

Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 9 June 2022
on Teams

Actions

Item	Action	Responsibility and Date	Action Status
24/22	Equalities - Access to staff data to be discussed further with Head of HR with a view to report being available by the end of the year.	A Brydon	Data issue resolved.
26/22	Strategic Risk Register Update - Risk 1b (Alumni – Covid) to be incorporated within Risk 1c.	VP Finance & Corporate Services & VP Student Experience	Completed
27/22	Analysis of Student Satisfaction and Engagement Survey for 2021-22 to be provided for October CQC.	AP Quality & Development	Agenda item for February 2023 meeting.

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Minutes

ITEM	MINUTES
Present	David Johnson (Chair) Elaine Acaster Paul Cathrow Angela Cox Karl Davy (Student member)
In Attendance	Anne-Marie Sturrock (VP Student Experience) Jayne Gracie (AP Quality & Development) Hazel Robertson (VP Finance & Corporate Services) Ingrid Earp (Board Secretary) Lorraine Sulo (Minutes) Joan Cairney (Curriculum Learning Manager - Item 23/22) Amy Brydon (Equality, Diversity & Inclusion Officer - Item 24/22)
18/22	<p><u>Chair's Opening Remarks</u></p> <p>The newly appointed Chair, D Johnson, welcomed everyone to the meeting and on behalf of the Committee expressed great appreciation to the outgoing Chair, N Broderick. Warm welcomes were also extended to the College's newly appointed VP Student Experience, Anne-Marie Sturrock, along with Amy Brydon, Joan Cairney and Lorraine Sulo.</p> <p>On behalf of the Committee, the Chair congratulated A Cox on her new appointment as Principal & CEO for Ayrshire College and H Robertson on her new appointment as Chief Finance Officer of the Borders Integrated Joint Board. The Chair highlighted the exceptional position the College was being left in.</p> <p>The Chair also thanked E Acaster for becoming a co-opted member of the Committee which would allow the College to retain valuable experience and knowledge.</p>
19/22	<p><u>Apologies for Absence</u></p> <p>No apologies had been received.</p>
20/22	<p><u>Minutes of Previous Meetings (Paper A)</u></p> <p>The minutes of the meeting held on 17 February 2022 were agreed as a true and accurate record.</p>

<p>21/22</p> <p>07/22</p>	<p><u>Matters Arising</u></p> <p>The Terms of Reference would be updated with the new Committee Chairs and Regional Board Chair during the summer period.</p> <p>All other actions had been completed.</p>
<p>22/22</p>	<p><u>Declaration of any Conflicts of Interest/Register of Members Interest</u></p> <p>No items were raised.</p>
<p>23/22</p>	<p><u>Presentation - Curriculum Development</u></p> <p>The Committee received a presentation on the curriculum areas of Health and Social Care, Early Education and Childcare from J Cairney.</p> <p>In response to questions from members, the following points were noted:</p> <ul style="list-style-type: none"> • The College has good relationships with agencies and the local authority through its current curriculum staff and DEBI Department. A new CRM database could however strengthen this area at a strategic level; • Placements and impact of Covid – a four week placement block for HNC level had been very successful which had resulted in this being a permanent change. <p>Members thanked J Cairney for a very interesting presentation. J Cairney left the meeting.</p>
<p>24/22</p>	<p><u>Equality Action Plan Progress – Annual (Paper B)</u></p> <p>A Brydon advised members on the content of the paper which provided an update on the progress which was being made towards meeting the Equality Outcomes in 2025. Approval was also being sought on equalities reporting to the Board for 2022-23.</p> <p>The following key successes were highlighted:</p> <ul style="list-style-type: none"> • CPD – significant improvement and engagement from staff which had provided staff with the confidence to embed activities within their work, such as quiet inductions for autistic students; • Cross college collaboration – large range of equalities initiatives particularly through awareness raising. Informal partnerships and champions were also emerging; • Marketing – mainstreamed with consistent news articles and messages through BCSA's social media; • Increased engagement in support services – a reduction in barriers for male students had resulted in referrals being increased by 70%; • General increase in understanding – submission of EIAs by staff had increased. Feedback following staff training on transgender awareness showed that confidence with supporting students had risen from 70% to 100%.

