

| Meeting: Learning & Teaching Committee | | Venue: Virtual via Zoom | Date: Wednesday, 11 November 2020 | Time: 2.00pm - 4.00pm | |
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| Minute Taken By: Jackie Kane | | Sederunt: Richard Dockrell (Chair), Marian Docherty, Sandra Grieve, Paul Lennon, Stuart Moir, Terry Brotherstone, Brian Lister, Duncan Robb Katrina Holdsworth (Student Rep); HMI Margaret Rose Livingstone | Apologies: | Absences: | |
| FOR DECISION | | | | | |
| No. | Agenda Item | Action | When | By Whom | Status |
| 1. | Apologies and Welcome | The committee welcomed HMI Margaret Rose Livingstone and Student Rep Katrina Holdsworth. There were no apologies. | 11.11.20 | L & T | Complete |
| 2. | Minute of Previous Meeting (Paper 1) | The Minute of the Meeting held on 2 September 2020 was approved as an accurate record. | 11.11.20 | L & T | Complete |
| 3. | Matters Arising | | | | |
| | Update from Principal on college arrangements since start of session | The Principal updated the committee on college progress since lockdown and the following was noted: Since September 2020, a positive start to the session has taken place. The college continues with blended learning, which is working well. Student retention remains positive thanks to the efforts of the Learning & Teaching Team and support that is in place for students. A Covid-19 Working Group has been established made up of staff and students to ensure compliance with Scottish Government guidelines for colleges and universities. To date there have been few significant issues raised and our guidelines are working well. | 11.11.20 | MD | Information |
| | 2020 Conference | Terry Brotherstone updated the committee on the possibility of the event being held digitally. CDN have offered a digital platform for the | 11.11.20 | TB | Ongoing |

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| | Declaration of Arbroath re-scheduled date | <p>event at £8K. The committee discussed negotiating costs with CDN and asked Terry to source alternative costings to host the event digitally. It was agreed that Terry would collate this information and present to the Board for their approval on 26 November 2020.</p> <p>The committee approved an online conference.</p> | | | |
| | SFC Update | <p>The additional information requested by SFC in relation to the college Recovery Plan has been submitted. The Chair of Board and SMT are meeting with SFC on 12 November 2020 to discuss the college's Recovery Plan along with the flexibility on the use of capital funding. SFC's response from this meeting will be presented to the Board on 26 November 2020.</p> <p>The Phase One Report on the Review of Coherent Provision and the Sustainability of Colleges and Universities has been circulated to the sector. The Principal and Depute Principal agreed to meet to address the curriculum issues, financial and structural implications highlighted in the report. A brief was presented to the Board on their Board Planning Day on 5 November 2020.</p> <p>Phase 2 of the FE/HE Review will report in February 2021 and will include the following:</p> <p>Phase Two Review Priorities</p> <ul style="list-style-type: none"> • FE/HE responses to pandemic re health and safety and financial sustainability • considering options for integrated tertiary education and skills • supporting digital learning • developing new SFC outcome framework/Transformation Fund | 12.11.20 | SMT/BL/SFC | Ongoing |
| | | | 26.11.20 | MD | Ongoing |
| | | | 11.11.20 | L & T | Ongoing |
| FOR DISCUSSION | | | | | |
| 4. | 2020/2021 Enrolment and Retention (Paper 2) | <p>The Depute Principal spoke to the 2020/2021 Enrolment and Retention Paper and the following was noted:</p> <p>Under the present circumstances, retention is looking good. The committee requested that a comparison from 2018-2020 be circulated.</p> | 11.11.20 | L & T | Information |

