

**Minute of the Learning, Teaching and Quality Committee Meeting
Held by Hybrid Attendance at Kilmarnock campus and via Microsoft Teams
Thursday 07 March 2024**

Present:

Alison Sutherland	Chair LTQC
Sharon Morrow	Vice Chair LTQC
Mike Stewart	Senior Independent Board Member
Norman Bone	Non-Executive Board Member
Gillian Murray	Non-Executive Board Member
Lisa Keggans	Elected Member, Support Staff
Janette Moore	Elected Member, Curriculum Staff
Tim Chan	Elected Member, Student Vice President
Amanda-Louise Woods	Elected Member, Student Executive
Angela Cox	Principal, Ex-officio

In attendance:

Anne Campbell	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance & Transformation
Hilary Denholm	Board Governance Advisor (Minutes)
Elaine Hutton	Assistant Principal, Learning and Skills
Katelyn Kilbride	Executive Assistant (Shadowing)
Gavin Murray	Assistant Principal, Learning and Skills
Alan Ritchie	Vice Principal, Finance & Infrastructure
Alistair Rodgers	Director of Enterprise Development
Doreen Wales	Assistant Principal, Student Experience & Quality Enhancement

1. Welcome and Declarations of Interest

Alison Sutherland, Chair of the LTQC, welcomed everyone to the meeting, including new Director of Enterprise Development, Alistair Rodgers, elected Student Executive Member, Amanda-Louise Woods, and new Executive Assistant, Katelyn Kilbride, who will be supporting the administration of this Committee going forward.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Steven Wallace, Non-Executive Board Member.

3. Minutes of the previous meeting held on 16 November 2023 (Paper 1) (C/P)

The minutes of the meeting held on 16 November 2023 were approved as a correct record.

Proposed: Mike Stewart

Seconded: Angela Cox

3.1 Action Tracker (Paper 1a)

The Committee noted the updates provided and that there were no outstanding actions.

4. Student Association Report Q3 (Paper 2) (P)

T Chan highlighted the main activities from the report, and verbally updated the committee on activities since the report submission.

The Committee noted:

- The resignation of Linda Corbett as the Student President upon her successful appointment to the role of Student Association Advisor.
- A Student Officer from the Student Association Executive Committee, Amanda-Louise Woods, has taken up duties as a Member of the Board to ensure continued representation of the student voice, and was introduced to the Committee.
- Executive Committee activities have continued following the report submission including supporting campaigns (LGBT+ History Month, 16 Days of Action, Mental Health and International Women's Day), with a very successful second Drag show in Ayr.
- The Men's Group activity is being re-evaluated following a low turnout.
- Amanda-Louise Woods announced that the College had been awarded the LGBT Charter Mark at foundation level.

Updates were provided regarding actions taken following the Class Ambassador network feedback:

- Delay in implementation of Personal Learning and Support Plans for those with additional learning support needs, and staff training has now been discussed with SLT.
- SLT have helped explain the rationale for the removal of some HND courses giving the Student Association more confidence in providing reasons to students affected.
- Liaison is taking place with the Catering Manager regarding students having more say on food choices available at refectories.
- Advice has been given to report all IT issues via the IT Helpdesk, as they were going unreported.
- There will be a focus in March around timetabling issues and assessment scheduling, with dialogue encouraged between the Class Ambassadors and the Curriculum staff leads.
- Work has begun with the Promoting Positive Behaviour Group to help influence student behaviour regarding amount of vaping/smoking taking place in inappropriate areas of the college.

Following questions around the Class Ambassador Feedback actions being relayed back, it was clarified that individual areas can discuss further if the specific Curriculum areas are included in the report. Also, information has already been passed onto the Student Engagement Officer, and via the network of meetings held, and quality sessions were planned. Discussion took place around increasing survey response rates, with a recognition that this was the first survey of this type giving a first baseline.

The Committee welcomed the detailed report, informative updates, and acknowledged the volume of activity, noting the report as presented.

5. 2022-23 Interim Ayrshire College Performance Indicator Report (*Paper 3*) (P)

A Campbell provided committee members with background information and technical guidance on learning and teaching performance indicators, explaining reasons for the delay in reporting to the Committee due to ASOS.

The Committee noted:

- Indicative Ayrshire College AY 2022-23 KPIs show significant improvements in terms of both retention and attainment across all four modes of delivery.
- As of February 2024, college sector KPIs for AY 2022-23 have not been formally signed off and published by the SFC, therefore, the figures presented are interim.
- College sector benchmarking information will be brought to the Committee following publication of the college sector KPIs by the SFC in May 2024.

The Committee welcomed the positive report, acknowledged the hard work to produce such positive results, noting the report as presented.

