

## Curriculum, Quality & Student Experience Committee

Meeting at 4.30pm on Thursday 1 February 2024  
on Teams

### Actions

Item	Action	Responsibility and Date	Status
34/23	Inclusion of students on Learning for Leading visits (Action carried forward).	C Alder	
47/23	22/23 CQSE Annual Report – next steps for report to be discussed.	Chair & Board Secretary	Completed and submitted to March Regional Board.
12/24	Provision of live data reporting for course tutor level.  A ProMonitor presentation will be provided to Members at a future meeting.	Director MIS & E-Learning	Completed  Agenda item for May CQSE
17/24	Committee Self-evaluation paper to be circulated to Members for comment.	Board Secretary	Completed
18/24	Meeting Schedule for 24/25 to be circulated to Members for comment.	Board Secretary	Completed

## Curriculum, Quality & Student Experience Committee

Meeting at 4.30pm on Thursday 1 February 2024

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### Minutes

ITEM	MINUTES
Present	Paul Cathrow (Chair) Chris Alder Andrew Buckenham Jess McBeath Pete Smith
In Attendance	Amy Brydon (Director - Student Services) Hilary Broatch (Equalities, Diversity & Inclusion Officer) Ingrid Earp (Board Secretary) Joanne George (Director – MIS & E-Learning) Lynne Gilchrist (Assistant Principal – Curriculum & Quality) Ray McCowan (Regional Board Chair) Anne-Marie Sturrock (Vice Principal - Student Experience) Lorraine Sulo (Minutes – PA to Principal & Regional Board) Nikki Walker (Head of Sector – Health, Care, Supported Programmes & Sport)
<b>01/24</b>	<b>Chair's Opening Remarks</b>  The Chair welcomed everyone to the meeting.
<b>02/24</b>	<b><u>Apologies for Absence</u></b>  Apologies had been received from Dave Roberts and Davie Lowe.
<b>03/24</b>	<b><u>Minutes of Previous Meeting (Paper A)</u></b>  The minutes of the previous meeting held on 19 October 2023 were approved as an accurate record.
<b>04/24</b>	<b><u>Matters Arising</u></b>
<b>34/23</b>	C Alder advised that the inclusion of students on Learning for Leading visits was progressing but was still to be completed (Action carried forward).
<b>47/23</b>	The 22/23 Committee Annual Report had been updated following feedback at the October CQSE but due to time constraints had not been submitted to the December Regional Board. The Chair and Board Secretary agreed to discuss the next steps out with the meeting.

	<b>ACTION: Chair &amp; Board Secretary</b>
<b>05/24</b>	<p><b><u>Declaration of any Conflicts of Interest</u></b></p> <p>No items were raised.</p>
<b>06/24</b>	<p><b><u>Register of Members Interest</u></b></p> <p>No items were raised.</p>
<b>07/24</b>	<p><b><u>Curriculum Presentation</u></b></p> <p>The Committee received a presentation on the curriculum areas of Health, Care, Supported Programmes &amp; Sport from Head of Sector, Nikki Walker. An overview of activities along with student feedback, details of enrolments, withdrawals and future planning was provided.</p> <p>Key points discussed:</p> <ul style="list-style-type: none"> <li>• Employment was the main withdrawal reason;</li> <li>• Potential for growth in mountain biking would require a balanced approach. UCI Optimisation Group review is due shortly which should benefit Base Programme (P Cathrow declared an interest through SOSE post);</li> <li>• Health and Social Care courses have high withdrawal rates at lower level courses;</li> <li>• Numbers currently on courses remained lower than pre-COVID. There is a national drop across the college sector in social work applications. The College is part of Workforce Planning Group and is working with DWP and employers.</li> </ul> <p>The Chair thanked N Walker for an informative presentation who then left the meeting at this point.</p>
<b>08/24</b>	<p><b><u>Mainstreaming &amp; Equality Outcomes Action Plan Update (Paper B)</u></b></p> <p>The Chair welcomed the newly appointed Equalities, Diversity &amp; Inclusion Officer, Hilary Broatch. The paper provided Members with an update on progress which included the following points:</p> <ul style="list-style-type: none"> <li>• All Outcome 3 actions had been achieved with almost all of Outcome 1 actions also completed;</li> <li>• Progress with Outcome Leads will be ascertained and consideration given to the maintenance of actions into sustainable practice and planning of next steps and priorities for 2023-25;</li> <li>• Preparation and planning of data for next mainstreaming report is ongoing;</li> <li>• Mapping of Equality Outcomes with National will require to be started in preparation for alignment in 2025.</li> </ul> <p>The VP Student Experience advised that School Academy courses such as engineering were performing well with females in agriculture also well above</p>

