

Meeting: Learning & Teaching Committee		Venue: College Board Room		Date: 19 February 2020		Time: 2.00pm	
Minute Taken By: Jackie Kane		Sederunt: Brian Lister (Chair on behalf of Richard Dockrell), Duncan Robb, Sandra Grieve, Paul Lennon, Terry Brotherstone, Eilidh Simpson (Student Rep), Janet Campbell, HMI		Apologies: Richard Dockrell, Stuart Moir		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	Apologies were received from Richard Dockrell and Stuart Moir.	19.2.20	JK	Complete		
2.	Welcome	The Chair welcomed Paul Lennon, Curriculum Manager to his first meeting and Janet Campbell, HMI.	19.2.20	L & T	Complete		
3.	Minute of Meeting held on 13 November 2019 (Paper 1)	Approved as an accurate record.	19.2.20	L & T	Complete		
4.	Matters Arising						
	Midlothian Council Representative on the Board	The Principal has been pursuing Midlothian Council on a council representative to sit on the committee. Unfortunately, to date there has been no response from Midlothian Council. However, Alasdair Mathers, Community Planning & Performance Manager, Midlothian Council is exploring representation on behalf of the college.	19.2.20	MD	Information		
FOR DISCUSSION							
5.	Declaration of Arbroath: 2020 Conference Update	Terry Brotherstone gave an overview and the committee noted his draft press/media release and programme. Terry will be attending a meeting with Alasdair Mathers, Community Planning & Performance Manager, Midlothian Council and George Archibald to discuss additional sponsorship. The committee discussed potential avenues on promoting the 2020 Conference.	19.2.20	TB	Information		
FOR INFORMATION							
6.	Outcome Agreement Update	Keith Coyne, SFC asked the college to include additional details to the Outcome Agreement and to add a few case studies to illustrate					

		<p>the distinctive nature of the college. It was agreed to send a revised draft to SFC in March.</p> <p>The Principal updated the committee on further developments with the Outcome Agreement Manager and the following was noted:</p> <ul style="list-style-type: none"> • The college was still keen to develop Rural Skills by receiving transferred credits from SRUC. This had not yet happened. Ken Rutherford asked her to contact him if SRUC had not done this by next week. Ken Rutherford suggested that the college should agree a Memorandum of Understanding with SRUC re Rural Skills. • The curriculum plans detailed in the draft Outcome Agreement were discussed. SFC confirmed that the proposed HNC Childhood Practice with Outdoor Learning, run in partnership with QMU, looked positive. It was noted that a planning meeting with the college and QMU had been scheduled for early March. • SFC suggested that it may be possible to develop Gaelic plans through the SE Scotland Plan. Ken Rutherford agreed to discuss this with the Principals of Dumfries & Galloway and Borders Colleges. • It was agreed that the college would arrange a half day curriculum planning day with SFC and Janet Campbell prior to the Board Planning Day on 11 March 2020. 			
7.	Retention 2016-2019; Recruitment for Preparation for FE (Paper 2)	<p>The Depute Principal spoke to her papers and the following was noted:</p> <ul style="list-style-type: none"> • The retention stats indicated that the college has a high level of retention. • The enrolment figures for the Preparation for FE were positive, following a good relationship with Hub for Success, and would be discussed at the Board Planning Day. This course has positive progression statistics. • The committee discussed the possibility of a level 5 course, offering progression to our current Access programme, including Celtic Studies. The nature of this course would be discussed at the Board Planning Day. 	19.2.20	SG	Information

8.	Curriculum Update (Paper 3)	<p>The Depute Principal spoke to her paper and the committee thanked her for a comprehensive update.</p> <p>The Principal updated the committee on her meeting with the Chair of Board and Jim Metcalfe, Chief Executive, CDN. They discussed a strategic partnership between CDN and Newbattle in providing a Staff College for the FE sector, as detailed in the recent Cumberford/Little Report recently launched. The next step is for Jim Metcalfe to visit the college to discuss practical proposals for the programme, which would include outdoor and indoor learning.</p>	19.2.20	SG	Information
9.	Capital Funding/Residency Refurbishment	<p>A design team has been appointed and work on the residency is on schedule and due for completion by June 2020. The refurbishment will provide better accommodation for both students and corporate clients.</p> <p>Work in relation to the SFC capital programme is also on schedule.</p> <p>The committee discussed options should capital funding be available for next year. This included a gym; better accessibility by installing electric doors; car parking; additional signage; upgrading the décor of the main house and a crèche.</p>	19.2.20	MD	Information
10.	Board Planning Day - 11 March 2020	<p>The Board Planning Day due to be held on 21 January 2020 has been postponed. The Chairs' Committee agreed it would be more beneficial for the Board Planning Day to take place on 11 March 2020 from 9am - 12.30pm. The college would have a clearer picture with regard to funding from the Scottish Funding Council and other bids that have been submitted. During an Outcome Agreement Meeting with SFC, it was agreed that the college would arrange a half day curriculum planning day with SFC and HMI, Janet Campbell prior to the Board Planning Day on 11 March 2020. Thereafter a revised Outcome Agreement and programme will be emailed to the Board prior to the planning day on 11 March 2020. This will help to inform the planning day on curriculum.</p>	11.3.20	MD	Information
11.	AOCB	There was no other competent business.	19.2.20	L & T	Complete
12.	Date of Next Meeting	Wednesday, 13 May 2020 from 2.00pm - 4.00pm.	13.5.20	L & T	Information

