A

Curriculum, Quality & Student Experience Committee

Meeting at 4.30pm on Thursday 1 June 2023
on Teams

Actions

Item	Action	Responsibility and Date	Status
24/23	Changes to previous minute attendee list to be made.	Board Secretary	Completed
28/23	Future KPI reports – withdrawal reasons and equivalent numbers with percentages were suggested.	Director - MIS	
30/23	Future Business Growth updates could be further enhanced by the inclusion of a RAG rating for targets.	Executive Director	Completed
33/23	Detail of Lesson Observation feedback to staff to be discussed with L Johnson.	Assistant Principal	Completed
34/23	Learning for Leading Visits – Student participation to be discussed with R McCowan.	C Alder	

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Minutes

ITEM	MINUTES
Present	Paul Cathrow (Chair) Pete Smith (Principal) Elaine Acaster (Co-opted Member) Andrew Buckenham Jess McBeath Dave Roberts
In Attendance	Chris Alder (BCSA) Ingrid Earp (Board Secretary) Joanne George (Director – MIS & E-Learning) – Item 28/23 Lynne Gilchrist (Assistant Principal – Articulation & Essential Skills) Jane Grant (Executive Director – Enterprise & Business Innovation) Anne-Marie Sturrock (Vice Principal - Student Experience) Clare Nairn (Director - Student Services) Greg Steel (CLM Sustainable Construction – Item 27/23) Lorraine Sulo (Minutes)
22/23	**Chair's Opening Remarks** The Chair welcomed everyone to the meeting and advised that J George would require to leave the meeting earlier, therefore, Paper B would be discussed following the standard business items.
23/23	**Apologies for Absence** Apologies had been received from P McGreal.
24/23	**Minutes of Previous Meetings (Paper A)** The minutes of the meeting held on 16 February 2023 were approved as an accurate record, subject to the following points: • D Clancy to be noted as an Attendee • K Mathison attended on behalf of J Grant **ACTION: Board Secretary**
25/23	**Matters Arising** The following matters from the previous meeting were raised:

09/23	Business Growth & Engagement Strategy Report – updated report would be discussed under item 30/23.
13/23	Errors within Risk Register had been corrected.
26/23	**Declaration of any Conflicts of Interest/Register of Members Interest** No items were raised.
28/23	**Performance Update 22/23 – KPIs, Credits and Recruitment 23/24 - Paper B** The Director of MIS and E-Learning provided an overview of the report which highlighted the following key areas as at 25 May 2023: • Early withdrawal rates – with the exception of PTFE programmes, which was impacted by School Academy leavers, there has been an overall improvement; • Variances were highlighted in tables 2.1 and 2.2 against 22/23. Further withdrawal figures were relatively low compared to the sector; • Learner success against Evaluation Report & Enhancement Plan targets were highlighted in table 2.3 with PTFE and FTHE as higher risk if partial success rates remained the same as last year; • Overall credit target was being exceeded by 768 credits which was expected to reach 808 by year end due to an increase in FA places and successful recruitment of January start programmes; and • National KPIs had been received yesterday with the College performing better than the sector average in most areas. D Roberts suggested that withdrawal reasons would be a helpful inclusion for future reports if this did not mean duplication of work. **ACTION: Director MIS** Members were advised of a research project which the College is currently undertaking in order to understand in more detail the reasons why young people (Under 25) withdraw or consider withdrawing which would enable future service design. It was noted that Further Withdrawal figures at nearly 18% were relatively low when compared to the sector. These withdrawals were primarily due to students who had withdrawn from their course to take up employment due to the cost of living crisis. It was suggested that equivalent numbers with percentages could be added to future papers. **ACTION: Director MIS** Members thanked the Director who then left the meeting.
27/23	**Presentation – Sustainable Construction Curriculum (G Steel)** G Steel, CLM, presented on the various Sustainable Construction course provision which covers Brickwork, Carpentry and Joinery, Civil Engineering,

	Green Skills, Plumbing and Painting and Decorating. Work was also underway with CECA for a Construction Academy (Infrastructure Sector) and partnership working with Morrison Construction on 360 degree footage for the new immersive classroom would provide a safe environment for high risk health and safety learning. G Steel highlighted the huge demand for jobs in infrastructure and civil engineering and the need for a greater awareness and understanding on the variety of construction roles. Following a discussion Members thanked G Steel for an excellent presentation who then left the meeting.
29/23	**Future Skills Strategy Progress – Paper C** The paper provided Members with an update on the progress which had been made with the Future Skills Strategy since October 2022. The VP of Student Experience advised that the College had invested greatly in the student voice with the appointment of a full-time BCSA Support Officer and three Vice Presidents. C Alder advised that officers had attended a number of meetings and continued to work hard whilst raising the visibility of BCSA. The College had received two Education Scotland visits with a number of good practice areas highlighted which included the College's approach to employer engagement which was sector leading; the implementation of Global Citizenship and the introduction of a 'quiet induction' for students. The Chair congratulated the VP on the progress which had been made to date. Members noted the contents of the report.
30/23	**Business Growth & Engagement Strategy Progress – Paper D** The paper provided Members with an update on the progress of the Business Growth & Employer Engagement Strategy. The Executive Director of Enterprise & Business Innovation advised that following feedback from Members the narrative of the standard report had been reduced with actuals to date against targets added. Key points highlighted included: - National financial constraints impacting on some budget profiling for the year; - Shared Prosperity Fund bid submitted to SB Council for £500k over two years. Excellent work by D Lowe and G Steel on Sustainable Construction; 13% cut in Modern Apprenticeship numbers across Scotland so unable to grown provision; - Edinburgh & SE City Region Deal Regional Prosperity Framework (RPF) Net Zero Skills Accelerator business case underway - £23.5M; - James Withers Review expected to recommend greater control and power at regional level; - Innovation Vouchers – four successful applications were underway; - Sponsorship for graduation - £6K of £10K raised to date with fundraising continuing to meet aim of zero costs to students; and

