

**Minute of the Learning, Teaching and Quality Committee Meeting
Held via Microsoft Teams
Thursday 23 May 2024**

Present:

Alison Sutherland	Chair LTQC
Sharon Morrow	Vice Chair LTQC
Iain Shearer	Non-Executive Board Member
Jason Currie	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 (Up to Item 7)
Angela Cox	Principal, Ex-officio

In attendance:

Sarah Halliwell	College Link Inspector, HMle Education Scotland (Item 3 only)
Anne Campbell	Vice Principal, Skills and Enterprise
Alan Ritchie	Vice Principal, Finance and Infrastructure
Gavin Murray	Assistant Principal, Skills and Enterprise
Alistair Rodgers	Director of Enterprise Development
Jennifer Anderson	Assistant Principal, Skills and Enterprise
Hilary Denholm	Board Governance Advisor (Governance)
Katelyn Kilbride	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

Alison Sutherland, Chair of the LTQC, welcomed everyone to the meeting, especially welcoming the three new Non-Executive Board Members, Iain Shearer and Jason Currie to the Committee, adding that unfortunately Michael Ross is unable to attend the meeting today.

The Chair welcomed the new Assistant Principal, Skills and Enterprise, Jennifer Anderson. The Chair also welcomed Sarah Halliwell, College Link Inspector, from Education Scotland for Item 3.

It was also noted that Gillian Murray, Non-Executive Board Member has now left the Board, and thanks were recorded for her contribution to the Committee.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Non-Executive Board Members Mike Stewart, Norman Bone, Steven Wallace and Michael Ross, and in addition from David Davidson – Vice Principal, People, Performance & Transformation, and Doreen Wales – Assistant Principal, Student Experience & Quality Enhancement.

3. Education Scotland – Annual Engagement Visit (15 April 2024)

Anne Campbell introduced College Link Inspector, Sarah Halliwell, HMle from Education Scotland, who delivered a presentation on the Ayrshire College Education Scotland Annual Engagement Visit.

The committee noted:

- The purpose of the Annual Engagement Visit is to review and record annual improvements and areas for further action.
- The themes highlighted were Learner Progress and Outcomes, Approaches to Assuring and Enhancing the Quality of Learning and Teaching and Learner Engagement.
- It was noted that the Principal, Senior Management and Learner Representatives receive verbal feedback followed by a detailed report of outcomes. A letter is then published summarising the main findings of the report.
- Sarah highlighted that the latest published data is for AY 2021-22 and therefore this was detailed in the report, though the College provided unconfirmed data for AY 2022-23 which is also.
- Significant improvement was noted across Learner Progress and Outcomes.
- Good practice under Approaches to Assuring and Enhancing the Quality of Learning and Teaching were highlighted within the report including Trauma-informed approaches to curriculum planning, building future pathways and the Aspire programme. It was also highlighted that many teaching staff make effective use of professional learning opportunities to gain full professional registration with GTCS.
- The report positively demonstrated the impact of the Student Association and the learner awareness of its impact. It was reported that diversity and inclusion is well promoted and evidenced in the inclusion of the S Word Campaign, 16 Days of Action and The White Ribbon Campaign.
- Within the final report, there are three areas for development:
 - Delivery of Core Skills and recognition of Core Skills.
 - Embedding and development of Meta Skills.
 - Learner participation rates in the Student Engagement and Satisfaction Survey.
- The overall outcome of the Annual Engagement Visit highlighted no main points for action and all areas of development identified within the 2022-23 Annual Engagement Visit have been actioned.
- Sarah advised that she will follow-up areas of development and will be in touch to advise of arrangements for AY 2024-25.

The Chair thanked Sarah for attending the meeting and thanked colleagues for their input to the Education Scotland Annual Engagement Visit. Sarah then left the meeting at this point.

The Committee welcomed the detailed presentation, thanked the College Link Inspector for an informative update and thanked college staff for all their work.

4. Minutes of the previous meeting held on 07 March 2024 (Paper 1) (C/P)

The minutes of the meeting held on 07 March 2024 were approved as a correct record.

