

A

Curriculum & Quality Committee

MS Teams meeting at 4.30pm on Thursday 17 February 2022

Minutes

ITEM	MINUTES
Present	Nuala Broderick (Chair) David Johnson Paul Cathrow Angela Cox Sally Prentice (Student member) Dave Black (Staff member)
In Attendance	Heather Anderson (VP Curriculum & Student Services) Jayne Gracie (AP Quality & Development) Ingrid Earp (Board Secretary) Ray McCowan (Regional Board Chair) Sheila McColm (Minute Secretary) Davie Lowe (item 06/22)
01/22	<u>Chair's Opening Remarks</u> The Chair welcomed everyone to the first meeting of 2022. A warm welcome was extended to Ray McCowan, the new Chair of the Regional Board and to Davie Lowe, AP STEM and Sustainability.
02/22	<u>Apologies for Absence</u> There were no apologies for absence. Karl Davy was not present but Sally Prentice was in attendance from BCSA.
03/22	<u>Minutes of Previous Meetings (Paper A)</u> The minutes of the meeting held on 14 October 2021 were agreed as a true and accurate record.
04/22	<u>Matters Arising</u> All actions are complete.
50/21	The AP Quality & Development confirmed that the complaints data is now non-gender specific.
05/22	<u>Declaration of any Conflicts of Interest/Register of Members Interest</u> P Cathrow reported that he is taking up a new post with SOSE at end February and will update his Register of Interest at that time. ACTION: PC

06/22	<p><u>Presentation: Curriculum Development – Sustainability Academy</u></p> <p>The Committee received a presentation on the Sustainability Academy from Davie Lowe, AP STEM & Sustainability</p> <p>In response to questions from Committee members, the following points were clarified:</p> <ul style="list-style-type: none"> • At present, these courses are being developed for the curriculum prospectus and are not generating commercial income. • When the Emerging Technologies unit becomes mandatory for the VQ employers will need to come on board with it. There will be a 2-year lead in where it will be optional. • The carbon literacy unit is designed for a wide range of students. The first stage is for primary schools, the next stage for FE students, and the third element is a package suitable for employers and local communities. • The modules are currently on the Moodle platform and students are being encouraged to participate. The Student Member offered assistance from BCSA in this respect. <p>The AP STEM & Sustainability was thanked for the very interesting presentation. It was agreed to deviate from the agenda and proceed to item 09/22.</p>
09/22	<p>Sustainability Academy Update (Paper D)</p> <p>The VP Curriculum & Student Services presented the update on progress. There are four workstreams within the Sustainability Academy, which are funded by the Community Renewal Fund.</p> <ol style="list-style-type: none"> 1. <i>Carbon Literacy for schools and lifelong learning.</i> <p>An update has already been provided in the presentation.</p> 2. <i>Land estates, farming & countryside Natural Capital skills and training partnership</i> <ul style="list-style-type: none"> - A technical apprenticeship in Rural Land User & Management is being developed. - The end date of the project has been extended to June. - A survey on rural skills requirements has been commissioned. - A Local Food Production award is being included in Schools Academy and main curriculum areas. 3. <i>Green Recovery Supply Change</i> <ul style="list-style-type: none"> - Since January over 250 individuals have enrolled on a wide range of courses. Demand has been phenomenal and it has been necessary to run additional courses. - The Committee viewed the CRD Rural Skills video which shows the range of courses available. The video will be shared with as many estate owners as possible.

	<ul style="list-style-type: none"> - The importance of CRD in delivering net zero emissions will be highlighted during the visit by Alok Sharma, President of COP26 to the Hawick campus on 11 March. <p><i>4. Natural capital Entrepreneurship Skills Training</i></p> <ul style="list-style-type: none"> - Courses have been developed to meet the needs of employers. <p>Board members noted the common risk in workstreams 3 and 4 regarding staff resource. The following points were clarified:</p> <ul style="list-style-type: none"> • Several staff members work in the industry and are therefore able to put this innovation into practice. • Funding has been received through ESP to upskill and backfill staff. • The rural skills survey was delayed and work was outsourced due to the CLM post being vacated. • The technical apprenticeship was delayed due to staffing but the deadline was extended to June 2022. • Project management staff within the College are monitoring the projects. • Staff are programmed on to full-time programmes from August to June and there is a challenge regarding flexibility of resource. • The College has invested heavily in recruitment for STEM this academic year. • It has been necessary to outsource, particularly in DEBI programmes where staff were unavailable. There is a shortage of talented individuals to deliver. <p>The AP STEM & Sustainability left the meeting at this point.</p>
07/22	<p><u>Terms of Reference (Paper B)</u></p> <p>The Board Secretary presented an updated version of the current Curriculum & Quality Terms of Reference for discussion.</p> <p>The following comments were made and amendments suggested:</p> <ul style="list-style-type: none"> • To rename the committee as the Student Experience Committee. • 2.9 – to monitor quality and improvement strategies. • Learning support and pastoral support is missing. • Sustainability should be formally recognised as a core element of the curriculum. • To include monitoring of enterprise development. • To include monitoring of the Corporate Parenting Plan. <p>Agreed amendments will be incorporated.</p> <p style="text-align: right;">ACTION: IE</p> <p>Any further feedback should be provided to the Board Secretary by 10 March.</p>
08/22	<p><u>Annual Health Check Report (Paper C)</u></p> <p>The VP Curriculum & Student Services presented the Annual Health Check and Key Performance Indicator update and highlighted the main points.</p>