6. 2022-23 SFC Student Satisfaction and Engagement College Sector Benchmarking Report (*Paper 4*) (P)

D Wales provided committee members with an analysis of Ayrshire College's responses benchmarked to the sector average for HE Full-Time (HEFT) and FE Full-Time (FEFT) respondents and, for some questions, against similar Colleges

The Committee noted:

- Ayrshire College's response rate for HEFT was 46.9% (a 17.3% increase from the previous year) against a sector average of 48.8%.
- For FEFT, the response rate was 47% (a 9.1% increase from the previous year) against the sector average of 58.9%.
- Ayrshire College's satisfaction rate for HEFT was 95.1% against a sector average of 89.1%.
- For FEFT, the satisfaction rate was 95% against the sector average of 94.6%.

Discussion took place around response rates in comparison to other Colleges, and it was acknowledged that there may be some survey fatigue.

D Wales added that the SFC survey has opened and is being posted via the My Ayrshire App. Regular push notifications and wider communication and promotion should encourage completion.

The Committee welcomed the positive report and noted the report as presented.

7. 2021-22 SFC College Leaver Destination Survey College Sector Benchmarking Report (Paper 5) (P)

D Wales provided the survey report which focuses on students who studied a course in academic year 2021-22 and completed their course in June 2022 with a successful outcome. The data reports on their position as at 31 December 2022.

The Committee noted:

- The College achieved a return rate of 88.5% (up 3% from the previous year) confirming the destinations of 2,920 college leavers out of a total of 3,298. This exceeded the SFC completion target of 80% and was marginally higher than the sector average completion rate of 88.3%.
- The return rate for FE learners was 91% (up 1% from the previous year) while the return rate for HE learners was 84% (up 5% from the previous year).
- 93.8% of Ayrshire College confirmed HE leavers and 92.6% of Ayrshire College confirmed FE leavers are in a positive destination six months after completing their course of study.
- The majority of students (74.7%) were undertaking further study six months after successful completion of their full-time course (67% of HE confirmed leavers and 78.5% of FE confirmed leavers). 18.3% of confirmed leavers had moved into employment - 26.8% of confirmed HE leavers and 14.1% of FE confirmed leavers.

Discussion took place around destinations of those that were not positive, and that Careers Advisors do follow up depending on age.

The Committee welcomed the positive report and noted the report as presented.

8. 2022-23 Early Withdrawals as at 1 November 2023 (Paper 6) (P)

A Campbell provided an update to committee members on full-time student retention in AY 2023-24, explaining why this information is important to help ensure we have the right learners on the right courses, as well as for financial reasons.

The Committee noted:

- Early withdrawal rates, for FE full-time courses, have improved by 3.43% and are at their lowest for six academic years.
- Early withdrawal rates, for HE full-time courses, have improved by 0.4% and are at their lowest for six academic years.
- During the first week in February of 2024, internal auditors Wylie and Bissett conducted a review of student retention. Auditors gave the college substantial assurance. The report will be presented to the March meeting of the audit committee and will be presented to LTQ committee at its May meeting.

Discussion took place around the key issues that cause students to withdraw early, being mostly for personal reasons including physical and mental health issues. Discussion also took place on the extensive support in place.

The Committee welcomed the very positive report, acknowledging the high level and range of support offered to students, noting the report as presented.

10.2023-24 Student Support Funds position update (Paper 8) (P)

D Wales updated the Committee on how the College has expended, and plans to expend, the £11m of student support funding. A five-year analysis was provided to help gauge the impact of Covid and to understand the trend in applications and spend, comparing to pre-covid AY 2019-20.

The Committee noted:

- The College has seen a significant increase (107% from 2019/20) in the level of care experienced students requiring support during 2023-24.
- The College is supporting 460 care experienced students as at February 2024 compared to 435 in 2022-23 (*typo page 3 Paper 8*).
- This has resulted in a £100k reduction in projected amount which will be available for the intended April and June cost of living / transition payments.
- The overall position remains that the College is operating within its allocated budget subject to the caveats and risks highlighted within the paper.
- There are no current risks that require to be drawn to members attention.
- Financial projections will continue to be refined throughout the year for reporting to both the Strategic Leadership Team and the Business, Resources and Infrastructure Committee.
- These projections will also be refined to reflect the information reported by curriculum on student numbers.

Discussion took place around the good system in place, acknowledging the efficient teamwork and speedy processing of applications, and that we were awaiting SFA guidance, with attention drawn to a required focus next year on the increased care experienced payments and need for additional grants.

The Committee welcomed the detailed report, acknowledged the high volume of support in place for all students, noting the report as presented.

13. AOB

The Committee thanked Elaine Hutton, Assistant Principal, Learning and Skills, for her contributions to the Committee, as this would be her last attendance due to her retirement, and wished her all the best for the future.

14. Date of Next Meeting: Thursday 23 May 2024 at 4.00pm

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