

A

Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 4 October 2022
on Teams

Actions

Item	Action	Responsibility and Date	Action Status
24/22	Annual Equality Report will be brought to the CQC February 2023 meeting.	A Brydon	Agenda item for 16/02/23
44/22	Equality Outcomes Update - further publicity work to be discussed with the Marketing Department.	A Brydon	Completed
37/22	Register of Interests - Members to review and ensure registers are up to date.	All	
39/22	Draft Self-Evaluation Report & Enhancement Plan 21-22 Table Item 1 – Action against Increased Participation in Student Surveys to be added.	Assistant Principal	Completed
41/22	Strategic Risk Register to be updated – 1c rating had reduced from 9 to 6 (Exec Summary showed 12 – error to be corrected)	VP Student Experience	Completed
42/22	Global Citizenship Presentation to be provided at a later date.	VP Student Experience	Completed - Presentation provided at Board Strategic Planning Day on 10/11/22
45/22	Corporate Parenting Plan to be a standing agenda item.	Board Secretary	Added to Agenda Planner.
50/22	Next CQC meeting – in person or via Teams to be confirmed.	L Sulo / Chair	Confirmed as Teams meeting.

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Minutes

ITEM	MINUTES
Present	David Johnson (Chair) Elaine Acaster (Co-opted Member) Paul Cathrow Dave Roberts Jess McBeath
In Attendance	Pete Smith (Principal) Anne-Marie Sturrock (Vice Principal - Student Experience) Jane Grant (Executive Director – Enterprise & Business Innovation) Lynne Gilchrist (Assistant Principal – Articulation & Essential Skills) Ingrid Earp (Board Secretary) Andrew Johnson (Rural Skills & Development Partnership Manager - Item 38/22) Amy Brydon (Equality, Diversity & Inclusion Officer – Item 44/22) Clare Nairn (Head of Student Services) Lorraine Sulo (Minutes)
33/22	<p><u>Chair's Opening Remarks</u></p> <p>The Chair welcomed everyone to the first meeting of the new academic year. Following the appointment of a number of new Board Members, the Regional Board Sub-Committees had undergone a review of membership with new Board Member, Dave Roberts, and Jess McBeath being appointed to the Curriculum & Quality Committee. The Chair also welcomed Principal, P Smith and J Grant, Executive Director for Enterprise & Business Innovation.</p> <p>Members agreed to a change in agenda running order for Item 44/22, Equality Outcomes Update, to be the first paper for discussion.</p>
34/22	<p><u>Apologies for Absence</u></p> <p>No apologies had been received. J McBeath would be joining the meeting slightly later.</p> <p><i>Post-meeting note: Apologies had been received from D Black.</i></p>

35/22	<p><u>Minutes of Previous Meetings (Paper A)</u></p> <p>The minutes of the meeting held on 9 June 2022 were approved as an accurate record.</p>
36/22 24/22	<p><u>Matters Arising</u></p> <p>In order to align with public sector reporting timelines it was agreed that the Annual Equality Report would be brought to the February 2023 CQC meeting. ACTION: AB</p>
37/22	<p><u>Declaration of any Conflicts of Interest/Register of Members Interest</u></p> <p>D Roberts advised on a potential conflict of interest with regards to his appointment as Chair of Lantra Scotland and the forthcoming Landbased Curriculum Development Presentation.</p> <p>Members were reminded to check that their Register of Interest was up to date. ACTION: All</p>
38/22	<p><u>Presentation – Landbased Curriculum</u></p> <p>The Rural Skills & Development Partnership Manager provided an overview of the Landbased Curriculum which is delivered from the College’s Newtown St Boswells campus.</p> <p>An overview of the curriculum area was provided, which currently had 190 FTE students. Animal care courses continued to recruit well but horticulture and landscaping courses had been combined due to lower numbers. The Rural Skills course for schools was well attended with learners often progressing to full-time study. Commercial short courses which had been funded by the Community Renewal Fund had also been very successful.</p> <p>J McBeath joined meeting.</p> <p>The College had received national recognition through a number of student successes over the years, including this year’s overall winner at the National ALBAS Awards. Members were encouraged to see such a high number of female achievements.</p> <p>The constraints of the current campus at Newtown St Boswells was highlighted with a meeting scheduled between the Principal and staff. The Principal advised that he had visited a number of high schools recently, along with the VP Student Experience, which had resulted in a number of positive discussions and a willingness from the schools to work closer with the College.</p> <p>Members thanked the Rural Skills & Development Partnership Manager for a very informative presentation.</p>

44/22

Equality Outcomes Update 2021-2025 (Paper G)

The Equality, Diversity and Inclusion Officer provided an update on progress from April to September 2022.

