

Meeting: Learning & Teaching Committee		Venue: Virtual via Zoom		Date: Wednesday, 12 May 2021		Time: 2.00pm	
Minute Taken By: Jackie Kane		Sederunt: Richard Dockrell (Chair), Marian Docherty, Sandra Grieve, Paul Lennon, Terry Brotherstone, David Hamer, Duncan Robb		Apologies: Stuart Moir, Brian Lister and Student Rep Kathrine Holdsworth		Absences:	
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	The Chair welcomed David Hamer to his first Learning & Teaching Committee Meeting.	12.5.21	RD	Complete		
		Apologies were received from Stuart Moir, Brian Lister and Student Rep Katherine Holdsworth.	12.5.21	JK	Complete		
2.	Minute of Previous Meeting (Paper 1)	The Minute of the Meeting held on 17 February 2021 was approved as an accurate record.	17.2.21	L & T	Complete		
3.	Matters Arising						
	Update from Principal	The Principal updated the committee on the following:	12.5.21	MD	Information		
	SFC including Outcome Agreement	A draft Outcome Agreement has been submitted to SFC. To date no comments have been received from SFC.	12.5.21	MD	Ongoing		
		The college is waiting for a response from SFC and Scottish Government on the proposed partnership with WEA on running a Prep for FE course online. Two funding bids have been submitted to SFC and Scottish Government. Once funding is received this would enable the college to run the course from next January 2022.	12.5.21	MD	Ongoing		
		SFC have released information to colleges on the indicative funding for 2021-2022. There has been an increase of £200K towards core funding and £90K for capital funding.	12.5.21	MD	Information		
	Capital Funding	Having received confirmation from SFC that the college could use £300K	12.5.21	SG	Information.		

	2020-2021	<p>of capital funding towards ICT, the Depute Principal updated the committee on ICT developments, supported by Agenor, external consultants. At present Agenor are at the discovery stage. It is hoped that a report will be presented to SMT on the findings by July. Thereafter the Board will be made aware of their proposals.</p> <p>The Depute Principal agreed to circulate to the committee details of Canvas, the virtual learning platform that will be used.</p> <p>The college will start to plan the spend of £90K for 2021/2022.</p> <p>The remaining funding for 2020/2021 has now gone out to tender.</p>	12.5.21	SG	Ongoing
			12.5.21	MD	Ongoing
			12.5.21	MD	Information
	Draft Strategic Plan	Unfortunately, due to staff holidays, the Strategic Plan had not been circulated to the committee. However, the draft Strategic Plan will be emailed for committee comments before the Board meetings in June.	June 2021	L & T	Ongoing
4.	2020 Conference Declaration of Arbroath	<p>Terry Brotherstone updated the committee on the 2020 Conference Declaration of Arbroath. Preparation for the Newbattle element has commenced. It was agreed that the Principal should record a welcome for the event. 180 registrations had been received to date. Rehearsals will commence on 19 May 2021 for all speakers.</p> <p>The committee discussed the use of the material once the conference came to an end.</p> <p>The committee wished Terry good luck and thanked him for all his efforts.</p>	12.5.21	TB	Information
			12.5.21	L & T	Information
			12.5.21	L & T	Information
5.	Retention (Paper 2)	<p>The Depute Principal spoke to the retention figures and the following was noted:</p> <p>Despite a difficult year dealing with a pandemic, the figures were not far off as would normally be at this time of the year. It was hoped that there would be no further withdrawals between now and the end of term.</p> <p>The Curriculum Manager advised that around 8 to 10 students would not</p>	12.5.21	SG	Information
			12.5.21	SG	Information
			12.5.21	PL	Information