	<p>The recommendation of an annual equality report was discussed by members and it was agreed that this approach would be beneficial, and would provide greater visibility and confidence on progression. However, it was noted that access to staff data was problematic through the current HR online system and would require further discussion with the Head of HR. A report could be available by the end of the year should data be accessible.</p> <p style="text-align: right;">ACTION: AB</p> <p>Members thanked A Brydon on an informative paper, who then left the meeting.</p>
25/22	<p><u>Update on 2020-2021 KPIs, Completers 2021-2022, Credits & Admissions Update (Paper C)</u></p> <p>An overview of the paper was provided by the VP Student Experience with the following key points highlighted:</p> <ul style="list-style-type: none"> • College performance was within the top quartile of sector averages for both full-time FE and HE for academic session 2020/21; • Table 1 – significant concern regarding FEFT last year with 69% successfully completing their course. An action plan was in place for the new academic session; • Courses in regional demand - HNC Health & Social Care had been very successful with Construction and Sport also above the sector average; • Table 2 - cautiously optimistic that FE would improve; • Retention rates – there was concern regarding FTFE programmes which were a key priority. A process to address was already in place for those who had applied for next academic year; • Credit target – target was slightly down this session, however, this would be addressed through further apprenticeships and schools academy next week. No issues regarding the FES return were expected; • Applications for 2022/23 – as per sector, numbers were slightly down. There would be a marketing campaign to raise awareness on specific areas; • Extra Credits – 700 credits had recently been received and a potential programme of courses was currently being worked on. Some credits could be added to current students with no additional cost to the College. The needs of over 100 school leavers with no positive destinations require to be addressed and funding through the Young Persons Guarantee Scheme was available. <p>Members noted the contents of the report.</p>
26/22	<p>Strategic Risk Register (Paper D)</p> <p>An overview of the current register was provided by the VP Finance & Corporate Services.</p> <p>Feedback on the incorporation of Risk 1b in to 1c was sought. Members discussed and agreed that the impact of Covid had now moved from being a risk and therefore control measures could be moved to Risk 1c. This would be progressed by the VP Finance & Corporate Services and VP Student Experience.</p>

	<p style="text-align: right;">ACTION: VP F&CS & VP SE</p> <p>Following the recent Audit and F&GP Committees a further two new risks had been added, these were:</p> <ul style="list-style-type: none"> • Risk 3c Cyber Security which had been separated from information management and • Staff turnover in Executive Team. <p>Members agreed to the separation of Cyber Security from Information Management. The impact scoring of the Executive Team risk was deemed low, however, it was noted that this would be discussed further at the forthcoming Regional Board meeting.</p> <p>Members noted the contents of the report.</p>
<p>27/22</p>	<p>Quality & Development Update (Paper E)</p> <p>Members were advised that an initial response from the SFC Student Satisfaction and Engagement Survey for 2021-22 had just been received with an overall student satisfaction rate of 94% for the College, which was an increase of 4% on the previous year. A further analysis would be brought to the next CQC meeting in October.</p> <p style="text-align: right;">ACTION: AP Q&D</p> <p>The paper also provided an update on new awards which had been approved during 21/22 along with an annual update on complaints and compliments. The Enhancement and Self-evaluation plan which was brought for approval in October 2021 would be rounding off in July with progress recorded as part of the self-evaluation process.</p> <p>Members were provided with further details on the level 2 data breach.</p> <p>Members noted the contents of the report.</p>
<p>28/22</p>	<p>BCSA Update (Paper F)</p> <p>The paper had been produced by the BCSA President for information. The following points were noted:</p> <ul style="list-style-type: none"> • Sustainability Shop – due to the pandemic the redistribution of food from supermarkets had been stopped, however, this was due to be reactivated. Extra hardship funds had been in place with good funding support for students due to savings from childcare and transport through the pandemic; • Transition to Canvas - testing was currently ongoing with a countdown promotion underway for students by BCSA. Students were also being encouraged to download the Canvas App to their mobiles. <p>The contents of the report was noted.</p>

29/22	<p>Learning for Leading (Paper G)</p> <p>The VP Student Experience presented the Learning for Leading reports for Management Information Systems and ICT, STEM and Student Services. The Student Services visit had been held following distribution of the committee papers and was therefore circulated to members during the meeting.</p> <p>Members noted the contents of the reports.</p>
30/22	<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>
31/22	<p><u>Any Other Business</u></p> <p>No items were raised.</p>
32/22	<p><u>Date of Next Meeting</u></p> <p>The next meeting will take place at 4.30 pm on Thursday 6 October 2022.</p>

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