Some of the main points from the report which were provided included:

- Equality Outcome 1 – Annual plan of activities continued to progress well with an equalities events calendar in place. An Enterprise Roadshow in partnership with Bridge to Business would be hosted in Nov 2022.

Withdrawal rates had remained steady at around 11% for both male and female students over the past 3 years, but in areas of gender segregation the minority gender was more likely to withdraw. An inclusive recruitment review was being completed.

- Equality Outcome 2 - Three key projects:
 1. Staff induction review with recommendations accepted by SLT;
 2. Recruitment and induction review through 'Apt' to reduce disability employment gap; and
 3. Newly developed Inclusive Leadership Development Programme which would be starting in October 2022.
- Equality outcome 3
 - Supported enrolment providing accessible, quiet spaces for students;
 - Transgender guidance for staff;
 - Equalities data to be refined by MIS and available to CLMs; and
 - Retention of Protected Characteristic groups remained a challenge with a significant increase in terms of mental health and learning support requirements.
- Equality Outcome 4
 - Gender Based Violence survey completed (further details would be provided at CQC February 2023);
 - Development of anonymous reporting tool for student portal; and
 - Creation of closer links to Scottish Borders Rape crisis following a number of gender based violence disclosures received at Welcome Festival.

During the discussion the level of support between campuses was raised. This was an area which Newtown St Boswells students had been critical of in the past, however, regular time slots of support services had been introduced.

It was agreed that further publicity work on the good work which was underway should be publicised more widely. This would be discussed further with the College Marketing department.

ACTION: AB

Members thanked the Equality, Diversity and Inclusion Officer who then left the meeting.

<p>39/22</p>	<p><u>Draft Self-Evaluation Report & Enhancement Plan 21-22 (Paper B)</u></p> <p>The Assistant Principal provided an overview of the paper with the main drivers of the self-evaluation reviewed and the following areas highlighted:</p> <ul style="list-style-type: none"> • Quality of Teaching, Learning and Assessment – excellent work with 85% of observations graded as excellent, very good or good; • Services to Support Learning for Staff and Students - the return to campus had been very challenging with substantial support necessary for some students; • Equalities, Diversity & Inclusion – Equalities Action Plan 21-24 in place (separate agenda item); • Sustainability - Excellent initiatives such as Carbon Literacy course with a need to further embed into all of provision by 2025; • Future Skills – Performance of Global Citizenship (separate agenda item); • KPIs - Sector averages were not currently available; and • Table No.1 – Action for Increased participation in student surveys to be added. <p style="text-align: right;">ACTION: LG</p> <p>The Principal emphasised the importance of the document which would be submitted with the Outcome Agreement to the SFC in December 2022.</p> <p>Members confirmed approval for submission to the Regional Board.</p>
<p>40/22</p>	<p>KPIs 21/22 & Credit Update 22/23 (Paper C)</p> <p>The VP Student Experience provided an update on performance for the academic session 21/22 along with recruitment for 22/23 and the credit position.</p> <p>For those areas performing below the sector average for 21/22, Members were advised that an improvement plan had recently been agreed by the Senior Leadership Team. Some of the key points which were highlighted included:</p> <ul style="list-style-type: none"> • Enhanced Leadership development days; • Introduction of a new Curriculum Guide; • More support to satellite campuses ensuring availability of MIS, Quality and Student Services; • Self-evaluation process training to ensure full engagement by teams; • Executive Team review meetings three times per year; • ProMonitor staff guide; and • PI trends to target student support – for example, poor success rates of under 18 students. <p>During the discussion it was noted that the funding body does not recognise employment as a positive withdrawal. The College continued to work with employers to ensure students gained a full qualification.</p> <p>P Cathrow advised that he had found the report very insightful, however, it was important that staff were not using a disproportionate amount of their time on the preparation of papers. It was noted that the Board Secretary and</p>

