

Meeting: Learning & Teaching Committee Meeting		Venue: Virtual Meeting via Zoom	Date: Friday, 12 June 2020	Time: 1pm - 3pm	
Minute Taken By: Jackie Kane		Sederunt: Richard Dockrell (Chair), Marian Docherty, Sandra Grieve, Paul Lennon, Terry Brotherstone, Duncan Robb, Brian Lister and Stuart Moir	Apologies: Eilidh Simpson (Student Representative)	Absences:	
FOR DECISION					
No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Eilidh Simpson (Student Representative).	12.6.20	L & T	Complete
2.	Minute of Previous Meeting	The Minute of the Meeting held on 19 February 2020 was approved as an accurate record.	12.6.20	L & T	Complete
3.	Matters Arising				
	Midlothian Council Representation on the Board	To date no correspondence has been received from Midlothian Council on a representative on the Board. The committee agreed to discuss this further at the next Board Meeting.	18.6.20	L & T	Ongoing
	2020 Conference Declaration of Arbroath re-scheduled date	Terry Brotherstone advised the committee that the 2020 Conference, Declaration of Arbroath has been rescheduled to 22-24 April 2021. Finance for the conference remains in place for 2021. Come the autumn, the working committee will reconvene and hopefully seek to enhance the conference in some way and raise extra money.	22-24 April 2021	TB	Information
FOR DISCUSSION					
4.	Update on Board Planning Day	A Board Planning Day took place on 11 March 2020. A report has been circulated to the Board. However, the Principal updated the committee and the following was highlighted: <ul style="list-style-type: none"> Having reviewed recruitment over several years, the Board confirmed that the Celtic Studies Course would not run for 	11.3.20	Board	Information

		<p>2020/2021. Elements of the Celtic Studies Course have been incorporated into the Arts & Social Science Courses. Gaelic language and culture will also be maintained in externally-funded Gaelic programmes.</p> <ul style="list-style-type: none"> • Due to the present crisis, there will be no corporate bookings, off season and summer school bookings from International House. The college intends to revise their corporate plans. • Follow-up meetings continue with Jim Metcalfe, CDN on using the college as a staff training venue. • All institutions have been advised by SFC to consider both curriculum and commercial partnerships. The committee agreed that the college was in a good position due to an enhanced building and grounds. • The Adult Learning Forum were scheduled to launch their Strategy for Adult Learning but due to the pandemic this was put on hold. They hope to launch between now and the end of the year. • Chairs of Association of Colleges are looking to set up groups focussing on economics, digital strategy and the wider community. The Chair of Board has volunteered to take part in the community group and encouraged Board Members to participate. 			
5.	Outcome Agreement Update	<p>The Principal spoke to the letter received from Karen Watt, CEO SFC and updated the committee and the following was noted:</p> <ul style="list-style-type: none"> • At this stage it is not possible to know with certainty what the impact of COVID-19 will be on college performance against Outcome Agreement measures (including student activity targets). However, SFC fully expect that there may be a shortfall against the student number credit target and will take account of these exceptional circumstances. They will not recover funds for shortfalls against core outcome agreement targets where these are related to COVID 19 for AY 2019-20 and AY 2020-21. Any decisions will be taken in full consultation with the institution. • The Scottish Government is currently developing an action plan which it is aiming to publish in early June. The Scottish Government has asked SFC for further advice about the financial 	12.6.20	L & T	Information

		<p>situation of colleges. This will be informed by recent financial returns (including the use of UK Government schemes, like the Coronavirus Job Retention Scheme) and further budget submissions in mid-June. SFC are considering options that might help the future financial sustainability of institutions, including additional capital funding if that becomes available from underspends within the Scottish Government. SFC will work closely with colleges as plans develop.</p> <ul style="list-style-type: none"> Colleges have asked for further relaxations of requirements for AY 2020-21, for example, the early withdrawal date (i.e. 25% rule) and the credit claim for work placements. SFC would like to consider these issues in the round, particularly as they work with a range of partners on economic recovery planning, including re-skilling and upskilling, and the potential higher demand for college places in an uncertain job market. 			
6.	Recruitment Update	<p>Recruitment continues during lockdown. The figures are looking positive and comparable with figures for previous years.</p> <p>The committee asked that a breakdown of SIMD10, gender and age be presented at their next meeting.</p>	12.6.20	SG	Information
			2.9.20	JK	Ongoing
7.	Curriculum Update	<p>The Depute Principal spoke to her paper and the following was noted:</p> <ul style="list-style-type: none"> The Learning & Teaching Team continues to support all students to achieve their qualifications. <p>Forest College</p> <ul style="list-style-type: none"> All FOLA activity has been on hold since lockdown began in March. We have been awarded funding by the Scottish Government to support a 1-year full-time Forest College Coordinator post. We are still exploring options for funding with the following: <ul style="list-style-type: none"> WIAT - Woodland In and Around Towns If successful, this funding will support the Forest College Programme, including the Woodland Ranger post. The NAC FOLA Leadership course (Level 9) due to take place in 	12.6.20	SG	Information

