

Curriculum, Quality and Student Experience Committee Annual Report 2022/23

1.0 PURPOSE OF PAPER

For information

- 1.1 The paper is to share with Board, for information, the final CQSE Committee report for 2022/23.

2.0 EXECUTIVE SUMMARY

- 2.1 The paper provides an annual summary of the activity of the Committee, dates of meeting and Committee membership.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

- 3.1 I recommend that the Regional Board: -

- 3.1.1 Note the paper.

4.0 MAIN REPORT

- 4.1 See Annex A

5.0 IMPLICATIONS AND CONSIDERATIONS

5.1 Financial Implications

5.2 Learner Implications

5.3 Staff Implications

5.4 Equality and Diversity Implications/Equality Impact Assessment

5.5 Sustainability/Environmental Implications

6.0 RISK COMMENTARY

- 6.1 The paper is for information.

7.0 CONCLUSION

7.1 Members are asked to note the retrospective Committee report.

I Earp, Board Secretary

Previous Board or College Committee Approvals: None

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Annex A

Annual Report of the Curriculum, Quality and Student Experience Committee to the Regional Board of Borders College for the year 2022/23

Committee Constitution

The following Committee members served during the year 01 August 2022 to 31 July 2023:

D Johnson	(Chair to 17 November 2022)
P Cathrow	(Chair from 7 February 2023)
D Roberts	
J McBeath	
D Black	(to 15 February 2023)
A Buckenham	(from 15 February 2023)
P McGreal	(from 16 February 2023 to 20 June 2023)
P Smith	
R McCowan	
S Prentice	(to 17 June 2023)
E Acaster	(co-opted)

Terms of Reference

1. Constitution

There will be a minimum of five Regional Board Members (one will be the Academic Staff Board Member and one Student Member), there may be other Committee members co-opted as appropriate.

In attendance will be the Vice Principal Student Experience, the Executive Director for Enterprise and Business Innovation and the Assistant Principal Curriculum and Quality. Others may attend by invitation.

1.1 Quorum: Meetings shall be quorate if three members of the Committee are present, at least one of which should be an external member.

1.2 Chair: To be elected by the Regional Board.

2. Terms of Reference

The purpose of the Committee is to oversee the quality and standard of the curriculum provision, the student experience and relevant key performance indicators (KPIs). The Committee will also monitor the direction and performance of the Future Skills Strategy and the Business Growth and Employer Engagement Strategy to ensure that the needs and requirements of the learners, stakeholders and employers are being met.

Key Items:

- Oversight of Future Skills Strategy;
- Approval of Outcome Agreement and Evaluation and Enhancement Plan;
- Oversight of quality standards and KPIs;
- Oversight of the Business Growth and Employer Engagement Strategy;
- Monitor and oversee the Corporate Parenting Plan;
- Borders College Student Association (BCSA) relationship; and
- Oversight of Equality and Diversity plans and reports.

- 2.1** To oversee the Future Skills Strategy and ensure that the objectives are on target to being achieved and that the Strategy continues to meet the needs of learners, employers and stakeholders;
- 2.2** To ensure that the curriculum and skills offering meets Regional needs and is robust, future facing, relevant, innovative and of a high quality;
- 2.3** To oversee and approve, the Outcome Agreement for approval by the Regional Board;
- 2.4** To consider the Evaluation Report and Enhancement Plan and recommend approval to the Regional Board;
- 2.5** To oversee that the quality requirements of the Scottish Funding Council and Education Scotland are met;
- 2.6** To monitor progress towards College Key Performance Indicators (KPIs) and targets relating to the performance of students, teaching and learning across the College. To include student satisfaction scores, completion, retention, achievement and progression rates and rankings as well as access and inclusion reports and destination surveys;
- 2.7** To monitor College complaints and compliments handling and outcomes;
- 2.8** To oversee the Business Growth and Employer Engagement Strategy ensuring objectives are on target to being achieved and that the needs and requirements of stakeholders and employers across the Region are being met;
- 2.9** To oversee and monitor the Corporate Parenting Plan;
- 2.10** To receive reports from the Borders College Student's Association (BCSA) and oversee the relationship between Board and BCSA;
- 2.11** To oversee student welfare and guidance;
- 2.12** To approve the College Annual Equalities and Mainstreaming Report and Action Plan, and monitor progress against objectives;
- 2.13** To receive reports on Learning for Leading visits by Regional Board Members and monitor and oversee the management response to any items raised;

2.14 To oversee the disbursement of the George Heron Wilson Bequest and the Robert Noble Trust; and

2.15 To provide an annual report to the Regional Board.

3. Meetings

The Committee shall meet at least once each term and more frequently as necessary.

4. Reporting

All members of the Regional Board shall receive a copy of the minutes of each meeting and the Chair of the Committee shall make a report at the following Regional Board meeting.