	• Turing Scheme visit to Canada by students from across the College was going very well. Members were advised on the application process for this year's trip and conversations with Centennial College were continuing with a virtual exchange for students being planned for August. It was noted that future reports could be further enhanced by the inclusion of a RAG rating for targets. **ACTION: Exec Director** The Chair advised that J Grant would be leaving the College during the summer. Members thanked her for the excellent work and progress which had been achieved. The Chair enquired on the recruitment plans for the post, with the Principal advising that due to the current voluntary severance scheme and financial challenges any planned recruitment needs to be assessed fully and recruitment would not be appropriate at this point in time. The College would be considering on how best to fulfil the requirements of the role and Members would be advised accordingly. Members noted the contents of the report.
31/23	**Student Support Services Overview 22/23 – Paper E** The paper provided an overview of Student Support Services for 22-23. The Director of Student Services advised Members on the following key points: • 262 students had been referred to Student Advice & Wellbeing Services with 75% maintaining their study and due to complete in the coming weeks; • 278 students had received learning support with 82% remaining on programme; • 209 students made contact with or were referred to Mental Health and Counselling Team; • The growing need for mental health support continues to be a concern with no guarantee of additional funding; • Mental health referrals were highest from the curriculum areas of Health & Social Care, Rural Skills and Creative Industries; and • A review of Student Support Services was underway in order to ensure effective and efficient use of resources. The VP of Student Experience advised that the review of Student Support Services would ensure the service was aligned for the essential areas of service provision which was now necessary. A critical part of the service was mental health provision with little opportunity for students to access services through the local community. The College had also embarked on a new monitoring system to aid teaching with a new pilot programme launched in Sustainable Construction and STEM. D Roberts advised that as outlined in his Learning for Leading report, he felt there was a need for students who were based at Newtown to have access to small rooms for confidential discussions.

	A discussion took place on the growing demand of mental health support. The Principal confirmed that Colleges Scotland along with the Principals' Group and NUS continued to raise these issues with the Scottish Government. J McBeath apologised for having to leave the meeting at this point. Members noted the contents of the report.
32/23	**BCSA Update – Paper F** C Alder advised on the following additions to the report: • Overall student responses throughout the year had increased to over 600; • Student Officers had completed mental health and equalities training; • Pulse survey - Mental health was raised as most important by students. Another pulse survey on neuro diversity awareness and impact on students would be completed by BCSA. Members noted the contents of the report.
33/23	**Quality & Development Update – Paper G** The Assistant Principal provided an overview of the paper which outlined the role of the Quality Development Team and the quality assurance activities of 2022/23. The key points highlighted: • Annual Engagement Visit Progress - learners have regular opportunities to provide their views and contribute to action planning; • Evaluation Report and Enhancement Plan – all actions will have been successfully implemented by end of 22/23 academic session; and • Outcome Agreement 23/24 – early guidance from SFC had been received with the main change being the requirement of case studies to demonstrate ways in which funding had been used. Examples would be discussed further by the Senior Leadership Team at its next meeting. The timeline was included within the paper. A Buckenham advised that the category detail within the lesson observation report would be of benefit to those staff who had been observed as this was currently not fed back to staff. The Assistant Principal agreed to discuss this further with L Johnson. **ACTION: Assistant Principal** The VP of Student Experience thanked the Assistant Principal for a robust report which was a new area of responsibility. Members noted the contents of the report.
34/23	**Learning for Leading Reports – Paper H** VP of Student Experience introduced the paper which provided the recent reports from the Learning for Leading visits by Board Members. It was with sadness that Members were advised of the bereavement of Jimmy Louth, STEM CLM, who had met with Liz Parkes.

	D Robert's reported that staff seemed very committed to do their utmost for students. It was suggested that visits could be enhanced by the inclusion of students. C Alder advised that he was due to meet with the Regional Chair to welcome the new class representatives for the new term so could discuss this further. **ACTION: C Alder**
35/23	**Papers for Publication** All papers will be published with the exception of any draft papers or those containing confidential data.
36/23	**Any Other Business** • **23/24 Committee Meeting Dates** The first CQSE meeting of the new academic year had been changed from September to 19 October 2023 in order to meet the SFC timeline for the Outcome Agreement.
37/23	**Date of Next Meeting** 16:30 on Thursday 19 October 2023.