

<b>Meeting:</b> Learning & Teaching Committee		<b>Venue:</b> Virtual via Zoom	<b>Date:</b> Wednesday, 17 February 2021	<b>Time:</b> 2.00pm - 4.00pm	
<b>Minute Taken By:</b> Jackie Kane		<b>Sederunt:</b> Richard Dockrell (Chair), Marian Docherty, Sandra Grieve, Paul Lennon, Stuart Moir, Terry Brotherstone, Brian Lister, Katrina Holdsworth (Student Rep)	<b>Apologies:</b> Duncan Robb	<b>Absences:</b>	
<b>FOR DECISION</b>					
<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>	<b>When</b>	<b>By Whom</b>	<b>Status</b>
1.	Apologies	Apologies were received from Duncan Robb.	17.2.21	JK	Complete
2.	Minute of Previous Meeting (Paper 1)	Minute of the Meeting held on 11 November 2020 was approved as an accurate record.	17.2.21	L & T	Complete
<b>FOR DISCUSSION</b>					
3.	Matters Arising				
	Update from Principal	<p>The Principal updated the committee and the following was noted:</p> <p>In line with Scottish Government Guidelines, all courses have been delivered online since January 2021. This has proved particularly challenging for the Rural Skills Course, which is 80% practical. It will also present difficulties for the Preparation for FE Course, which commences on 18 February 2021.</p> <p>The Covid Working Group continues to meet every fortnight. It follows the guidelines from Scottish Government and updates staff and students on a regular basis. To date no significant issues have arisen.</p>	17.2.21	MD	Information
	2020 Conference Declaration of Arbroath	<p>Terry Brotherstone advised the committee that the Declaration of Arbroath Conference would be moved from April to 20-21 May 2021, as CDN had received objections about the proximity of the conference to the election.</p> <p>CDN, who are are handling the online conference, have confirmed a</p>	20/21 May 2021	TB	Information

		<p>good response to registration.</p> <p>Additional input from the college would be discussed at the regular conference planning meetings. It was noted that collaboration with CDN was very positive.</p>			
	SFC/OA	<p>The college has submitted to SFC a Self-Evaluation Report for 2019-20, highlighting the college's achievements last session, despite the impact of the pandemic.</p> <p>The college awaits information on the funding allocation from the 5.6% increase from the Scottish Government budget and additional funding that has become available. College Principals and Finance Officers have been invited to attend an extraordinary meeting with SFC on 19 February 2021 to discuss the budget.</p> <p>The FE/HE Review Phase 2 Report has been delayed until March 2021.</p> <p>The draft Outcome Agreement 2020-2021 has been circulated to the Board and staff for comments. The committee discussed the draft Outcome Agreement and agreed that this would give the college an opportunity to highlight the potential from capital funding, especially the need for digital developments. The committee requested that the partnership with CDN should be added. Comments should be emailed to the Principal by 22 February 2021.</p>	17.2.21	MD	Information
			19.2.21	MD	Ongoing
			March 2021	MD	Ongoing
			22.2.21	MD	Ongoing
	Capital Funding 2020/2021	<p>A re-scheduled meeting with SFC took place on 9 February 2021 to discuss a financial update, the college's strategy and use of capital funding. SFC have confirmed that the college can go ahead with the priorities highlighted following a refreshed Condition Survey. The end date for this spend has been moved to the end of July 2021. £1.1 million will meet the priorities agreed with Board. The Facilities Manger will commence the process immediately.</p> <p>Digital development is now essential for the college and the allocation of £300k from the Capital Fund has been agreed, following the Board Planning Day on 21 January 2021. SFC have requested agreed costs before this project can commence.</p>			

