

Meeting: Learning & Teaching Committee		Venue: Via Zoom		Date: 2 September 2020		Time: 2pm	
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:		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	There were no apologies.	2.9.20	L & T	Complete		
2.	Minute of Previous Meeting	The Minute of the Meeting held on 12 June 2020 was approved as an accurate record.	2.9.20	L & T	Complete		
3.	Matters Arising						
	2020 Conference Declaration of Arbroath re-scheduled date	<p>Terry Brotherstone informed the committee that he had been carrying on discussions with Andrew McKillop about the re-scheduled date of 22-24 April 2021. It was agreed that this date would not be feasible.</p> <p>The committee discussed the optimum time to hold the conference due to the uncertainty surrounding COVID. The committee agreed that Terry should explore the availability of speakers and key people should the conference be postponed in April 2021. It was agreed that Terry should discuss with the Principal alternative dates and bring back to the committee a more informed decision.</p>	2.9.20	TB	Information		
			2.9.20	L & T	Information		
			2.9.20	MD/TB/ L & T	Ongoing		
	Update from Principal on college progress since lockdown	<p>The Principal updated the committee on college progress since lockdown and the following was noted:</p> <ul style="list-style-type: none"> Gratitude was expressed to the Curriculum Manager and the Learning & Teaching Team on assisting the vast majority of our students to achieve a positive conclusion following lockdown. The college has published guidelines for a safe return to college for both staff and students. Rupert Balfry, the college's Health and Safety Advisor produced this guidance based on Scottish 	2.9.20	MD	Information		

		<p>Government's recommendations. Staff have been consulted on the content. From 7 September 2020 the college will have a working document on safe practices in the college.</p> <ul style="list-style-type: none"> • Since February 2020, all commercial bookings have ceased. It is very unlikely it will start again between now and Christmas. 			
	SFC Update	<p>Following the letter received from Karen Watt, CEO SFC, there has been no update in relation to financial shortfalls the college sector is experiencing. No Outcome Agreement Meetings have yet been agreed.</p> <p>SFC regularly check on the college's financial situation.</p> <p>The college submitted the draft Outcome Agreement for the year ahead. This was due to be revised by SFC from February but, as a result of lockdown, the draft has been agreed.</p> <p>The college has been appointed a new HMI and Outcome Agreement Manager. There is an urgent need for a meeting to be set up with the Outcome Agreement Manager.</p>	2.9.20	MD	Information
FOR DISCUSSION					
4.	2019/2020 Course Report	<p>The Depute Principal spoke to the 2019/2020 Course Report and the following as noted:</p> <ul style="list-style-type: none"> • Attainment above sector average. • Students who did not achieve was not down to COVID but to early drop out. <p>The committee thanked the college for the positive outcomes for all groups during the challenging times.</p>	2.9.20	SG	Information
5.	2020/2021 Recruitment	<p>The Depute Principal spoke to the 2020/2021 Recruitment Paper and the following was noted:</p> <ul style="list-style-type: none"> • Recruitment carried on throughout lockdown with interviews taking place by telephone. The SWAP and Rural Skills courses now have a waiting list. 			

		<ul style="list-style-type: none"> • 25 students have been accepted on the HNC Course. • The committee asked if the Curriculum Manager would contact QMU on Newbattle students who have just graduated. 			
6.	Curriculum Update	<p>The Depute Principal spoke to the Curriculum Update and the following was noted:</p> <p>Forest College</p> <ul style="list-style-type: none"> • All Forest and Outdoor Learning (FOLA) activity has been on hold since lockdown in March and a date is still to be agreed with partners for future programmes. • The college has received Scottish Government funding to support a 1-year full-time Forest College Coordinator post. A very positive response to the advert for this post has been received and interviews will take place week commencing 7 September 2020. • The college are still exploring options for funding from WIAT (Woodland In and Around Towns) to support the Forest College Programme, including our Community Woodland Ranger post. • The Newbattle FOLA Leadership Course (Level 9), due to take place in June/October 2020, has been postponed. • Our Community Woodland Ranger has resumed community engagement with volunteers, in compliance with national social distancing guidelines. <p>Gaelic</p> <ul style="list-style-type: none"> • The college successfully submitted a bid to Bòrd na Gàidhlig to support an Early Years Practitioners' Gaelic Language Programme (2019-2021). This programme has now been paused and is scheduled to begin again in September 2020. • We have also been awarded funding from GLAIF (Gaelic Language Act Implementation Fund) to extend Gaelic language and culture in college and in Edinburgh. <p>Adult Achievement Awards</p>	2.9.20	SG	Information

