

## Curriculum & Quality Committee

Teams Meeting at 4.30pm on Thursday 29 October 2020

### Minutes

ITEM	MINUTES
Present	Nuala Broderick (Chair) Angela Cox Virginia Grant David Johnson Dave Black
In Attendance	Heather Anderson (VP Curriculum and Student Services) Jayne Gracie (AP Quality and Development) Margaret Rose Livingstone (Education Scotland) Ann Letham (President, BCSA) Ingrid Earp (Board Secretary) Sheila McColm (Minute Secretary)
<b>39/20</b>	<b><u>Chair's Opening Remarks</u></b>  The Chair welcomed everyone to the meeting, extending a particular welcome to Margaret Rose Livingstone, HMI. Jayne Gracie was also welcomed to her first meeting in her new role as AP Quality and Development (Learning and Teaching).  The Chair congratulated everyone on the very positive results of the student survey which were heartening to read.
<b>40/20</b>	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Elaine Acaster.
<b>41/20</b>	<b><u>Minutes of meeting held on 28 May 2020 (Paper A)</u></b>  The minutes of the meeting held on Thursday 28 May 2020 were agreed as a true and accurate record.
<b>42/20</b>	<b><u>Matters Arising</u></b>  All actions have been completed.
<b>43/20</b>	<b><u>Declaration of any Conflicts of Interest / Register of Members Interest</u></b>  There were no declarations of any conflicts of interest or updates to the Register of Interest.
<b>44/20</b>	<b><u>Self-evaluation and Enhancement Plan (Paper B)</u></b>  The AP Quality and Development presented the draft Self-evaluation and Enhancement Plan 2020-21. The format is different this year, and is based on

	<p>the framework for recovery of the impact of COVID-19 set out by Education Scotland and the following themes:</p> <ul style="list-style-type: none"> <li>• Curriculum, learning and teaching, assessment</li> <li>• Services to support learning</li> <li>• Transitions</li> <li>• Evaluation to facilitate improvement</li> </ul> <p>The Enhancement Plan contains eight development points to which the APs and VP Curriculum and Student Services are working on a curriculum response.</p> <p>A considerable amount of student support is required. The learner journey is important and a quality service must be available for students at every point of contact. Staff support and wellbeing is also highlighted, including support for staff in their delivery to students</p> <p>Board members noted that an area for improvement, i.e. results for students in the most deprived postcodes is not linked to the enhancement plan. It is often the case that students have multiple inequalities and a separate bullet point will be added to cover all these areas.</p> <p>There was discussion around the lack of human contact and the requirement to develop social skills and inspire the students. EP8 within the Enhancement Plan will be extended to include “supporting students to become the global citizens included in the Strategic Ambition”.</p> <p>The above amendments will be made.</p> <p style="text-align: right;"><b>ACTION: JG</b></p> <p>The point around financial flexibility for student support was discussed. It was confirmed that around 500 laptops have been loaned to students, dongles have been provided and additional connectivity has been purchased to help address digital poverty. In addition SLT has taken the decision to create a non-criteria fund for students, e.g. apprentices to access.</p> <p>The Committee was really encouraged to learn about this fund and asked how staff will recognise signs of increasing hardship and poverty amongst students. It was clarified that the Achievement Coach role is to investigate further when students stop engaging. There is also a plan to bring more of the at risk students back into the campus.</p> <p>The College HMI had not expected as much progress with the self-evaluation process. A culture of reflection has been built in and the work carried out by the AP Quality and Development is commendable.</p> <p>The Committee agreed to submit approval of the Self-evaluation and Enhancement Plan 2020-21 to the Regional Board.</p>
45/20	<p><b><u>Draft Curriculum Strategy (Paper C)</u></b></p> <p>The VP Curriculum and Student Services presented the draft Curriculum Strategy which has been developed to support the Strategic Ambition 2020-</p>

	<p>2025, launched earlier that day. This is a very early draft which requires further work involving partners and curriculum colleagues.</p> <p>Emerging priority areas have been identified to focus on for the Borders region and the South of Scotland with eight objectives identified to achieve these.</p> <p>Board members agreed with the emerging priority areas and made the following suggestions for amendments:</p> <ul style="list-style-type: none"> <li>• To provide more depth around computing, i.e. specify areas such as cyber security and data analytics etc.</li> <li>• To add a further priority action around preparing individuals to become global citizens.</li> </ul> <p>Further debate is required around the target level of e-learning across all programmes by 2025, i.e. to leave at 50% or to increase.</p> <p>The approach taken was approved. The suggested amendments will be made and the Curriculum Strategy will be recirculated when further developed.</p> <p style="text-align: right;"><b>ACTION: HA</b></p>
46/20	<p><b><u>Annual Report of Curriculum &amp; Quality Committee to Regional Board (Paper D)</u></b></p> <p>The Chair presented the draft annual report from the Curriculum &amp; Quality Committee to the Regional Board, which provides a succinct account of the work of the Committee during session 2019-2020.</p> <p>The Committee approved the annual report.</p>
47/20	<p><b><u>Risk Register (Paper E)</u></b></p> <p>The VP Curriculum and Student Services presented the Risk Register which was unchanged from the version presented to the Regional Board the previous week. The suggested amendments regarding cyber security risks and the legal part have not yet been added.</p> <p>Committee members welcomed the new streamlined format of the Risk Register.</p>
48/20	<p><b><u>Student Performance Report (Paper F)</u></b></p> <p>The VP Curriculum and Student Services presented the report on student performance for session 2019-29 advising that this report formed the basis for self-evaluation.</p> <p>There was an overall improvement in success rates of 0.8% from the previous year and Borders College is 2.7% above sector average.</p> <p>The 166 students and apprentices who were unable to complete their awards last year have now been given priority access to the campus and are</p>