		<p>The committee discussed the digital development and agreed this is now essential. It would allow the college to develop additional online options and improve curriculum delivery online. The Principal hoped that confirmation would be received by w/c commencing 22 February 2021.</p> <p>The Student Representative informed the committee that the combination of Teams and Zoom was working well under the present circumstances. However, students felt that the absence of face-to-face teaching was having an effect on social interaction.</p>			
	Strategic Plan	Once the Outcome Agreement has been submitted to SFC, the Principal and Depute Principal will make a start on the Strategic Plan. A draft Strategic Plan will be produced for discussion prior to the next committee meeting.	12 May 2021	MD/SG	Ongoing
	Quality Cycle 2020/2021	The Depute Principal continues to report to Education Scotland on a fortnightly basis as there will be no Evaluation Report this year.	17.2.21	SG	Information
<b>FOR INFORMATION</b>					
4.	Enrolment on Preparation for FE Course	<p>The Curriculum Manager informed the committee that the Preparation for FE Course would commence on 18 February 2021 following a delay due to Covid. It was expected that 15 students would enrol on the course.</p> <p>It was noted that the numbers were slightly down compared to last year. This was due to the pandemic.</p>	18.2.21	PL	Information
5.	Retention (Paper 2)	The Curriculum Manager advised that retention was looking positive and was slightly up on last year. The majority of students are coping well. The Learning & Teaching Team have plans in place to assist students going into Semester 2. Hopefully, a road map and framework for colleges will be produced by Scottish Government which may allow some face-to-face delivery.	18.2.21	PL	Information
6.	Curriculum Update (Paper 3)	<p>The Depute Principal spoke to the Curriculum Update Report and the following was noted:</p> <p><b>2021/22 Recruitment</b></p> <p>The new prospectus has now been produced and will be shared on social</p>	17.2.21	SG	Information

media, the college website and with partner organisations. Face to face interviews are scheduled to take place from the end of March onwards. Applicants will be invited to Applicants' Days in August as this proved very successful last year.

#### **Forest College**

- Judy Paul (the new FC Coordinator) has started working through a list of FC related priority tasks. This work has had to be put on hold due to the Covid-related restrictions. However, she has been working with the Curriculum Manager on quality assurance.
- We have now received an additional grant of £20K from the Midlothian Community Mental Health Supports and Services Framework Covid Response Fund to support the mental health of vulnerable young people through outdoor learning programmes (FOLAs). We are working in collaboration with all 6 secondary schools in Midlothian (senior phase).
- We are continuing to liaise with Midlothian Council to deliver the outcomes associated with the Midlothian Family Learning funding.
- Other commercial opportunities which we are exploring include offering courses in traditional crafts, mental health and well-being, team building, eco therapy, field craft and outdoor activities for children. Most of these would require classroom space as well as outdoor facilities.
- WIAT (Woodland In and Around Towns) funding application to support the Forest College Programme, including our Community Woodland Ranger post, has been submitted after subsequent revisions. Awaiting a response.
- The Newbattle FOLA Leadership Course (Level 9), due to take place in June/October 2020, is now planned to take place in April and May 2021.

#### **Gaelic**

- We successfully submitted a bid to Bòrd na Gàidhlig to support an Early Years Practitioners' Gaelic Language Programme (2019-

		<p>2021) and have been awarded £36,300. The programme will now run until June 2022. Delivery of the programme (online) has now begun.</p> <ul style="list-style-type: none"> <li>– We were also awarded £12,000 from GLAIF (Gaelic Language Act Implementation Fund) to extend Gaelic language and culture in college and in Edinburgh. We started delivering an online Gaelic language programme for beginners and post beginners to college students, the Midlothian community, and learners in the central belt in January.</li> <li>– We are also planning to take part in a Gaelic language immersion experience for our SWAP (Celtic Studies) students through a residential visit to SMO in June 2021.</li> </ul> <p><b>Adult Achievement Awards</b></p> <ul style="list-style-type: none"> <li>– We are continuing to assess and verify learners’ work on an ongoing basis.</li> <li>– We are delivering a training session for Aberdeen City Council and Aberdeen CLD who have signed up to deliver the Awards.</li> <li>– We have taken part in the Dundee Learners’ Network (online forum).</li> </ul> <p><b>Adult Guidance</b></p> <ul style="list-style-type: none"> <li>– 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.</li> <li>– We co-facilitated online consultations in relation to the draft Strategy in January and are actively involved in contributing to the final version of the Strategy.</li> <li>– 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.</li> </ul> <p><b>Partnerships</b></p>			
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7.	Staffing Update	The following appointments have been made: a Sociology Tutor to cover maternity leave and a Support for Learning Tutor to support the Preparation for FE Course.	17.2.21	SG	Information
8.	AOCB	It was noted that Moray House would be celebrating 60 Years of Community Education on 24 February 2021 and a link to this event would be circulated to the committee.	24.2.21	L & T	Information
9.	Date of Next Meeting	Wednesday, 12 May 2021, 2.00pm - 4.00pm			