	<p>the national average. However, males entering childcare and nursing were below the national average with actions in place to address. A number of females had also been successful over recent years through Lantra Scotland's Land-based awards, with three females shortlisted for this year's final in March.</p> <p>Members approved the paper.</p>
<p><b>09/24</b></p>	<p><b><u>Corporate Parenting Plan Progress (Paper C)</u></b></p> <p>The Director of Student Services outlined the paper which provided an update on the progress against the agreed actions of the Corporate Parenting plan.</p> <p>In response to a request from the October meeting, further information was provided on College engagement with employers and organisations on Corporate Parenting. The College is represented on 'A Good Childhood' and Developing the Workforce stream. A partnership with the Employability Service has also been established to develop employment pathways for care-experienced young people. At a national level, care experience engagement continues through Who Cares? Scotland and relevant bodies.</p> <p>The following points were highlighted from the update:</p> <ul style="list-style-type: none"> <li>• Four of the ten actions are completed;</li> <li>• Work is ongoing to refocus the BYT mentor role;</li> <li>• An additional mentor will be recruited to focus on effective transitions from school;</li> <li>• The Pastoral Team has completed trauma informed training and work is underway to embed a trauma-informed culture across the College;</li> <li>• Enhanced communication between curriculum and support services to improve support to care experienced young people.</li> </ul> <p>The Chair noted the positive progress which was being made and the area for development under Education Scotland's Annual Engagement Visit for care experienced learners on PTFE which is below the sector norm for rates of successful completion. The Director for Student Experience advised that the next update would provide an overview of outcomes and withdrawals, with work already underway to improve completion rates for care experienced learners.</p> <p>The Assistant Principal for Curriculum &amp; Quality advised that Schools Academy courses had also undergone a redesign and moved to a Friday for the new academic year which would greatly improve student experience.</p> <p>Members noted the contents of the report.</p>
<p><b>10/24</b></p>	<p><b><u>Student Welfare &amp; Guidance Report (Paper D)</u></b></p> <p>The Director of Student Support Services provided an overview on activity within the Student Support Services team between October 2023 and January 2024. Key points highlighted included:</p> <ul style="list-style-type: none"> <li>• 285 students were receiving learning support intervention;</li> <li>• 523 students supported by Welfare Team;</li> </ul>

	<ul style="list-style-type: none"> <li>• 22% increase in the delivery of learning support in the current academic year;</li> <li>• Upskilling of team continues with a series of bitesize sessions through a range of organisations and utilising the student voice to inform service development;</li> <li>• Student Wellbeing Coordinator appointed providing vital triage support to mental health;</li> <li>• Student counselling support is in place through external partnerships. External supervision has been introduced as a supportive measure for pastoral staff which supports professional development and also wellbeing support.</li> </ul> <p>Members acknowledged the positive work which had been undertaken.</p>
11/24	<p><b><u>Mental Health Strategy Update (Paper E)</u></b></p> <p>The Director of Student Support Services provided an update on progress against the agreed actions on the College's Mental Health Action Plan. The full action plan was included within the paper. Key points highlighted included:</p> <ul style="list-style-type: none"> <li>• 13 out of 19 actions were complete;</li> <li>• External mental health partnerships established to provide student counselling;</li> <li>• Appointment of Student Wellbeing Coordinator;</li> <li>• Range of tools to support wellbeing, including safety plans and CORE-10 assessments;</li> <li>• Successful Menopause Cafes held with work to embed underway;</li> <li>• Wellbeing discussion forums about to be launched.</li> </ul> <p>Members acknowledged the excellent progress which was being made.</p>
12/24	<p><b><u>KPI Performance Update including Attendance (Paper F)</u></b></p> <p>The Director of MIS and E-Learning provided an update on the KPI and credit position with the following points highlighted during the discussion:</p> <ul style="list-style-type: none"> <li>• Withdrawal rates have improved with 100 more students retained compared to the same time last year;</li> <li>• Early withdrawals are no longer a reporting requirement but will continue to be monitored at an operational level;</li> <li>• The part-time HE increased rate was representative of only 4 students;</li> <li>• Overall highest withdrawal reasons were due to personal/domestic followed by entering employment;</li> <li>• Attendance monitoring takes place at 2 and 4 weeks with an integrated approach through the ProMetrix dashboards centrally recording all interventions which are in place;</li> <li>• Live data reporting for course tutor level was raised by A Buckenham, which would be taking forward;</li> </ul> <p style="text-align: right;"><b>ACTION: Director MIS &amp; E-Learning</b></p> <ul style="list-style-type: none"> <li>• Strong credit position with 97% target achieved with remaining 3% in planned delivery.</li> </ul>