<ul style="list-style-type: none"> • We are continuing to assess and verify learners' work on an ongoing basis. • North Lanarkshire Council has recently taken out a licence for multiple learners and two training days for their staff have been arranged for September. • South Lanarkshire Council has also now expressed an interest in delivering the AAAs. <p>Adult Guidance</p> <ul style="list-style-type: none"> • 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 and remain key members of the Forum. • 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. <p>Partnerships</p> <ul style="list-style-type: none"> • We have discussed with the Principal and Deputy Principal of QMU options for future partnerships, including a new collaborative HNC/degree in Childhood Practice with Outdoor Learning and a SWAP Nursing Course with progression to QMU. • We have had discussions with the University of Edinburgh about a new Associate Degree aimed at the CLD sector and have explored other progression options, including a tailored SWAP programme. A subsequent meeting has been arranged in September to develop initial plans. • We are continuing our discussions with College Development Network (CDN) in relation to establishing Newbattle as a Staff College for the college sector, CLD and the voluntary sector. • We have submitted a joint funding bid with Midlothian Council to provide a FOLA and AAA to socially excluded adults, including ex-offenders and adults recovering from addictions. 			
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7.	Applicants' Day	<p>A positive Applicants' Day took place 24-27 August 2020. The Curriculum Manager updated the committee and the following was noted:</p> <ul style="list-style-type: none"> Applicants' Day was organised to finalise student application for attending college. It also assured students that they had a place on the course and lowered their level of anxiety. It was an opportunity for students to ask questions and to meet the Learning & Teaching Team and other members of staff and was regarded as a introduction to college. There was a good turnout. Only a few applicants could not take part, due to personal circumstances. 	24-27 August 2020	PL	Information
8.	Arrangements for Start of Session	<p>The Curriculum Manager updated the committee and the following was noted:</p> <ul style="list-style-type: none"> Having had a successful Applicants' Day, induction has been reduced to one day per subject for students. It will entail setting 	2.9.20	PL	Information

		up IT accounts, advice on how to operate SharePoint and arrangements for online delivery.			
FOR INFORMATION					
9.	2019/2020 Capital Funding/Residency Refurbishment	<p>The Principal updated the committee and the following was noted:</p> <ul style="list-style-type: none"> • Despite a delay of 3 months, work is now complete in the residency. • Work in the main house has reconvened and is well on schedule to be completed by November 2020. 	2.9.20	MD	Information
10.	2020/2021 Capital Funding	<p>The college was allocated £1.1 million capital funding for 2020-2021 plus additional funding of £237K, giving a total of £1.4 million. This will give the college an opportunity to complete refurbishment tasks in the main building. The college will start to plan once they receive confirmation from SFC. The Board will be informed thereafter on development plans.</p> <p>The Trustees intend to refurbish and further resource the Business Park. It was suggested that on Monday, 14 September 2020 during a PARC Meeting that the committee visit the Business Park. This would inform the potential to use the resource to further develop the estate. It was agreed that Tommy Angus, Board Member would be invited in view of his technical expertise.</p>	2.9.20	MD	Information
11.	Staffing Update	<p>Two new staff have been appointed: part-time Literature and Communication Tutor and part-time Maths Tutor.</p> <p>Interviews for the post of Forest College Co-ordinator will take place week commencing 7 September 2020.</p>	2.9.20	SG	Information
12.	AOCB	<p>Award Ceremony 2020</p> <p>The Depute Principal is looking at the possibility of an Award Ceremony on Friday, 6 November 2020 from 2pm - 4pm. Only students would attend. A live stream could be set up for friends and families. This will be explored with last year's students.</p>	6.11.20	SG	Ongoing
13.	Date of Next Meeting	11 November 2020, 2.00pm to 4.00pm.	11.11.20	L & T	Information

