

Meeting: Learning and Teaching Committee	Venue: College Board Room	Date: 15 May 2019	Time: 3.30pm
Minute Taken By: Pauline King	Sederunt: Richard Dockrell (Chair), Duncan Robb, Pauline Sutton, Marian Docherty, Sandra Grieve, Brian Lister. In attendance: Pauline King.	Apologies: Terry Brotherstone, Maria Lloyd, Victoria Szczypior.	Absences: Stuart Moir.

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Terry Brotherstone, Victoria Szczypior and Maria Lloyd (see minute of 19/3/2019 regarding ML attendance).	15.5.2019	PS	Complete
2.	Minute of Meeting held on 19 March 2019 (Paper1)	Approved as an accurate record.	15.5.2019	L&T	Complete
3.	Matters Arising				
3.1	Use of Capital Funding/Residency refurbishment	The Principal updated the committee on the following: <ul style="list-style-type: none"> The asbestos work which took place during Easter Break is complete. Boiler capacity has been checked and is insufficient for 3rd floor en-suite showers. £90k required for additional boiler, allocated from a reduction on spend for windows. This will also result in a delay in scheduling. 	15.5.2019	MD	Information
3.2	Quality Framework	The committee considered the update by the Depute Principal. <ul style="list-style-type: none"> The proposed 3 visits per month seem disproportionate to the college size. It was agreed that we would wait to see how this is implemented with the Chair corresponding to negotiate a pro- rata reduction, if required, to avoid a grossly inflated sample size. 	15.5.2019	SG	Information

3.3	Adult Learning Conference	The Principal reported her meeting with Jon Gray, Scottish Government and Linda Pooley, Deputy Director, Colleges, SFC and Young Workforce, to highlight priorities for the development of adult learning.	15.5.2019	MD	Information
		It was noted that the college is now represented on the National Group on Careers Guidance.	15.5.2019	MD	Information
		The Principal circulated the information included in the conference delegate packs and the committee noted the following points: <ul style="list-style-type: none"> The conference will maintain our focus on the continuation of debate with the Scottish Government to develop adult guidance services and flexible funding to extend community-based learning provision. A conference report and action plan will be produced. 	15.5.2019	L&T	Information
4.	For Discussion				
4.1	Declaration of Arbroath (paper emailed)	The committee considered the paper and agreed that, due to lack of funding at an earlier date, the conference would remain as a largely academic event. TB to update at Board meeting 20.6.2019.	20.6.2019	TB	Action
5.	Strategic Dialogue Meeting	The Principal reported on the Strategic Dialogue Meeting of 10.5.2019 with the Scottish Funding Council where the agenda included themes of Financial Health and Governance plus our proposed themes of National Role of the College and the Impact of National and Local Partnerships. The committee noted that college is being asked to extend strategic partners and agreed this approach where those partnerships are complementary to our mission. The committee also noted the positive feedback from students and staff and thanked PS for arranging their input on the day. It was agreed that the meeting had been very positive and the Scottish Funding Council commended the team-based approach shown across the college.	15.5.2019	MD	Information
6.	Committee Self-Evaluation and Group remit	The Chair sought feedback from the committee on the replies he had received which in summary had included : <ul style="list-style-type: none"> looking at other College Models 	15.5.2019	RD	Action

		<ul style="list-style-type: none"> • holding another Curriculum Planning Day • assessing the limited representation which informs committee's thinking and risks making decisions vulnerable • consideration of co-opting members for a broader perspective <p>The Chair will now give consideration to conducting a similar exercise for the Board and will suggest this at the Chairs' Committee.</p>			
7.	Curriculum Update (Paper 2)	The Depute Principal spoke to her paper and the committee thanked her for a comprehensive update.	15.5.2019	SG	Information
8.	Recruitment & Retention (Paper 3)	The Curriculum Manager spoke to her paper and the committee congratulated her on the retention statistics and positive destinations information. The impact of social media and additional briefing for admin staff had improved recruitment. Following discussion about Support for Learning, the Chair asked for annual documented updates on this issue.	15.5.2019	PS	Information
9.	Proposed use of 2019-2020 Capital Funding (Paper 4).	The Principal spoke to her paper which will be discussed at the Trustees' Meeting in May. It will then be discussed further at the June meeting of the Board.	15.5.2019	MD	Information
10.	AOCB	none			
11.	Date of next meeting	18.9.2019	15.5.2019	L&T	Information