

Meeting: Learning and Teaching Committee	Venue: College Board Room	Date: 19 March 2019	Time: 3.00pm
Minute Taken By: Jackie Kane	Sederunt: Richard Dockrell (Chair), Duncan Robb, Pauline Sutton, Marian Docherty, Terry Brotherstone In attendance: Jackie Kane	Apologies: Brian Lister, Sandra Grieve, Stuart Moir, Maria Lloyd and Victoria Szczypior	Absences:

No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Brian Lister, Sandra Grieve, Stuart Moir and Victoria Szczypior. Due to staff reduction and changed remits, Maria Lloyd, Midlothian Council representative is unable to attend future meetings but wishes to receive notification of meetings and minutes. Unfortunately Midlothian Council cannot send a representative at present.	19.3.19 19.3.19	JK JK	Complete Information
2.	Minute of Meeting held on 7 November 2018 (Paper) 1	Approved as an accurate record.	19.3.19	L & T	Complete
3.	Matters Arising				
3.1	Newbattle Conversations	A positive and lively debate took place with Tommy Sheppard, MP Edinburgh East on 8 November 2018.	8.11.18	MD	Complete
3.2	Use of Capital Funding/Residency Refurbishment	The Principal updated the committee on the following: <ul style="list-style-type: none"> • Before the upgrade of the residences can happen asbestos needs to be removed from part of the building. This will take place during the Easter break. • Before the architects can commence, the capacity of the boilers need to be addressed to accommodate all rooms on the third floor becoming en suite. • The Facilities Manager will work round summer school bookings from International House along with students in residence and other commercial activities. 	19.3.19	MD	Information

		<ul style="list-style-type: none"> Work is due to be complete by spring 2020. 			
3.3	2019-2020 Outcome Agreement	SMT and SFC discussed the revisions required for the 2019-2020 Outcome Agreement. The final version to be submitted by the end of March.	End of March 2019	MD	Information
3.4	Declaration of Arbroath	Terry Brotherstone spoke to his paper and updated the committee on the April 2020 conference.	19.3.19	TB	Ongoing
		The committee agreed that guidelines are required from the Board on requesting sponsorship and that Terry's paper be circulated to the Board to address at their next meeting on 28 March 2019.	28.3.19	BOD	Ongoing
4.	Curriculum Update				
	Recruitment/ Retention (Paper 2)	The committee considered the paper on student profile/recruitment/ retention. The following was noted:	19.3.19	L & T	Information
		<ul style="list-style-type: none"> 14 students have now enrolled on the Prep for FE Course. It is anticipated that a good percentage of this group will progress to other f/t options at Newbattle in September 2019. The Curriculum Manager will produce a three year comparison on retention and student profile for the next Learning & Teaching Committee Meeting. Recruitment for 2019/2020 is looking very positive. Student admission interviews are taking place from March onwards. 	15.5.19	PS	Ongoing
	Curriculum Update (Paper 3)	<p>The committee considered the paper prepared by the Depute Principal and responded positively to the Principal's updates on funding, strategic planning for Forest and Outdoor Learning Awards, Gaelic, Adult Achievement Awards, partnerships and the Book Festival.</p> <p>The Principal circulated the 2019-2020 Prospectus along with promotional material for Literally@Newbattle. It was noted that the organisation of this event had placed significant demands on college staff. External funding will be required to continue this event beyond 2019.</p>	19.3.19	L & T	Information

		<p>Around 40 people attended the Open House on 13 March 2019. This event involved promoting the curriculum and commercial activities.</p>			
5.	Quality Framework	<p>The committee considered the verbal update provided by the Principal. The 2018 Evaluative Report and grades have now been endorsed by SFC and ES.</p> <p>Education Scotland will continue their programme of classroom observation and meetings staff and students throughout 2019. It was noted that the completion of the Enhancement Plan remains a priority throughout the session. This will again be co-ordinated by the Depute Principal and will require input from all teams.</p>	19.3.19	MD	Information
6.	Adult Learning Conference	<p>Richard Lochhead, Minister for Further Education, Higher Education and Science has confirmed his attendance to the Adult Learning Conference on 22 May 2019. The conference is designed:</p> <ul style="list-style-type: none"> • to explore opportunities for collaborative funding to enable adult learners to progress on their learner journey • to consult delegates on the draft Adult Learning Strategy and the role of the Strategic Forum for Adult Learning • to plan the implementation of the adult guidance action plan • to share effective collaborative practice in promoting access and progression • to agree priorities for capacity building across all relevant sectors 	22.5.19	L & T	Information
7.	Strategic Dialogue Meeting	<p>The Strategic Dialogue Meeting with SFC will take place on 10 May 2019.</p> <p>The themes will include:</p> <ul style="list-style-type: none"> • Newbattle's national role in adult learning • Newbattle's strategic partnerships at local and national level • Governance and financial health <p>The meeting will include the attendance of the Principal, Chair of Board, and two other members from the Board, appropriate staff members and students.</p>	10.5.19	MD	Information

		The Principal will submit a briefing paper to SFC by 1 May and will inform the Board at their March meeting the Board members who will be involved.			
8.	Committee Self-Evaluation and Group Remit (Papers 4 & 5)	The Chair requested that members submit their self-evaluations by 27 March 2019 directly to him. The Secretary to the Board to circulate an electronic version of the committee self-evaluation along with the Internal Auditor's Report from November 2018 for referral.	27.3.19 19.3.19	L & T JK	Ongoing Information
9.	AOCB	Terry advised that he was attending a meeting with regard to Brexit and asked members if there were any questions they would like asked. The committee agreed the following questions: the impact on ESF funding and procurement in terms of equipment and food.	19.3.19	TB	Information
10.	Date of Next Meeting	15 May 2019 from 2.00pm - 4.00pm	15.5.19	L & T	Information