		<p>June/October 2020 has been postponed.</p> <ul style="list-style-type: none"> • All current and potential future partnerships, including QMU, Youth Build Project/Edinburgh and Lothian Greenspace Trust, Midlothian OWL Group (MOWL) Edinburgh Council and Edinburgh College, are on hold. • Our Community Woodland Ranger’s engagement plan is also on hold. <p>Gaelic</p> <ul style="list-style-type: none"> • We successfully submitted a bid to Bòrd na Gàidhlig to support an Early Years Practitioners’ Gaelic Language Programme (2019-2021) and have been awarded £36,300. This programme has now been paused and is scheduled to begin again in September 2020. • All other Gaelic language courses have been postponed. <p>Adult Achievement Awards</p> <ul style="list-style-type: none"> • AAA materials and database have been modified and updated. • A new QA process has been implemented and an AAA Quality Assurance Handbook for Centres and Practitioners compiled. • WEA training took place with all Educational Coordinators and despite lockdown the WEA is now actively promoting and delivering the Awards. Approx. 15 new learners have been registered to date. • We have been asked by Access to Industry (an organisation working across Scotland with unemployed people who face severe barriers to employment) to carry out training for 12 of their Caseworkers. Once the training is complete, the AAAs will be offered to learners across all their programmes. • The new AAA Level 2 has been accredited and the pilot has been successfully evaluated. It is available in different formats to suit learners’ needs. 			
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- Feedback from the new AAA at Level 5 (piloted with the following organisations: Creative Musicianship course (Napier), Crisis Skylight Edinburgh, Edinburgh CLD, East Renfrewshire, East Dunbartonshire and LEAD Scotland) is now being gathered and evaluated.

Adult Guidance

- The Adult Learning Strategic Forum Scotland is drafting an Adult Learning Strategy for Scotland, in which adult guidance is a key component. We are part of the Working Group for the above strategy.
- The consultation events (on the draft AL Strategy) that were due to take place have now been put on hold.
- We are continuing to explore the development and delivery of a CPD programme in adult guidance at SCQF levels 5 and 6, including SVQ/PDA options.

Partnerships

- We have held Zoom discussions with the Principal and Deputy Principal of QMU about future partnerships including a possible new collaborative HNC/degree in Childhood Practice with Outdoor Learning. We also discussed the possibility of a SWAP Nursing course with progression to a QMU related course.
- We are continuing discussions with College Development Network (CDN) in relation to partnership options for CPD programmes for colleges, CLD and the voluntary sector.
- We are exploring with Midlothian Council priorities for part-time learning programmes, particularly for unemployed adults, in areas including pre access to Care and employability post Covid-19.
- We are still awaiting the transfer of credits from SRUC, so that we can offer a Rural Skills NC (SCQF level 5) as a new course/progression from the existing (SCQF Level 4) course.
- We are also continuing to look at the feasibility of a Modern

		<p>Apprenticeship (SCQF level 5) with SRUC.</p> <p>Literally@Newbattle Abbey College</p> <ul style="list-style-type: none"> We have been awarded £5000 by Awards for All Scotland to run a one-day event on Friday 3 October 2020 (school event - am, family events - pm and paid event in the evening). This event will now be postponed until 2021 (date tbc) and the funding will be carried over. <p>The committee thanked the Depute Principal for a positive update.</p> <p>The committee discussed the Review of Career Pathways for Community Learning and Development by the CLD Standards Council. Stuart Moir agreed to forward this paper on to the Principal for consideration. He is also keen to explore the development of an HNC Community Learning, as a potential joint programme with Newbattle and Edinburgh University. He will contact the college about a follow-up meeting as soon as possible. All members welcomed this proposal.</p>			
8.	Planning for September 2020	<p>The Principal updated the committee on the college's plans to return to college gradually. The college sector awaits guidance from Scottish Government which will be signed off by public health. However, individual colleges are putting together their own plans for a return to college.</p> <p>College courses will be a combination of online learning, blended and face to face one day a week.</p> <p>Plans continue to evolve as phases change daily. An applicants' week will take place w/c 17 August 2020 thereafter induction will commence 7 September 2020.</p> <p>The committee commended staff on developments in curriculum, recruitment and AAA and recognised and supported the hard work and achievements of SMT and college staff during this difficult period.</p>	12.6.20	MD	Information

FOR INFORMATION					
9.	Capital Funding/Residency Refurbishment	<p>SMT met with the Facilities Manager on 8 June 2020. The following was noted:</p> <ul style="list-style-type: none"> • Work will restart on the residency and will continue to October 2020. Adhering to guidelines provided by Scottish Government. • George has identified tasks that have not been carried out within the 2019/2020 capital spend. Any underspend will be taken into consideration on the college's priorities. • Maintenance costs have been obtained for Monklands Wall and were presented to the Chair of Trustees who attended the Chairs' Committee Meeting on 11 June 2020. <p>The first stage of returning to college has been discussed between SMT and the Facilities Manager. This will be discussed with the Learning and Teaching Team to ascertain if courses can be delivered within the guidelines presented by Scottish Government. Any revisions will be implemented before it is taken to all college teams.</p>	12.6.20	MD	Information
10.	AOCB	There was no other competent business.	12.6.20	L & T	Information
11.	Date of Next Meeting	Date of next meeting will be Wednesday, 2 September 2020 from 2pm - 4pm.	2.9.20	L & T	Information