	<ul style="list-style-type: none"> • Early withdrawal rates are higher than 2020-21 but equal to 2019-20. Several factors have contributed including the inability to interview prior to offer of place due to Covid restrictions. The improving employment situation is another contributor. Those leaving due to personal domestic reasons has increased while there has been a decrease in those leaving for mental health reasons. There has been a reduction in students being withdrawn due to poor attendance. Early intervention meetings are being piloted for the January start course to put support in place for individuals with a significant risk factor. Meetings are chaired by the new Quality Improvement Manager. • Annual health checks are carried out each year to identify courses that are performing less well and put mitigations in place. Withdrawal rates in School Academy courses remain high. Induction was unable to take place in June 2021 but will be reinstated this year. • The risk of non completers due to Covid is significantly less than the previous two years. Apprentices are returning to College next year and will complete any shortfall during that time. • Retention rates remain a concern, with FE full time total withdrawals higher than last year. This is common throughout the sector. A plan is in place to mitigate the risk around withdrawals and ensure delivery on credits. All credits associated with Covid will be fully utilised. There will be a slight overspend on the core allocation and an underspend on Foundation Apprenticeship credits. <p>Committee members suggested that a benchmark against the national average would be helpful; however no early withdrawal data is available. Data is only provided for total withdrawal and is not received early enough.</p> <p>It was noted that withdrawal for employment is recorded as a negative but should be a positive outcome. The VP Curriculum & Student Services advised that this point has been made to SFC over the years. Students that have withdrawn for employment are currently being followed up in the event that apprenticeships can be offered.</p> <p>The Committee considered the actions in place to address these issues to be very reassuring.</p>
10/22	<p><u>Equality Outcome Action Plan 2021-2025 (Paper E)</u></p> <p>The VP Curriculum and Student Services presented a progress report on the Equality Outcome action plan.</p> <p>Good progress has been made against 17 of the 18 actions. The remaining actions, a review of the recruitment process will be progressed when the induction review is complete in April.</p> <p>Engagement with equalities training has improved, with staff enjoying the informal sessions and real life experiences.</p> <p>The dashboard with equalities data is being further developed on ProSolution</p>

	<p>and is a great improvement on the previous system. Early withdrawal figures are now available with total withdrawal and learner success to follow.</p> <p>The Equalities and Inclusion Committee has identified the need to further embed equalities in learning and teaching. Lesson observations and an audit programme will monitor progress in this respect.</p> <p>The Committee commended the excellent level of progress in such a short period of time.</p>
11/22	<p><u>Quality and Development Update (Paper F)</u></p> <p>The AP Quality & Development presented an update on the following areas:</p> <ul style="list-style-type: none"> • Learning and Teaching observations • Education Scotland visit • Complaints <p>The link between quality and complaints was noted. The number of complaints has increased, and the Quality Improvement Officer is now responsible for investigating all Level 1 complaints.</p> <p>The lesson observations target has increased from 60% to 70% this year. The outcomes inform input on staff development days. A summary and analysis of development requirements will be added to future reports.</p> <p style="text-align: right;">ACTION: JG</p> <p>Peer learning and communities of practice should be the next steps to lesson observations, with very good and excellent lessons showcased. CLMs are involved in the outcomes of the observations and the Quality & Development Specialist follows up with support where lessons are poorer.</p> <p>Borders was the first college in Scotland to receive a progress visit from Education Scotland this academic year and the report overall was excellent, with only a few areas for development. An update on progress with these actions was provided.</p>
12/22	<p><u>Enhancement Plan Progress Update (Paper G)</u></p> <p>The AP Quality & Development presented an update on progress against the Enhancement Plan 2022-22.</p> <p>Very good progress has been made on 6 of the 8 areas for development.</p> <p>The Committee noted the good progress made on 6 of the 8 areas for development and the evidently strong links between strategies.</p> <p>A further update will be provided to the Committee in June.</p>
13/22	<p><u>BCSA Update (Paper H)</u></p> <p>The Student Member presented an update from the Students' Association.</p>

	<p>Soup was offered to students at the Newtown campus as an incentive to complete the Student Satisfaction survey. The food offering at the Newtown campus is an ongoing challenge so this was a great success. Options to continue will be considered outwith the meeting.</p> <p style="text-align: right;">ACTION: AC</p> <p>The introduction of a volunteering certificate will be considered.</p> <p style="text-align: right;">ACTION: BCSA</p> <p>Committee members welcomed the enterprise proposal for a sustainability shop for students.</p> <p>The Student Member was thanked for the detailed report.</p>
14/22	<p><u>Learning for Leading (Paper I)</u></p> <p>The VP Curriculum & Student Services presented the Learning for Leading reports and management responses. She advised that staff welcome the Board members having an interest in their areas.</p>
15/22	<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> <p>Paper F is not for publication.</p>
16/22	<p><u>Any Other Business</u></p> <p>The Student Member reported a student request for an introductory discussion on how the College would operate in crypto currency. This will be raised in the next meeting with the Principal.</p> <p style="text-align: right;">ACTION: SP</p> <p>The VP Curriculum and Student Services and the Principal's PA are both retiring from the College in the near future. The Chair thanked them both and passed on good wishes on behalf of the Committee.</p>
17/22	<p><u>Date of Next Meeting</u></p> <p>The next meeting will take place at 4.30 pm on Thursday 9 June 2022.</p>

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Curriculum & Quality Committee

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Actions

Item	Action	Responsibility and Date	Risk Status
05/22	Update Register of Interests.	P Cathrow-end February	Completed
07/22	Agreed amendments will be incorporated into the ToR.	I Earp	Ongoing
11/22	A summary and analysis of development requirements will be added to future Lesson Obs reports.	J Gracie	Completed and will be included in the June report.
16/22	An introductory discussion on how the College would operate in crypto currency will be raised in the next meeting with the Principal.	S Prentice	Completed and information given to students at the Student Experience Committee.