

Curriculum, Quality & Student Experience Committee

Meeting at 4.30pm on Thursday 19 October 2023
via Teams

Actions

Item	Action	Responsibility and Date	Status
28/23	Future KPI reports – withdrawal reasons and equivalent numbers with percentages were suggested (carried forward).	Director MIS	Completed
33/23	Lesson observation response to be forwarded to A Buckenham.	AP Curriculum & Quality	Completed
34/23	Learning for Leading Visit and student participation was ongoing (carried forward).	Student President	
47/23	Updated CQSE Annual Report would be sent to Chair for review prior to submission to December Regional Board.	Board Secretary	
48/23	Corporate Parenting Plan – further information on wider network opportunities with employers/organisations to be provided at next meeting.	Director Student Services	Agenda item
50/23	Strategic Risk Register – Addressing of poor attendance to be expanded on.	VP Student Experience	Completed
51/23	Performance Update – National benchmarking to be provided at February 2024 meeting.	Director MIS	Carried forward - National figures still to be published.

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Minutes

ITEM	MINUTES
Present In Attendance	Paul Cathrow (Chair) Chris Alder (Student President) Andrew Buckenham Jess McBeath Dave Roberts Pete Smith (Principal) Amy Brydon (Director - Student Services) Ingrid Earp (Board Secretary) Lynne Gilchrist (Assistant Principal – Curriculum & Quality) Davie Lowe (Assistant Principal – Curriculum & Sustainability) Ray McCowan (Regional Board Chair) Anne-Marie Sturrock (Vice Principal - Student Experience) Lorraine Sulo (Minutes)
38/23	Chair's Opening Remarks The Chair welcomed everyone to the meeting.
39/23	<u>Apologies for Absence</u> VP Student Experience advised that she had received apologies from J George. All CQSE members were present.
40/23	<u>Minutes of Previous Meeting (Paper A)</u> The minutes of the previous meeting held on 1 June 2023 were approved as an accurate record.
41/23 28/23 33/23	<u>Matters Arising</u> Action regarding future KPI Reports would be carried forward to the next meeting as Director of MIS was not present. ACTION: Director MIS AP Curriculum & Quality advised that she had discussed the point raised regarding the lesson observation grading not being passed on to staff. L Johnson had advised that the grading was for higher level anonymous reporting to provide the College with a heat map on each individual criteria and

34/23	<p>provide an overall picture of the quality of learning and teaching. The full response would be forwarded to A Buckenham for information.</p> <p style="text-align: right;">ACTION: AP C&Q</p> <p>Learning for Leading Visits and student participation action would be carried forward to the next meeting as this was currently ongoing.</p> <p style="text-align: right;">ACTION: Student President</p>
42/23	<p><u>Declaration of any Conflicts of Interest</u></p> <p>No items were raised.</p>
43/34	<p><u>Register of Members Interest</u></p> <p>Members were reminded to advise the Board Secretary on any updates.</p>
44/34	<p><u>Presentation – Sustainability within Curriculum Offer</u></p> <p>Assistant Principal for Curriculum & Sustainability provided Members with a presentation on the delivery of Sustainability in the Curriculum. Work has evolved following the development and launch of the College’s Sustainability Strategy in 2020. The following points were highlighted during the presentation:</p> <ul style="list-style-type: none"> • Collaboration work with The Verdancy Group – bespoke modules for students and staff; • Development of Climate Action Roadmap and baseline for the curriculum; • Awareness courses and activities for staff to enhance their activities. Sharing of good practice would start to address areas in red; • Hawick Campus – Eco Build and SMART home technologies, EV Charge Point Installation, Air Source and Ground Source Heat Pumps; • Many good examples from across the wider curriculum with business case progressing for pellet maker; • Next steps – Sustainable Development Goals to be revisited and progress reviewed. MS Form pilot to drill deeper into delivery. <p>Members thanked the AP Curriculum & Sustainability for a very informative presentation.</p>
45/23	<p><u>Draft Self-Evaluation on Regional Outcome Agreement 2022/23 (Paper B)</u></p> <p>AP Curriculum & Quality advised that the College was required to complete a self-evaluation on the previous year’s Regional Outcome Agreement (ROA) for the Scottish Funding Council (SFC). As part of the ROA process, the paper had already been issued to SFC who had advised that they were pleased with the content.</p> <p>The Chair sought clarification on the updated version which had been circulated earlier today as he had not had time to read this. AP Curriculum & Quality advised that the actual content of the report remained the same with some typos having been corrected.</p>

