

Meeting: Learning & Teaching Committee		Venue: College Board Room		Date: 13 November 2019		Time: 2pm - 4pm	
Minute Taken By: Jackie Kane		Sederunt: Richard Dockrell (Chair), Brian Lister, Marian Docherty, Terry Brotherstone, Duncan Robb, Sandra Grieve, Eilidh Simpson (Student Rep), Gill Turner (Acting Curriculum Manager)		Apologies:		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	There were no apologies. The Chair welcomed Gill Turner, Acting Curriculum Manager and Eilidh Simpson, Student Rep to their first committee meeting.	13.11.19	JK	Complete		
2.	Minute of Meeting held on 4 September 2019 (Paper 1)	Approved as an accurate record.	13.11.19	L & T	Complete		
3.	Matters Arising						
	Withdrawal of Midlothian Council Committee Member	The withdrawal of the Midlothian Council representative was noted. The committee discussed the skills matrix that will be distributed among Board members at the next Board meeting on 27 November 2019. The Principal agreed to follow up a Midlothian contact at a meeting with the Council following the Stakeholders' Dinner to see if they would be interested in representing Midlothian Council on the committee.	13.11.19	L & T MD	Complete Ongoing		
FOR DISCUSSION							
4.	Declaration of Arbroath: 2020 Conference Update	Terry Brotherstone gave an overview and the committee noted his update on the 2020 conference. The Principal agreed to ask Midlothian Council for a contact relating to high schools.	13.11.19	TB MD	Information Ongoing		
FOR INFORMATION							

5.	Retention 2016-2019; Recruitment for Preparation for FE and SRC Update (Paper 2)	The Depute Principal spoke to her paper and the following was noted: <ul style="list-style-type: none"> • The retention stats over the past 3 years give an indication that the college has a high level of retention. • Recruitment for the Preparation for FE Course has reached its target and a waiting list has been created. • SRC representatives have been allocated to the college's committees and groups. 	13.11.19	SG	Information
6.	SFC:				
	Outcome Agreement Self-Evaluation Report (Paper 3)	The Principal reported that all colleges were obliged to submit a self-evaluation report by 31 October 2019 on progress made in the 2018-2019 Outcome Agreement in relation to four SFC priorities: recruitment; retention; attainment; progression. This was a positive report for the college. We exceeded our credit target by 24.7%; increased retention by 19%; improved attainment by 10.8%; 92% of students who successfully completed courses progressed to further education, higher education, employment or volunteering.	31.10.19	MD	Information
	2020-2023 Outcome Agreement	The draft Outcome Agreement 2020-2023 is due for submission to SFC by 12 December 2019.	12.12.19	MD	Information
		A draft overview will be presented to the Board at their meeting on 27 November 2019.	27.11.19	MD	Information
7.	Curriculum Update (Paper 4)	The Depute Principal spoke to her paper and the committee thanked her for a comprehensive update.	13.11.19	SG	Information
8.	Quality Framework Update; ES/SFC Progress Visit	In October 2019, a progress visit, involving Education Scotland and SFC, tested the evidence relating to our Evaluative Report and Enhancement Plan. It included meetings with staff/students and an analysis of quality procedures. This was a positive visit and the report will be presented by HMI to the Board on 27 November 2019.	October 2019	MD	Information
			27.11.19	MD	Information
9.	Capital Funding/ Residency Refurbishment	A programme of works has been agreed and the tenders will be issued by 1 December 2019 for the refurbishment of the residency. The cost of upgrading the water system and meeting fire requirements were greater than anticipated. This means that en suite facilities cannot be fitted in the third floor bedrooms. The following work will be undertaken: fitting en suites in second floor bedrooms, which allows three floors to have private facilities; decorating rooms on ground/first/second floors; decorating corridors/stairwells; creating a	13.11.19	MD	Information

		<p>student lounge area in the ground floor. The work is scheduled for completion by June 2020.</p> <p>A design team has been appointed for the SFC capital programme. The following priorities have been agreed: rebuilding chimney stacks; upgrading VIR electrical circuits; fire safety improvements; fire/intruder alarm upgrades; conversion of two spaces into teaching areas; creation of an additional disabled toilet; TRV upgrades to radiators; enhancement of Rural Skills teaching areas; upgrading courtyard, driveway and pump station. Scoping works are underway: chimneys have been surveyed; scaffolding has been costed; 424 door have been surveyed. Work on the additional teaching areas will start in early January 2020. The Quantity Survey's programme of works will be available by 7 December 2019, after which the tendering process will begin. It is anticipated that a contractor will be appointed in February 2020.</p>			
10.	AOCB	<p>Stakeholders' Dinner</p> <p>A successful Stakeholders' Dinner took place on 8 October 2019. The college is now preparing a joint bid with Midlothian Council to SFC's Tackling Child Poverty programme. We are also planning a partnership with Venture Trustees regarding Adult Achievement Awards and Forest and Outdoor Learning Awards and exploring curriculum partnerships with STUC.</p>	8.10.19	MD	Information
11.	Date of Next Meeting	Wednesday, 19 February 2020 from 2.00pm - 4.00pm.	19.2.20	L & T	Information