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| | | <p>The committee discussed retention across the college sector.</p> <p>It was noted that two withdrawn students were deferring to 2021/2022.</p> <p>The Learning & Teaching Team were commended for their work in retaining students for 2020/2021 during these challenging times.</p> <p>Recruitment has commenced for the Prep for FE Course starting in late January 2021.</p> | | | |
| 5. | Curriculum Update (Paper 3) | <p>The Depute Principal gave an update on curriculum and the following was noted:</p> <p>Forest College</p> <ul style="list-style-type: none"> • The newly appointed Forest College Co-ordinator is working through a list of forest college related priority tasks. • We have now submitted our WIAT (Woodland In and Around Towns) funding application 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, is now planned to take place early next year. • The 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"> • A successful bid was submitted to Bòrd na Gàidhlig to support an Early Years Practitioners' Gaelic Language Programme (2019-2021) and have been awarded £36,300. This programme was paused during lockdown and has now begun again. The programme will now run until June 2022. • We have also been awarded £12,000 from GLAIF (Gaelic Language Act Implementation Fund) to extend Gaelic language and culture in college and in Edinburgh. We have put together an online Gaelic | 11.11.20 | SG | Information |

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| | | <p>language programme for beginners and post beginners to be offered to college staff, the Midlothian community, and potential learners in the central belt. (January - June 2021).</p> <ul style="list-style-type: none"> We are also planning to support a Gaelic language immersion experience for our SWAP (Celtic Studies) students through a residential visit to SMO in March 2021. <p>Adult Achievement Awards</p> <ul style="list-style-type: none"> We are continuing to assess and verify learners' work on an ongoing basis. We recently completed 2 training days for North Lanarkshire Council and 2 for Fife Council. Both now delivering the AAAs. The following organisations have also signed up to deliver the AAAs and training is being arranged <ul style="list-style-type: none"> Punjabi Junction Social Enterprise Project Alternatives Drug Project (a community-based drug project covering Dumbarton and Vale of Leven) We are now also part of the Dundee Learners' Network (online forum). <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 are exploring the following options: <ul style="list-style-type: none"> HNC Course (Childhood Practice with Outdoor Learning) in | | | |
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| | | <p>partnership with QMU (leading on to an Early Years degree course at QMU)</p> <ul style="list-style-type: none"> ○ HNC Course (Working with Communities) in partnership with the University of Edinburgh (leading on to the new MA Learning in Communities) ○ Creative Industries - Access to Higher Education (SWAP) in partnership with Edinburgh Napier University (School of Arts and Creative Industries) <ul style="list-style-type: none"> ● 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 to SFC with Midlothian Council to provide a FOLA and AAA to socially excluded adults, including ex-offenders and adults recovering from addictions. ● We re-submitted an amended Tackling Child Poverty in Midlothian funding bid to SFC, this was a joint bid with Midlothian Council, SDS Midlothian and Dalkeith & District Citizens Advice Bureau. Unfortunately, our bid was unsuccessful. ● We are still awaiting the transfer of credits from SRUC, in order to 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 explore the feasibility of a Modern Apprenticeship (SCQF level 5) with SRUC. <p>The Principal highlighted that outdoor learning is a key attraction with the college's partners. It was also noted that the college has been shortlisted as finalists in the RSPB Nature of Scotland Awards under the Youth and Education category.</p> | | | |
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FOR INFORMATION

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| 6. | 2020/2021 Capital Funding: curriculum | Expenditure from the 2019-2020 Capital Spend continues to be monitored. The following pieces of work will be completed by January 2021: repair to the chimneys; enhancement to the Rural Skills unit; improvement on security systems; some internal decoration and | 11.11.20 | MD | Information |
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| | opportunities | extension to car parking facilities for students. Plans for the 2020-2021 Capital Spend cannot be defined until the college receives clarification from SFC on the flexibility of the funding. | | | |
| 7. | Staffing Update | The following posts have been appointed: <ul style="list-style-type: none"> • A full time Forest College Co-ordinator (1-year appointment) • A part-time Literature & Communication Tutor • A part-time Maths Tutor | 11.11.20 | SG | Information |
| 8. | 2020-2021 Quality Cycle | Student feedback continues to be monitored internally. Two individual Quality Days have taken place with Learning & Teaching and Support Staff. The committee would welcome comments on improving quality assurance and enhancement processes from HMI Margaret Rose Livingstone. | 11.11.20 | SG | Information |
| 9. | AOCB | The committee thanked the Student Rep and HMI for their contributions to the meeting. The committee wished a successful meeting with SFC on 12 November 2020. | 11.11.20 | L & T | Information |
| 10. | Date of Next Meeting | Wednesday, 17 February 2021, 2.00pm - 4.00pm. | | | |