Proposed: Sharon Morrow

Seconded: Angela Cox

4.1. Action Tracker (Paper 1a)

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

5. 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 positive feedback received from the Education Scotland Annual Engagement Visit.
- 2023-24 Class Ambassador meetings have been completed.
- The Student Association are considering the possibility of continuing Student Clubs throughout the Summer Break.
- Due to the announcement of the upcoming General Election, the Student Association will issue a communication to support students to vote.
- The Student Association are awarding volunteering awards for the first time, which are graded from Bronze to Platinum and issued in recognition of extra activities.
- The Student Mental Health Agreement has been launched and will be uploaded to Ayrshire College's website.
- The Mind Myself App has been launched which includes mental health resources for staff and students.
- SA will be meeting with Ayrshire College foundation for two bids, one of which is in collaboration with Essential Radio to endeavour for increased funding of the Student Association Funding Scheme.
- It was noted that Student President elections took place at the beginning of May and Darcie Hamilton was elected as Student President and Connor Skipsey was elected as Student Vice President.
- The Student Association are also preparing handover activity for incoming sabbatical officers. The Student Association Advisor will be providing inductions in July.
- Over the summer months, the Student Association will be focusing on preparing for Students return including Class Ambassador and Student Officer recruitment and Freshers.

T Chan extended his thanks to all members and noted this would be his last meeting.

The Chair and Committee Members thanked T Chan for his efforts and contributions.

A Cox requested data in relation to which areas are unaware of the Student Association as highlighted within the Class Ambassador Mid-Year report. T Chan will provide this information to Assistant Principals.

A brief discussion took place in relation to the Extra Curricular Fund and A Ritchie confirmed there will no change of budget for the Student Association in AY 2024-25.

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

6. 2023-24 SFC Student Satisfaction and Engagement Survey (*Paper 3*) (*P*)

A Campbell provided Committee Members with an overview of the report and made reference to possible survey feedback fatigue experienced by students.

The Committee noted:

- An increase in completion rate was seen in comparison to 2022-23, with 406 additional participants.
- Statistics show a 1% increase in the overall rate of satisfaction.
- It was noted that students reported the positive influence of the Student Association and this figure has increased by 11%.

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

Amanda-Louise Woods left the meeting at this point.

7. W&B Internal Audit Report – Student Retention (*Paper 4*) (*P*)

A Campbell provided Committee Members with an overview of the Internal Audit Report of Student Retention.

The Committee noted:

- The Internal Audit Report was presented at the Audit and Risk committee meeting.
- Several areas of good practice were identified and the Auditor provided overall assurance.
- Items of improvement highlighted have been rectified.

Discussion took place around the current Student Retention rates, and concern noted about the impact of industrial action on the current and future rates.

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

Decision: LTQ44-D01: Chair and Committee Members agreed to include the Performance Dashboard as a standard agenda item.

Action: LTQ44-A01: Include regular Agenda item on Performance Dashboard Update at future Committee Meetings

9. 2023-24 Student Support Funds Position as at 30 April 2024 (Paper 6) (P)

A Ritchie provided an update to Committee Members on how the College has expended funds in line with guidance received from the Student Funding Council and SAAS.

The Committee noted:

- The College is not currently looking to exceed funds and are in the process of clearing all AY 2023-24 payments.
- The process for AY 2024-25 has begun and returning students should have received a link to submit applications.
- It was highlighted that the SFC have not yet provided clear guidance however this is expected to be available in June 2024.
- It was noted that there will be no increase in Maintenance Payments for AY 2024-25 despite the current cost of living crisis.
- Indicative funding has been maintained at the same level of AY 2023-24 which will help with the provision of support for AY 2024-25.
- A Ritchie highlighted the College are in a comfortable position at present.
- A brief discussion took place in relation to the Student Funding Council reintroducing publication of Student Cost Expenditure. A Ritchie provided assurance that this will not impact Ayrshire College.
- A Ritchie informed Committee Members that clarity is expected over the upcoming months in relation to the Inisoft System Supplier Update.

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

12. AOB

- The Chair thanked Mike Stewart, Steven Wallace and Tim Chan for their contributions and efforts to the Learning, Teaching and Quality Committee and noted this is their last meeting.

Approved minutes and papers will be published as detailed on agenda.

13. Date of Next Meeting: Thursday 12 September 2024

(C/P) Confirmed minutes will be published on College Website; (P) – Paper will be published on the College Website; (R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

RESERVED ITEMS ON THE NEXT PAGE