

## Curriculum, Quality and Student Experience Committee

Meeting at 4.30pm on Thursday 16 February 2023  
on Teams

### Actions

| Item  | Action  | Responsibility and Date   | Action Status   |
|-------|---|---|---|
| 07/23 | Feed back the typo in the report to the author and share the congratulations on a well written report.  | VP Student Experience/Board Secretary                           | Complete  |
| 09/23 | Report to be simplified drawing out key trends and progress towards specific targets. Implications section of the paper to be completed too where possible. | Principal/Executive Director Enterprise and Business Innovation | Report updated for June meeting.  |
| 13/23 | Errors in report to be corrected.   | VP Student Experience   | VP Student Experience met with VP Corporate Services to discuss the error which was mentioned as a finance risk. A review will be undertaken around risk reporting at the next Board Development Session. |

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### Minutes

| ITEM          | MINUTES   |
|---------------|---|
| Present       | Paul Cathrow (Chair)<br>Elaine Acaster (Co-opted Member)<br>Jess McBeath<br>Andrew Buckenham<br>Paul McGreal<br>Pete Smith (Principal)<br>Dale Clancy (for presentation)  |
| In Attendance | Anne-Marie Sturrock (Vice Principal - Student Experience)<br>Lynne Gilchrist (Assistant Principal - Articulation & Essential Skills)<br>Joanne George (Director of MIS and eLearning)<br>Katharine Mathison (Director of Enterprise and Business Innovation)<br>Clare Nairn (Director of Student Services)<br>Ray McCowan (Chair of the Board)<br>Ingrid Earp (Board Secretary and Minutes) |
| 01/23         | <b>Chair's Opening Remarks</b><br><br>The Chair welcomed everyone to the meeting and in particular new Committee members, Andrew Buckenham (support staff Board Member) and Paul McGreal (independent member who has moved from Audit Committee).   |
| 02/23         | <b>Apologies for Absence</b><br><br>Apologies for absence were received from Jane Grant and Amy Brydon. Dave Roberts was not present.   |
| 03/23         | <b>Minutes of Previous Meetings (Paper A)</b><br><br>The minutes of the meeting held on 4 October 2023 were approved as an accurate record, as were those of the extraordinary meeting held on 22 November 2023.  |
| 04/23         | <b>Matters Arising</b><br><br>There were no matters arising.  |
| 05/23         | <b>Declaration of any Conflicts of Interest/Register of Members Interest</b><br><br>There were no conflicts of interest or changes to register of interests.  |

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| 06/23 | <p><b>Presentation – Business, Computing and Core Skills (D Clancy)</b></p> <p>Dale Clancy, the Curriculum Learning Manager (CLM) for Business, Computing and Core Skills gave a presentation to the Committee about the work of his area and the challenges they are currently facing. After the presentation the Committee Members asked several questions regarding items such as regional skills assessments, the decision-making process behind running a course or not and gender balance.</p> <p>The Chair thanked Dale for a very informative presentation.</p>  |
| 07/23 | <p><b>Borders College Mainstreaming Update 2021-2023 and Equality Outcomes Action Plan (Paper B)</b></p> <p>Although Amy Brydon was not able to attend the meeting she had prepared a video for Committee members to give them background on the paper. This was well received by Committee members who wondered whether this idea could be used for other Committees.</p> <p>Discussion took place around protected characteristics and other vulnerable groups that are not included in this report. The Vice-Principal for Student Experience noted that the contents of the report have to comply with the Public Sector Equality Duty (PSED) with updates and plans referencing other groups being reported elsewhere. It was accepted that there are some categories that are harder to measure and/or report on than others.</p> <p>One typo was noted. Action on Vice Principal Student Experience/Board Secretary to feedback to Amy.</p> <p style="text-align: center;"><b>Action: Vice Principal Student Experience/Board Secretary</b></p> <p>The Chair of the Committee commended Amy on the report, noting it was a great report that was well written and highly professional in its presentation.</p> <p>The Committee approved the report.</p>  |
| 08/23 | <p><b>Performance Update – KPIs, Credits and Recruitment (Paper C)</b></p> <p>The Director of MIS and eLearning presented this report highlighting that it is, on the whole, a very positive report especially with regard to early withdrawal figures which have improved across the groups. The credit target has also been achieved and applications are looking positive for 2023/24 with more applications received at this point in time than in the previous year.</p> <p>It was noted that some of the improvement in certain areas, and in particular early withdrawal, was down to the early intervention and positive interaction of the Student Support Services and curriculum teams providing targeted support and resilience training and advice and guidance on College matters.</p> <p>At present a surplus of credits is being forecast and the Committee asked what the plan was for getting this back into balance. The Committee was told that curriculum planning for next year is already well underway and CLMs have their own credit targets for the first time to help achieve this. The Scottish Funding Council (SFC) may also make changes to the way credits are utilised by colleges which will also have an impact.</p> <p>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. An update will be provided at the next meeting.</p> |