	<p>A ProMonitor presentation will be provided to Members at a future meeting.</p> <p style="text-align: right;"><b>ACTION: Director MIS &amp; E-Learning</b></p> <p>Members noted the positive progress against targets.</p>
13/24	<p><b><u>Quality &amp; Development Update (Paper G)</u></b></p> <p>The paper provided an update on Education Scotland's Annual Engagement Visit in November 2023, which had resulted in a very positive report. The Assistant Principal for Curriculum &amp; Quality added that the report was a reflection of the hard work and commitment of staff with a number of areas of good practice identified during the visit.</p> <p>Two areas for development had been identified, one being the low number of class representatives some of whom had not completed their training. It was noted that some student representatives were yet to be appointed in early November and those who were in post were carrying out their roles very effectively with excellent feedback having been received. R McCowan advised that these points would be fed-back to Education Scotland.</p> <p>The Chair congratulated everyone involved.</p>
14/24	<p><b><u>BCSA Update</u></b></p> <p>The Student President updated the Committee on recent activities, which included:</p> <ul style="list-style-type: none"> <li>• Quality monitoring continues through weekly BCSA meetings between officers and Vice Presidents and fortnightly meetings with Quality Improvement Manager;</li> <li>• Student survey completed with engagement up by 5%. Highest engagement from Construction which was poorest previously;</li> <li>• Winter Wellbeing Fair received very good engagement;</li> <li>• Pride Festival will be running in main hall on 21st during Pride Month and will be staffed by students;</li> <li>• Purple Friday on 23 Feb;</li> <li>• Curriculum questionnaires will link in with Block 1 Reviews;</li> <li>• Longer term plan for LGBTQ+ group is being discussed and will be student led and driven to provide stability going forward.</li> </ul>
15/24	<p><b><u>Student Satisfaction &amp; Engagement Survey (Paper H)</u></b></p> <p>The paper provided the results from the SFC's Annual National Student Learning Survey which was completed by students during the 22-23 academic session.</p> <p>The VP Student Experience advised that overall satisfaction rates for the College were high, however, response rates for part-time students were significantly low with measures in place to increase response rates. Members were advised that the survey questions were more aligned to full time students and therefore not relevant to those students who complete a one day upskilling course.</p>

	<p>A request has also been made to SFC for the addition of equality measures to the national survey as currently no national benchmark figures were available.</p> <p>Members noted that the College will apply measures to increase response rates in future.</p>
16/24	<p><b><u>Strategic Risk Update (Paper I)</u></b></p> <p>The VP for Student Experience advised the Committee on the two risks which had been assigned to the Committee which were detailed within the paper. Both were below the risk appetite agreed by the Board with an update on progress detailed within Appendix 1.</p> <p>Members noted the progress on the agreed actions.</p> <p>The Chair left the meeting at this point with R McCowan chairing the remainder of the meeting.</p>
17/24	<p><b><u>Committee Self-evaluation (Paper J)</u></b></p> <p>It was agreed that the paper would be circulated to Members for comment via email.</p> <p style="text-align: right;"><b>ACTION: BOARD SECRETARY</b></p> <p><i>Post Meeting Note – Feedback was gathered by email and Members felt that the items that had scored lower had improved over the year and that this would be assessed again in May/June. A Committee Induction will also be held with the Chair for new Committee Members.</i></p>
18/24	<p><b><u>Meeting Schedule 2024/25 (Paper K)</u></b></p> <p>It was agreed that the paper would be circulated to Members for comment via email.</p> <p style="text-align: right;"><b>ACTION: BOARD SECRETARY</b></p> <p><i>Post Meeting Note – After consultation by email, the majority of Committee Members are content with the current day/time schedule of the meetings ie Thursdays at 16:30.</i></p>
19/24	<p><b><u>Update on potential impact of financial situation</u></b></p> <p>The Principal provided an update following the announcement of the Scottish Government's draft budget and financial implications for the College.</p> <p>An email to staff had been issued advising of a potential £1.1m funding gap which was followed by staff workshops in order to receive suggestions on savings and efficiencies. The College was actively reviewing its estates although such areas were likely to be in the longer term. A written update would be issued to staff next week followed by the Principal's Update which would feed in to discussions with the Regional Board.</p>

<b>20/24</b>	<p><b><u>Learning for Leading Reports &amp; Management Response (Paper L)</u></b></p> <p>This item was a confidential discussion with separate minute.</p>
<b>21/24</b>	<p><b><u>Papers for Publication</u></b></p> <p>All papers will be published with the exception of any draft papers or those containing confidential data.</p>
<b>22/24</b>	<p><b><u>Any Other Business</u></b></p> <p>No items were raised.</p>
<b>23/24</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>The next CQSE meeting would take place at 16:30 on Thursday 30 May 2024 in the Board Room.</p>

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## Curriculum, Quality & Student Experience Committee

### This section was treated as confidential at the time of the meeting

Confidential Minute of the meeting of the Curriculum, Quality & Student Experience Committee on Thursday 1 February 2024 at 17:30 via Teams

ITEM	MINUTE
20/24	<p><b><u>Learning for Leading Reports &amp; Management Response (Paper L)</u></b></p> <p>The following visits took place with the outputs from the individual meetings contained within the paper:</p> <ul style="list-style-type: none"> <li>• Estates and Facilities by R McCowan</li> <li>• Finance by R McCowan</li> <li>• Land-based by D Roberts</li> </ul> <p>The VP Student Experience advised that following some questions from the Land-based visit regarding the possibility of the small animals being over handled, an investigation had been completed. Members were advised that there are very comprehensive protocols in place for the handling of animals with vets and animal care technicians on site. These were not the only animals which students had access to with external partnerships also involved. Full assurance had been provided.</p> <p>Members endorsed the findings.</p>