		achieve the full award. However, there could be a way for these students to be assessed at a lower level and the Guidance Teams are working on the best route for these students. The priority for the Learning & Teaching Team is to ensure that all students achieve.			
6.	Recruitment (Paper 3)	<p>The Depute Principal spoke to the recruitment figures and the following was noted:</p> <p>The new prospectus has now been produced and has been shared on social media, the college website and with partner organisations. Face to face interviews are now taking place. Applicants will be invited to Applicants' Days in August (same format as last year i.e. different day per course).</p> <p>Because of the pandemic, colleges across the sector were having an issue with recruitment. The college Marketing Co-ordinator has commenced a big recruitment drive for the SWAP and HNC courses.</p>	12.5.21	SG	Information
			12.5.21	SG	Information
			12.5.21	SG	Information
7.	Curriculum Update (Paper 4)	<p>The Depute Principal spoke to her curriculum update and the following was noted:</p> <p>Forest College</p> <ul style="list-style-type: none"> – The 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. – She is now working on the following priority areas: <ul style="list-style-type: none"> ○ Unpaid Work Team FOLA 4 ○ Midlothian Family Learning ○ Roots to Learning - Community Mental Health Group FOLA 4 and Health and Mind FOLA 4 – The following organisations have signed up to be Approved Assessment Centres (AACs): <ul style="list-style-type: none"> ○ Beath HS ○ Cyrenians ○ Outlet Play Resource ○ Wildside Adventures Ltd ○ Rossie Young People's Trust 	12.5.21	SG	Information

○ Midlothian Forest School

- We are now working in partnership with 11 AACs throughout Scotland.
- The FC Coordinator and Curriculum Manager have been updating all of the FOLA QA policies and procedures.
- In collaboration with the Corporate Marketing Team, Judy has produced a programme of courses in traditional crafts, mental health & well-being and eco therapy to be delivered over the summer months.
- Woodland and Riverfly Volunteer Groups have returned. The volunteers are fully compliant with current social distancing guidelines.
- 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 8), due to take place in June/October 2020, has now begun (delivered online in April) and will continue to be delivered (in person) in May and June 2021.

Gaelic

- The Early Years Practitioners' Gaelic Language Programme (2019-2021) is being delivered online (Gaelic language classes). The first face to face session was delivered in college on Saturday 8 May.
- The first online Gaelic language programme for beginners and post beginners including college students, the Midlothian community, and learners in the central belt has taken place. We are now promoting the second course. Many of the original participants have asked to continue.
- We are still planning a Gaelic language immersion experience for our SWAP (Celtic Studies) students through a residential visit to

SMO in June 2021.

Adult Achievement Awards

- We are continuing to assess and verify learners' work on an ongoing basis.
- We have delivered training sessions for Aberdeen City Council and Aberdeen CLD who have signed up to deliver the Awards.
- The following organisations have also renewed their licence/signed up to deliver the Awards:
 - Calman Trust Inverness
 - Fife College
 - Glasgow Clyde College
 - Stirling Council
- We now have 17 AAA partner organisations throughout Scotland.

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 and remain key members of the Forum.
- We are actively involved in contributing to the final version of the Strategy.
- 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 are exploring the following options:
 - HNC Course (Childhood Practice with Outdoor Learning) in partnership with QMU (leading on to an Early Years degree course at QMU)
 - HNC Course (Working with Communities) in partnership with the University of Edinburgh (leading on to the new MA

		<p>Learning in Communities)</p> <ul style="list-style-type: none"> ○ In partnership with the Workers Education Association (WEA) Scotland, we are exploring the co-delivery of the Preparation for Further Education (SCQF level 4) in selected areas throughout Scotland. This would provide a new pathway to college from some of Scotland's most disadvantaged communities and enable us to extend our geographical reach. – We have submitted joint bids to Scottish Government and the SFC for funding to be able to take the funding application to the next stage (pilot). – 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 successfully 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. A request has been made to extend the funding until such time as face to face delivery can take place. 			
8.	Committee Self-Evaluation (Paper 5)	Following discussions with other sub committees, it was agreed that the structure of the committee self-evaluation be reviewed at the next Chairs' Committee Meeting on 10 June 2021. However, it was agreed that committee members should complete the evaluation and submit to the Secretary to the Board.	12.5.21	L & T	Ongoing
9.	AOCB	There was no other competent business.	12.5.21	L & T	Complete
10.	Date of Next Meeting	Date of Next Meeting to be circulated once dates for 2021/2022 have been confirmed by the Board.	12.5.21	JK	Information