

Meeting: Learning & Teaching Committee	Venue: College Board Room	Date: 7 November 2018	Time: 2pm - 4pm
Minute Taken By: Jackie Kane	<p>Sederunt: Richard Dockrell (Chair), Duncan Robb, Marian Docherty, Pauline Sutton, Victoria Szczypior (Student Rep) Brian Lister, Sandra Grieve, Terry Brotherstone</p> <p>In attendance: Jackie Kane (Board Secretary), Janet Campbell (Education Scotland, College HMI)</p>	Apologies:	Absences:

No.	Agenda Item		When	By Whom	Status
1.	Apologies	There were no apologies received.	7.11.18	JK	Information
2.	Minute of Meeting held on 10 September 2018 (Paper 1)	Approved as an accurate record.	7.11.18	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 January 2019 Board meeting as he is unable to attend the November 2018 meeting.</p> <p>Adult Education Conference Following on from the 2018 National Conference, the college has produced an action plan for the development of adult guidance in Scotland which has been endorsed by the National Strategic Forum for Adult Learning. The college asked Jon Gray from Scottish Government to convene a meeting to discuss its implementation. He agreed and we await the date of the meeting.</p> <p>The college is planning a 6th national Adult Learning Conference in spring 2019 and will invite Richard Lochhead, Minister for Further Education, Higher Education and Science to give the keynote address. The conference will disseminate progress with the implementation of the adult guidance plan.</p>	<p>Jan 2019</p> <p>Tbc</p> <p>Spring 2019</p>	<p>BL</p> <p>MD</p> <p>MD</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Staffing An Adult Achievement Co-ordinator has been appointed for a 12 month contract and will commence on 13 November 2018.</p> <p>It was noted that the Estate & Facilities Manager would attend the November 2018 Board meeting to update on the capital funding works carried out to date and the future refurbishment of the student residency.</p> <p>Internal Audit Report The Internal Audit Report carried out by the University of Edinburgh will be presented at the Chairs' Committee on 22 November 2018.</p>	13.11.18	MD	Information
			29.11.18	GC	Information
			22.11.18	MD	Information
4.	Student Profile/ Recruitment/ Retention SRC Update (Paper 2)	<p>The committee considered the paper tabled on student profile/ recruitment/retention and the SRC update. The following was noted:</p> <ul style="list-style-type: none"> • The college has an increasingly diverse cohort of students from a range of ethnic origins. • We should involve a student focus group when marketing for 2018/2019. • There has been an increase in declared disabilities, including physical, mental health and learning. Additional in-house training/awareness for all staff to take place will be arranged. • The committee requested SIMD 10% information be tabled at the next Board meeting to be held on 29 November 2018. • Retention in all courses is very high, showing a marked improvement from 2017-18. <p>The following sub committees now have student representation:</p> <ul style="list-style-type: none"> • Board • Learning & Teaching • Health & Safety • Equalities & Diversity <p>The committee agreed that it would be useful to arrange an informal meeting with the SRC on 29 November 2018. The Curriculum Manager</p>	7.11.18	L & T	Information

		and the student representative on the committee will progress this.			
5.	Curriculum Update (Paper 3)	The committee considered the paper prepared by the Depute Principal and responded positively to the proposed curriculum developments, some of which were subject to external funding. It was noted that Newbattle Conversations with Tommy Sheppard, MP Edinburgh East was now fully booked for 8 November 2018.	7.11.18 8.11.18	SG MD	Information Information
6.	Use of Capital Funding/Residency Refurbishment	The Principal updated the committee on the following: <ul style="list-style-type: none"> • The Trustees have agreed to award £280K towards the upgrade of the residency. • The Trustees have also allocated an annual grant of £75K towards insurance and legal costs. 	7.11.18	MD	Information
7.	Quality Framework: Evaluative Report Enhancement Plan (Paper 4)	The committee considered the verbal update provided by the Depute Principal on the 2018 Evaluative Report and Enhancement Plan. Both documents have now been submitted on schedule to Education Scotland and SFC. The committee offered to form a sub committee to review progress with the Enhancement Plan and support future Board planning events in relation to quality. It was also noted that students should be involved in reviewing progress with the Enhancement Plan. The Depute Principal and Curriculum Manager will arrange this.	7.11.18	SG CM	Information
8.	2019-20 Outcome Agreement	The Principal has started drafting the 2019-20 Outcome Agreement. This has to be submitted to the SFC by the second week of December 2018. The Principal will update the Board on its progress.	7.11.18	MD	Information
9.	AOCB	Declaration of Arbroath Terry Brotherstone updated the committee on the April 2020 conference. Discussion took place around funding and it was agreed to invite the new Chair of SFC to the Board meeting in January 2019.	7.11.18 Jan 2019	TB BL	Information Ongoing
10.	Date of Next Meeting	Wednesday, 20 February 2019 from 2pm - 4pm.	20.2.19	L & T	Information

