

Meeting: Learning & Teaching Committee		Venue: College Board Room		Date: Wednesday, 10 November 2021		Time: 2.00pm	
Minute Taken By: Jackie Kane		Sederunt: Richard Dockrell (Chair), Roddy Henry, Lisa Angus, Paul Lennon, Duncan Robb, Brian Lister, David Hamer and Nicole Smith - Student Rep		Apologies: Stuart Moir		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	The Chair welcomed the new Principal and Student Representative to their first Learning & Teaching Committee Meeting.	10.11.21	RD	Complete		
		Apologies were received from Stuart Moir.	10.11.21	JK	Complete		
2.	Minute of Meeting held on 31 August 2021 (Paper 1)	Minute of the meeting held on 31 August 2021 was approved as an accurate record.	10.11.21	L & T	Complete		
3.	Matters Arising						
	Update from Principal:						
	SFC, including Outcome Agreement	SFC had postponed their meeting with the Principal on 9 November 2021. The Principal is hoping to meet with them by the end of the week.	10.11.21	RH	Ongoing		
		The retiring Principal Marian Docherty is working along side the Depute Principal on the Outcome Agreement. The first draft will be with the Principal on 12 November 2021. This will then be presented to the Board to be signed off at the next Board Meeting on 25 November 2021.	10.11.21	RH	Ongoing		
			25.11.21	RH/Board	Ongoing		
	SFC Capital Funding Programme 2020-2021	Work is ongoing and is on schedule.	10.11.21	RH	Ongoing		
	Draft Strategic	The draft Strategic Plan is with the Board for consideration.	10.11.21	RH	Ongoing		

	Plan				
	ICT	<p>Agenor finish at the end of November as consultants. The VLE can be done through the APUC framework. As it was expensive to purchase a new MIS for the number of students the college has it was agreed to explore other avenues.</p> <p>RTG have been appointed to provide the ICT infrastructure. The aim is to have the new infrastructure in place for the start of the new session in September 2022.</p> <p>Discussions are taking place with CDN on assisting with digital skills support for staff leading up to the transition.</p> <p>The committee agreed that the Student Representative would be a focal point on behalf of the students as the project progresses.</p>	10.11.21	RH	Ongoing
	SFC/ES Quality Arrangements	<p>The Depute Principal updated the committee on SFC/ES Quality Arrangements and the following was noted:</p> <p>For AY 2020/2021 reporting, SFC has decided with Education Scotland not to seek a formal submission of an EREP from colleges. The arrangements will be similar to last year. The college should incorporate its quality processes which relates to our revised improvement framework. Colleges should undertake a process of critical assessment and appraisal which will support both SFC self-evaluation reporting and Education Scotland engagement and review work.</p> <p>The college HMI, Margaret Rose Livingstone has informed the Depute Principal that it is estimated the visit will be over 1.5 days in January 2022. A letter is due detailing what, when and themes in November 2022. The committee agreed that a copy of this would be useful and the Depute Principal agreed to circulate to the committee once it was received.</p> <p>The Principal and Depute Principal are meeting with the college HMI on</p>	10.11.21	LA	Information

		23 November 2021 and will work out a schedule for her to attend Learning & Teaching Committee Meetings and Board Meetings. The committee discussed College Leavers Destination and agreed that the data would be useful and be brought to this committee. It was noted that this survey is carried out one year after the student has left college but feedback is received earlier from QMU and SWAP.			
FOR DISCUSSION					
4.	2019-2022 Retention (Paper 2)	<p>The Curriculum Manager spoke to the Retention Paper and the following was noted:</p> <p>SWAP figures are positive compared to other years. However, figures are down considerably on recruitment on the Associate Degree Programme. QMU advised this is across the sector. Discussions are ongoing with QMU on a way to articulate the first year with a part completion. The college is looking to contact S6 students in East Lothian, Midlothian and South Edinburgh to raise awareness of the degree. The committee requested the age group of this year's HNC students for the next Learning & Teaching Committee meeting. None were continuing students from Newbattle compared to last year where around 4-6 on average had continued from the SWAP programme onto the HNC programme. The committee agreed that it would be good for the college to attend QMU's open day. The Curriculum Manager did take part in clearing though very few students came through this process.</p> <p>An extensive discussion on SQA and the examination process took place among the committee. Micro credentials were also discussed and it was agreed that it was worth looking at and structuring the curriculum which would help with retention and help students who only partially complete the course.</p> <p>The Principal is keen to look at the data to make sure what the course offers is beneficial and to track applications to enrolments. This will assist with recruitment going forward.</p>	10.11.21	PL	Information
			10.11.21	PL	Ongoing