Dates of meetings

4 October 2022

22 November 2022 (Extraordinary meeting to discuss draft Outcome Agreement)

16 February 2023

1 June 2023

Items of Business

There is a Committee Agenda Planner in place which indicates which items go to which Curriculum, Quality and Student Experience Committee meeting and whether they are for approval, discussion or information. The items listed closely reflect the Committee Terms of Reference and provide assurance of compliance with the Code of Good Governance.

Progress against the Future Skills Strategy and the Business Growth and Employer Engagement Strategy are regular items as is a report on KPIs concerning students, the curriculum and quality, equality, diversity and inclusion, the student association and a review risks and policies pertinent to the Committee. The Learning for Leading Scheme also reports regularly to this Committee.

There are also presentations from members of staff. This year the presentations were on land-based curriculum, business, computing and core skills curriculum and sustainable construction curriculum.

Meeting the Terms of Reference

- To oversee the Future Skills Strategy and ensure that the objectives are on target to being achieved and that the Strategy continues to meet the needs of learners, employers and stakeholders.

Members received an update on the Strategy at each meeting, it was noted at the October meeting that the Global Citizenship campaign had been launched and Members commended the excellent progress made on this.

- To ensure that the curriculum and skills offering meets Regional needs and is robust, future facing, relevant, innovative and of a high quality.
Linked to Future Skills Strategy reporting, KPI reporting and Education Scotland visits and reports.
- To oversee and approve, the Outcome Agreement for approval by the Regional Board.
An extraordinary meeting of the Committee was held in November 2022 in order to scrutinise the draft Outcome Agreement and recommend any amendments in time for the final version to go to Board in December 2022.
- To consider the Evaluation Report and Enhancement Plan and recommend approval to the Regional Board.
The draft report for 2021-22 was discussed at the October meeting and recommended to Board for approval. At the June meeting the Committee was assured that all actions had been completed.
- To oversee that the quality requirements of the Scottish Funding Council and Education Scotland are met.
Each meeting had a quality report and an update on the Education Scotland visit and ensuing report in February where it was noted the report was very positive with all KPIs above the sector average. Linked to KPI item below.
- To monitor progress towards College Key Performance Indicators (KPIs) and targets relating to the performance of students, teaching and learning across the College. To include student satisfaction scores, completion, retention, achievement and progression rates and rankings as well as access and inclusion reports and destination surveys.
Each meeting had a report on progress towards KPIs. For the first report of the academic year the KPIs for 2021/22 were noted and that for areas falling below the sector average an improvement plan was being implemented. The February update saw the credit target being met and improvement in early withdrawal figures across all groups. It was noted that the focus on retention and early intervention was paying dividends and that this would invariably impact on the year-end figures. At the June meeting it was noted that early withdrawal rates – with the exception of Part Time Further Education programmes – have seen an overall improvement. For the vast majority of national KPIs the College performed above the sector average.
- To monitor College complaints and compliments handling and outcomes.
This came to Committee as part of the Quality update.
- To oversee the Business Growth and Employer Engagement Strategy ensuring objectives are on target to being achieved and that the needs and requirements of stakeholders and employers across the Region are being met.
This was a standing item on each agenda for which a comprehensive report and update was always received. The October meeting was told about Innovation Voucher funding being awarded and that the development of the immersive classroom was now underway. The February meeting heard that the College had delivered 255 Modern

Apprentices this year however there is now a cap on this and a likely reduction in the Flexible Workforce Development Fund too.

- To oversee and monitor the Corporate Parenting Plan.
This was presented at the October meeting with Members agreeing that it should be a standing item on agendas going forward.
- To receive reports from the Borders College Student's Association (BCSA) and oversee the relationship between Board and BCSA.
There had been concern from Members about the absence of a Student President and the lack of the student voice on the Committee and across the wider Board. In the June meeting it was welcomed that a new Student VP funded post had been approved and a new Student Member was welcomed to the Committee.
- To oversee student welfare and guidance.
The Committee received an update on the Mental Health Strategy in February where it was noted that additional funding had allowed for the development of an in-house counselling service for students. The service had proved to be well received with a large number of students drawing on this service. Future funding is not confirmed.
- To approve the College Annual Equalities and Mainstreaming Report and Action Plan, and monitor progress against objectives.
Progress against the report was discussed at the October meeting and it was noted there has been positive progress and that an Equalities Events Calendar is now in place, however retention of Protected Characteristic Groups remains a challenge. Members commended the member of staff for the report at the February meeting noting that the report was comprehensive and highly professional.
- To receive reports on Learning for Leading visits by Regional Board Members and monitor and oversee the management response to any items raised.
Six reports were positively received with no major issues raised that required a management response.
- To oversee the disbursement of the George Heron Wilson Bequest and the Robert Noble Trust.
There were no requests for funds from the Bequest or Trust.
- To provide an annual report to the Regional Board.
Provided but agreed to add amendments and resubmit with view to improving in future years.