	<p>Regional Chair were currently looking at standardising the format of future Board papers.</p> <p>The overall recruitment trend showed a decrease and although this was disappointing there was a demographic shift sector wide in FT HE applications. The shortfall in credits would be addressed over the next three months. Early withdrawal and further withdrawal was a key priority within the improvement plan.</p> <p>Members noted the contents of the report.</p>
41/22	<p>Strategic Risk Register (Paper D)</p> <p>The VP Student Experience advised members on the main changes to the Strategic Risk Register, with no risks added or closed but two changes in ratings as follows:</p> <ul style="list-style-type: none"> • 1c - rating had reduced from 9 to 6 (Exec Summary showed 12 – error to be corrected) and • 3c - rating had reduced from 16 to 12. <p style="text-align: right;">ACTION: VP SE</p> <p>Members noted the contents of the paper.</p>
42/22	<p>Future Skills Strategy Progress & Global Citizenship Presentation (Paper E)</p> <p>The VP Student Experience provided an overview of the paper. It was agreed that due to timing constraints the Global Citizenship Presentation would be provided at a later date.</p> <p style="text-align: right;">ACTION: VP SE</p> <p>Main points highlighted to members:</p> <ul style="list-style-type: none"> • Drive to Net Zero – number of key short and bespoke courses had been introduced; • Global Citizenship Campaign launched in August at all staff event with all teams providing detail on how they would implement Global Citizenship; and • First Global Citizen staff and student champion planned for October 2022 with certificate and Global Citizen pin. <p>Members congratulated the VP Student Experience on the excellent progress which had been made with the Global Citizenship Campaign. It was suggested that international partners could also be encouraged to use the theme and that there was also potential to link in with the Regional Board and employers.</p>
43/22	<p>Business Growth & Employer Engagement Strategy Progress (Paper F)</p> <p>The Executive Director for Enterprise & Business Innovation provided an update on progress with the Business Growth and Employer Engagement Strategy which was formally launched on 16 August 2022. The following areas were highlighted:</p>

	<ul style="list-style-type: none"> • High activity linked to climate action plan funding; • Shared Prosperity Fund to be confirmed Autumn 2022; • Extension of Community Renewal Fund; • Carbon Management expanded programmes; • Innovation Vouchers secured; • Pathfinder SFC funding to be confirmed; • SoSE Textiles funding; • CRM Procurement process had commenced; • BT Immersive Classroom build was underway; <p>Members noted the contents of the paper.</p>
45/22	<p>Corporate Parenting Plan Update (Paper H)</p> <p>The Chair advised that the Corporate Parenting Plan would be a standing item on future CQC agendas which was welcomed by Members.</p> <p style="text-align: right;">ACTION: BOARD SECRETARY</p> <p>The Head of Student Services provided an update on the support which is in place for 'Care Experienced' students, as well as how the College is meeting the aims set out in the current Corporate Parenting Plan. The following points were highlighted:</p> <ul style="list-style-type: none"> • Nearly 200 disclosures with 124 FT learners (Up to 26 years old) with an increasing number of students from outwith the region; • Success rates are concerning; • Sector wide issue – NUS Scotland 2022 survey; • Partial success should not be a negative; • Robertson Trust funding (Borders Talent Project) is in place for a further two years which enables dedicated mentoring support; • College has active membership on various working groups with SB Council and collaborates with the Champions Board; • Proactive discussions with SBC Virtual Head responsible for all care experienced learners with additional funding in place to support those learners who have left school recently; • Tracking and monitoring will be improved through implementation of Pro-monitor; • New Corporate Parenting module for staff; • Review of Corporate Parenting Plan will be completed. <p>Following a discussion, it was agreed that the new Corporate Parenting module would also be made available to Board Members.</p> <p>Members noted the contents of the report.</p>
46/22	<p>Quality & Development Update (Paper I)</p> <p>Members noted the contents of the paper.</p>

47/22	<p>BCSA Update (Paper J)</p> <p>The VP Student Experience advised that a recent proposal to assist the current Student President had been approved by SLT. Funding had been made available for additional student representatives to be appointed to ensure student representation at College wide and Board Committees, and to enable BCSA to run the necessary activities throughout the academic year.</p> <p>Members noted the contents of the report.</p> <p>P Cathrow left the meeting at this point.</p>
48/22	<p><u>Papers for Publication</u></p> <p>All papers will be published with the exception of any draft papers or those containing confidential data.</p>
49/22	<p><u>Any Other Business</u></p> <p>No items were raised.</p>
50/22	<p><u>Date of Next Meeting</u></p> <p>The next meeting would take place at 4.30 pm on Thursday 16 February 2022. Confirmation on whether this would be in person or via Teams would follow.</p> <p style="text-align: right;">ACTION: LS / Chair</p>