams for their ongoing commitment.  There was no other business for noting.	
Decision	Noted.	

<b>Item 7</b>	<b>Date of Next Meeting</b>	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	The next meeting date was noted as 25 May 2021.	
Decision	Noted.	

## **ANNEX TO THE MINUTE**

### **ACTION POINTS ARISING FROM THE MEETING**

**25 February 2021**

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
5.2	Costings for the proposed HND Fashion Business: CC to circulate updates via email.	GG	TBC