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|       | <p>The Committee noted the report.</p>  |
| 09/23 | <p><b>Business Growth and Employer Engagement Strategy Progress (Paper D)</b></p> <p>The Committee was informed that the Modern Apprentice (MA) contract has been capped for the current year with no increase for the coming year either. The College has always been able to over deliver on MAs with 255 MAs this year. The Flexible Workforce Development Fund (FWDF) has also been reduced for the current year. On a more positive note there is potential funding from the Shared Prosperity Fund, additional innovation vouchers, Borderlands, City Deal and Data Driven Innovation (DDI) initiatives. However, all sectors will be challenged financially and the amount of funding becoming available will likely reduce.</p> <p>The Committee requested that the Report be simplified with the attention of the Committee being drawn to specific trends and progress towards target. Action on the Principal feed this back to the Executive Director Enterprise and Business Innovation and them to amend future reports accordingly. The Committee also requested that the implications section of the paper be completed if possible.</p> <p><b>Action: Principal/Executive Director Enterprise and Business Innovation</b></p> <p>The Committee noted the report.</p> |
| 10/23 | <p><b>Annual Employer Satisfaction Report (Paper E)</b></p> <p>Another positive report with another being carried out to conclude at the end of March. It was noted that response rates are low, around 5-10%. The employers are those that employ students and apprentices from the College, about 500 at any one time. There is a lot of 'repeat business' but also targets for new business and employers with a lot of networking and outreach being undertaken.</p> <p>It was agreed that, going forward, one report a year for this item would be adequate, going to the last Committee meeting of the year.</p>  |
| 11/23 | <p><b>Mental Health Strategy Update (Paper F)</b></p> <p>The Director of Student Services reported that funding received in 2020 had allowed for the development of an in-house counselling service for students. This funding will not be continued beyond the end of the current academic year. There is very much a proven need for this service and the challenge is how to continue this with no funding.</p> <p>Andrew Buckenham thanked the Director and her team for her introducing this service saying that it is hugely helpful to students and one of the reasons that students are often able to finish a course.</p> <p>The Committee commended the report and noted the challenges around running this service going forward.</p>  |
| 12/23 | <p><b>Report on Education Scotland's Annual Engagement Visit (Paper G)</b></p> <p>Again, a positive report with KPIs above the sector average overall. The Principal extended congratulation to the Assistant Principal and her team for reaching the point they have and receiving such a positive report.</p> <p>The Committee recommended approval of the Report to the Board.</p>   |

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| <b>13/23</b> | <p><b>Risk Register (Paper H)</b></p> <p>Risk 1c has been lowered with the investment in three paid student vice-presidents (appointed from the student body). There has also been investment in a full-time student support officer who will support the student association. These moves were welcomed.</p> <p>It was noted that there was an error within the report whereupon finances were noted. The Committee requested that the paper be updated with the error corrected.</p> <p><b>Action: Vice-Principal Student Experience</b></p>  |
| <b>14/23</b> | <p><b>Review of Regional Outcome Agreement (ROA) Targets (Paper I)</b></p> <p>This paper was approved by the board in November 2022 and was submitted to Scottish Funding Council (SFC) for approval on 5<sup>th</sup> December 2022, the Vice Principal Student Experience and Assistant Principal have a meeting scheduled with the ROA manager to discuss and finalise. Once this is finalised, it will be signed by CEO of SFC, College principal and Chair of the Board.</p> <p>The Vice Principal Student Experience noted within the paper the targets that were achieved to date. The Committee agreed to review the progression towards targets once a year and for there to be reporting by exception the rest of the year.</p> |
| <b>15/23</b> | <p><b>Quality and Development Update (Paper J)</b></p> <p>The Committee noted the content of the report.</p>  |
| <b>16/23</b> | <p><b>Borders College Student Association Update (Paper K)</b></p> <p>The Committee noted the content of the report.</p>  |
| <b>17/23</b> | <p><b>Enhancement Plan Progress Update (Paper L)</b></p> <p>This is part of the Outcome Agreement and much of the content has been covered in other papers for this meeting. In order to avoid duplication of effort it was felt that this paper may not be required as a standalone item at this meeting in future years.</p>  |
| <b>18/23</b> | <p><b>Learning for Leading Reports and Management Responses (Paper M)</b></p> <p>Feedback from staff is that teams really appreciate these meetings with Board Members and the opportunity to discuss progress and challenges in their area. There were no significant management responses required. A full set of reports along with a year end summary will come to the next meeting.</p>  |
| <b>19/23</b> | <p><b>Papers for Publication</b></p> <p>All papers will be published with the exception of any draft papers, papers seeking approval from funders or those containing confidential data.</p>  |
| <b>20/23</b> | <p><b>Any Other Business</b></p> <p>No items were raised.</p>   |
| <b>21/23</b> | <p><b>Date of Next Meeting</b></p> <p>The next meeting will take place at 4.30 pm on Thursday 1 June 2023 via Teams.</p>  |

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