

Meeting: Learning & Teaching Committee	Venue: The Board Room, Newbattle Abbey College	Date: 12 September 2018	Time: 2.00pm - 4.00pm
Minute Taken By: Janet Nixon	Sederunt: Richard Dockrell (Chair), Brian Lister, Marian Docherty, Sandra Grieve, Pauline Sutton In attendance: Janet Nixon (Board Secretary)	Apologies: Terry Brotherstone, Maria Lloyd, Stuart Moir and Duncan Robb	Absences:

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Terry Brotherstone, Maria Lloyd, Stuart Moir and Duncan Robb.	12.09.18	JN	Information
2.	Minute of Previous Meeting of 16 May 2018 (Paper 1)	Approved as an accurate record.	12.09.18	L & T	Complete
3.	Matters Arising not otherwise on the agenda	<p>Ken Rutherford, Scottish Funding Council It was agreed that Ken Rutherford should be invited to attend the November Board meeting.</p> <p>Student Retention It was agreed that student retention and addressing mental health issues in the student population should be a standing item on future L&T Committee agendas.</p> <p>Adult Education Conference It was noted that the college had produced a report of the 2018 adult learning conference, including an action plan for the development of adult guidance locally and nationally. The Principal has requested a meeting with Education Scotland before discussing the action plan with Scottish Government. The college will invite Richard Lochhead MSP, Minister for Further Education, Higher Education and Science to Newbattle's 2019 adult learning conference.</p>	<p>29.11.18</p> <p>2018-19</p> <p>2019</p>	<p>BL</p> <p>SG/PS/JN</p> <p>MD</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

4.	Staffing Update	<p>Members considered the verbal update provided by the Principal.</p> <p>In particular, it was noted that:</p> <ul style="list-style-type: none"> • the Learning and Teaching Team is at full complement • a Community Woodland Ranger has been appointed, with the post currently funded for a period of 15 months • the post of Adult Achievement Awards co-ordinator has been re-advertised. <p>It was noted also that a programme of essential repairs, including the refurbishment of almost all teaching areas, was underway, using the 97K grant from the Scottish Funding Council FOR 2018-19.</p> <p>It was also agreed that George Currie should be invited to the November meeting and an item included on college resources.</p>	2018 07.11.18	SG GC/JN	Ongoing Ongoing
5.	Course Recruitment 2018-19	<p>The Committee considered the paper tabled on course recruitment 2018-19. It was noted that recruitment across all courses is very healthy and that the gender balance within the Rural Skills and HNC courses is better than in previous years. Recruitment will continue until the end of September and will commence in November for the Preparation for FE Course, which starts in Jan 2019.</p>	12.09.18	SG	Information
6.	Committee Self-Evaluation	<p>It was agreed that this item would be deferred to the November meeting when a checklist based on the one used recently by the Policy & Resources Committee would be used.</p>	07.11.18	PARC/JN	Ongoing

7.	Curriculum Update	<p>The Committee considered the paper prepared by the Depute Principal. The committee responded positively to the proposed curriculum developments, some of which were subject to external funding.</p> <p>It was noted that Scottish Books Trust, is keen to be involved with 2019 Book Festival and that a sub-group has been formed to develop the programme for the event.</p>	12.09.18	SG	Information
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8a.	Quality Framework Update/Enhancement Plan	<p>The Committee considered the verbal update provided by the Principal and Depute Principal and the 2017-18 Enhancement Plan with action status. It was agreed that this had proved a useful working document for the college.</p> <p>It was noted that a meeting to discuss the draft 2018 report with Education Scotland and the Scottish Funding Council is scheduled for 3 October and that the submission date for the report is the end of October. Janet Campbell HMI will visit the college to sample evidence and a student team member will engage with the students.</p>	October 2018	SG	Ongoing
9.	Outcome Agreement: 25 August 2018 letter of guidance	The Committee noted the guidance contained in the letter dated 25 August 2018 from Michael Cross, Scottish Funding Council. M Docherty confirmed that a draft OA should be submitted to SFC by early December 2018.	12.09.18	MD	Information
10.	Declaration of Arbroath Conference	The Committee considered the memorandum provided by Terry Brotherstone concerning the Declaration of Arbroath Conference and agreed that it should be referred to the Chairs' Committee meeting on 20 September 2018.	20.09.18	Chairs/JN	Ongoing
11.	AOCB	There was no other competent business.			

12.	Date of Next Meeting	7 November 2018 at 2.00 p.m.	07.11.18	L&TC	Information
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