	<p>progressing well. These are all practical areas. Returning students have been able to access additional funding and the College can claim credits for them. HE full-time results were extremely good with an improvement of 7.1% on the previous year, which has been achieved through the hard work of staff during the lockdown period. HE part-time results have reduced by 4.6% some of which are due to COVID-19.</p> <p>A list of courses for concern in 2019-20 was provided along with actions taken.</p> <p>Reasons for withdrawal in 2019-20 were provided. The number of withdrawals this year is substantially less than the same time last year. It has been very beneficial for the College to start the new session with the Mental Health Officer role in place.</p> <p>All school pupils that have applied to the College have been offered a place. Start dates have been staggered, with one group starting in October and an additional Passport to College group in January for winter leavers.</p> <p>Committee members congratulated staff for managing to achieve improved results in such challenging times.</p>
49/20	<p><b><u>Exam Report (Paper G)</u></b></p> <p>The AP Quality and Development presented the exam results report for 2019-20.</p> <p>Results were based on lecturers' estimated grades and the overall increase in pass rates was in line with the sector. Higher English was the only area with a decrease in pass rates but there had been a change in lecturer.</p> <p>The Student President reported that she had been part of the Higher English class and the new lecturer was very good.</p> <p>Higher Care provision has been reviewed and a decision taken to revert to individual unit assessment this year. Likewise, National 5 courses will not have exams but will be assessed using an alternative certification approach.</p> <p>The Committee noted the exam report.</p>
50/20	<p><b><u>Enrolment Report (Paper H)</u></b></p> <p>The VP Curriculum and Student Services presented the summary of full-time enrolments as at 5 October.</p> <p>1078 students have been enrolled which is 15 above the predicted target. The Schools Academy recruitment target has been achieved but engagement with students on these programmes has been much more difficult than on full-time programmes.</p> <p>The Foundation Apprenticeship target was not reached but 42 students have enrolled which is a significant increase on last year.</p>

	<p>There are now 12 enrolments on the Conservation and Estate Management programme which has replaced the NC Gamekeeping award.</p> <p>The College is on track to achieve the SFC credit target for 2020-21. In terms of economic recovery there will be an onus on the College to offer upskilling which will require additional capacity from SFC. This issue has already been raised by the Principal.</p> <p>The enrolment report was noted.</p>
<b>51/20</b>	<p><b><u>Corporate Parenting Progress</u></b></p> <p>The VP Curriculum and Student Services provided a verbal update on progress against the Corporate Parenting action plan.</p> <p>Excellent progress is being made with 27 of the 30 actions completed and embedded into college practices. Over 90 care-experienced students have enrolled this year, which is an increase of 30%. DYW mentors are providing support to those on full-time programmes.</p>
<b>52/20</b>	<p><b><u>Annual Student Discipline Report 2019-20 (Paper I)</u></b></p> <p>The Committee received the Annual Student Discipline report for 2019-20.</p> <p>As in previous years the number of schools academy disciplinary actions is considerable, due to behaviours exacerbating during the transition to college.</p> <p>The Committee noted the report.</p>
<b>53/20</b>	<p><b><u>Annual Complaints Report 2019-20 (Paper J)</u></b></p> <p>The Complaints Handling Report 2019-20 was received.</p>
<b>54/20</b>	<p><b><u>Quarterly Complaints and Compliments Report 2020-21 (Paper K)</u></b></p> <p>The AP Quality and Development presented the Complaints and Compliments Report from the start of session 2020-21 to the current date.</p>
<b>55/20</b>	<p><b><u>Learning for Leading Update</u></b></p> <p>There was no further update to the paper presented by the Principal at the Regional Board meeting the previous week. Responses are awaited from Board members with regard to preferred Learning for Leading areas.</p>
<b>56/20</b>	<p><b><u>Equality and Diversity (standing item)</u></b></p> <p><b><u>Public Sector Equality Duties 2021-25</u></b> The Public Sector Equality Duty and Mainstreaming Report timeline was provided for information. The Mainstreaming Report process has commenced and will be completed by April 2021.</p> <p><b><u>Accessibility Legislation</u></b></p>

	<p>The VP Curriculum &amp; Student Services advised that the College has posted a statement on the website, VLE and other functions to indicate a plan is in place to improve accessibility. This is part of the digital review.</p> <p>It was noted that, from 23 September any videos used at Glasgow University must be accompanied by captioning or a transcript. A link to the website will be circulated.</p> <p style="text-align: right;"><b>ACTION: DJ</b></p>
<b>57/20</b>	<p><b><u>Paper for Publication</u></b></p> <p>All papers will be published on the College website with the exception of the following:</p> <p>Papers B, C and G</p>
<b>58/20</b>	<p><b><u>Any Other Business</u></b></p> <p>No further business was raised.</p> <p>The Chair thanked colleagues for attending the meeting.</p> <p>The staff member gave positive feedback from the Strategic Ambition Launch earlier which he had attended earlier that day.</p> <p>The College HMI thanked the Committee for inviting her to attend the meeting.</p>
<b>59/20</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting of the Curriculum &amp; Quality Committee will be held at <b>4.30pm on Thursday 18 February 2021.</b></p>

Signed..... Signed.....  
Chairman Secretary

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## Curriculum & Quality Committee

Teams Meeting at 4.30pm on Thursday 29 October 2020

### Actions

Item	Action	Responsibility and Date	Risk Status
44/20	Make amendments to Self-evaluation and Enhancement Plan	J Gracie	Complete
45/20	Make suggested amendments to draft Curriculum Strategy and circulate when further developed	H Anderson	Complete
56/20	A link to accessibility legislation on the Glasgow University website will be circulated	D Johnson	