		<p>The Rural Skills course is down by two students due to attendance issues. The Principal informed the committee that he is meeting representatives from the Forestry Industry who are keen to work with Newbattle.</p> <p>The Principal had hoped to raise the question of the college credit target and what it funds with SFC. This would inform a clear idea on setting targets going forward.</p>			
	Preparation for FE Recruitment Figures	<p>Recruitment has commenced for the Preparation for FE. Interviews continue to the end of the year and carry on in January 2022. The target for this course is 18 students. Though it could take 22. A Rural Skills unit has been added to the course.</p> <p>The course is promoted through SWAP and hopefully CLD after the Curriculum Manager meets with them next week. The committee discussed an additional strand, Preparation for Employment which would broaden the course and would be inline with policy on upskilling and reskilling.</p>	10.11.21	PL	Information
5.	Curriculum Update (Paper 3)	<p>The Depute Principal spoke to the Curriculum Update and the following was noted:</p> <p>2021/22 Recruitment Students have made a good start to their studies and are settling in. A review of induction has taken place with positive feedback on the process. The next stage of reviewing weeks 1-6 is about to commence. Students who have been identified as having a requirement for additional support are receiving support and regular updates are being provided across the Learning and Teaching Team.</p> <p>Forest College The Forest College Coordinator has once again had a productive few months. This has included:</p> <p>Midlothian Community Mental Health Funded Programme has seen a number of young people complete and embark on FOLA awards from</p>	10.11.21	LA	Information

Lasswade High School and Dalkeith High School.

During the October school break a family event Magic in the Woods took place with families selected by Midlothian Community Lifelong Learning.

Approved Assessment Centres (ACCs) - 14 in total

Children's Wood in Glasgow along with Dalkeith High School became AACs in September.

The college hosted a FOLA Standardisation Day on 30 October 2021. Nine of the ACCs attended to review the qualification and share good Practice.

The Peter Wright Outdoor Learning Hub

The official opening of the hub took place on 5 November 2021. The committee agreed that Peter Wright would be an ideal candidate to be an Ambassador for the College and the Principal agreed to follow this up.

Gaelic

The Early Years Practitioners' Gaelic Language Programme (2019-2021) had a successful immersion week at Ceòlas in South Uist, in September.

Beginners Gaelic has started as an opportunity for all SWAP students.

The second online Gaelic language programme for beginners and intermediates, for learners in the Midlothian community and in the central belt began on 28 October 2021.

Adult Achievement Awards (AAA)

There have been three new enquiries from organisations.

There are now 17 AAA partner organisations throughout Scotland.

Two online training sessions have been hosted for new tutors across organisations.

Future plans include hosting a AAA Standardisation Day for partner organisations.

A level 6 AAA has been added to all SWAP courses as an additional opportunity.

Partnerships

In partnership with the Workers Education Association (WEA) Scotland, the college had submitted a proposal to SFC to co-deliver the Preparation for Further Education (SCQF level 4) in selected areas throughout Scotland. This proposal was unsuccessful but has been shared with Scottish Government to look for other funding options. It was agreed to discuss a member of the WEA being approached to join the Board.

Exploring new courses with partners is ongoing. The main barrier appears to be related to credit allocation. Early discussions have taken place with University of Edinburgh to look at options for the future. The Principal agreed to follow this up.

The proposal submitted to Midlothian Council for funding from Young Person's Guarantee Employability Fund was unsuccessful.

A proposal has been submitted to Foundation Scotland PHP Community Impact Fund to work in partnership with Newbattle Medical Centre to provide Social Prescribing options. A response is expected by 17 December 2021.

Early discussions have taken place with Midlothian Council around providing another Unpaid Workers Project in April/May 2022. This will be dependent on a few external factors.

Information

Care Experienced Week 2021 provided an opportunity for a small group

		<p>of care experienced students to raise awareness. This included the creation of a poster and a lunchtime panel session, all organised by the students.</p> <p>A delayed Students Awards Ceremony will take place on 27 November 2021 in college for all students who successfully completed in 2020/21.</p> <p>The Chair thanked the Depute Principal for her report. The committee discussed the purpose of standardisation and quality assurance and the positive feedback received from FOLA partners. A follow up has been organised. The standardisation will inform an operational plan for both the FOLAs and AAAs. The committee looks forward to receiving development plans and regular updates on FOLAs and AAAs going forward.</p> <p>The Principal informed the committee that a draft Curriculum Development Plan for 2022/2023 will be available by the end of the year.</p> <p>It was agreed that quality assurance plans would be presented at the next meeting, and during certain times of the year be a standard agenda item for the committee. This would include outcomes of external verification and standardisation with centres who deliver the Newbattle awards.</p> <p>The Adult Learning Strategy is due to be launched in March 2022. The Principal agreed to pursue the launch taking place at Newbattle.</p>	10.11.21	LA/PL	Ongoing
			10.11.21	LA/PL	Ongoing
6.	Staffing Update	<p>The following posts were noted:</p> <ul style="list-style-type: none"> • A SfL Assistant and a SfL Advisor have been appointed. 	10.11.21	LA	Information
7.	AOCB	<p>SRC The Student Representative agreed to produce a SRC Report for the next Learning & Teaching Meeting. This would be an ongoing agenda item.</p>	10.11.21	NS	Ongoing

		Board Strategic Planning Day It was agreed that the priorities raised at today's meeting will be taken to the Board Strategic Planning Day.	22.1.22	L & T	Information
8.	Date of Next Meeting	Wednesday, 16 February 2021, 2.00pm - 4.00pm.	16.2.22	L & T	Information