	<p>The positive feedback from SFC provided reassurance for Members. R McCowan was very pleased to see such positive progress across a number of areas including mental health, females entering construction, men entering care and SIMD 10 level results. AP Curriculum & Quality advised that lesson observations which had not been graded as Very Good or Good were offered targeted individual support in a positive way through individual staff reviews, peer to peer support and good practice sharing.</p> <p>The Committee approved the report for submission to the Regional Board.</p>
46/23	<p><u>Draft Regional Outcome Agreement 2023/24 (Paper C)</u></p> <p>AP Curriculum & Quality advised that the report had been issued to SFC for draft approval with additional information on SMID statistics requested. A copy of the updated version had been circulated to members earlier today.</p> <p>The report comprised of five priority areas:</p> <ul style="list-style-type: none"> • Fair Access & Transitions; • Quality Learning & Teaching; • Coherent Learning Provision; • Work-based learning and skills; and • Net Zero & Environmental Sustainability <p>Points highlighted included:</p> <ul style="list-style-type: none"> • National Measures Table – Red figures are due to Action Short of Strike (ASOS) with final results still being entered. Blue figures are predictions; and • Case studies had been requested by SFC with six examples submitted and two expanded on. <p>Points raised by Members during discussion:</p> <ul style="list-style-type: none"> • Was there a strategy to improve the utilisation of the immersive classroom? VP Student Experience advised that this was work in progress with further staff training being planned and shared responsibility between E-Learning and IT & Digital Teams; • What were the plans for the classrooms which still relied on flip charts etc? AP Curriculum & Sustainability advised that discussions had been held with IT with a rolling programme for upgrades being worked on; • Turing Scheme students who had not had a positive experience – what next? A full review is completed after each visit and actions implemented to address any issues/concerns; • Excellent feedback within report on Net Zero and Sustainability. <p>R McCowan acknowledged the excellent work which had been completed by the College to ensure no students were disadvantaged by ASOS, which was reiterated by the Principal.</p> <p>The Principal thanked AP Curriculum & Quality and all staff involved in the preparation of the ROA.</p>

	Members approved the report for submission to the Regional Board.
47/23	<p><u>Draft 2022/23 CQSE Committee Annual Report (Paper D)</u></p> <p>Members reviewed the draft report with the following points noted:</p> <ul style="list-style-type: none"> • Attendance details would not be required; • Further details on business of committee through-out the year to be added; • Comment on monitoring of student performance KPIs etc.; and • Signatory part (as per F&CS Annual Report) to be added. <p>Updated version would be sent to Chair for review prior to submission to December Regional Board.</p> <p style="text-align: right;">ACTION: BS</p> <p>Members approved the report subject to the above changes.</p>
48/23	<p><u>Corporate Parenting Plan Progress (Paper E)</u></p> <p>The Chair congratulated A Brydon on her recent appointment to Director of Student Services.</p> <p>Director of Student Services highlighted the following points which had not been available prior to the paper being submitted:</p> <ul style="list-style-type: none"> • CPD – training module is now available for staff and would be mandatory for existing staff as well as new starts; • Ensuring plan is current and reflective of local/national developments – A small group which includes care experienced students was being arranged; • Learners’ Voice to be heard - Partnerships continue to be built with SBC Champions Board for input. The restructuring of the Student Support Team would also be very valuable with the engagement of such groups. <p>C Alder raised the need for some care experienced individuals to remain anonymous.</p> <p>Director of Student Services confirmed that all care experienced students have a single point of contact with Border Young Talent Members who also make contact and build relationships with transition to College and through-out their course. Bursaries are also enhanced and given priority.</p> <p>The Chair advised that he would be interested to hear further information on wider network opportunities with employers/organisations. Director of Student Services advised that she had received an invite to a network meeting which she could provide further information on at the next meeting.</p> <p style="text-align: right;">ACTION: Director SS</p>
49/23	<p><u>Student Welfare & Guidance Report (Paper F)</u></p> <p>The Student Welfare and Guidance Report provided the Committee with an overview of student support delivery for the year.</p> <p>Points noted during discussion:</p>

	<ul style="list-style-type: none"> • Significant increase in disability disclosures at 15.2% which could be due to awareness raising through induction and general inclusiveness work of College; • Student carers are flagged through ProMonitor for additional support but this was an area which the Director of Student Services would be reflecting on for service plans; • Funding for mental health provision was expected from Scottish Government's one year Transition Fund. Funding concerns had been included within the ROA and self-evaluation and a meeting with NHS Borders was being held soon to look at collaborative work going forward; • C Alder highlighted the need for transparency and clear communication on mental health services for students as this continued to be a high priority; • The College was currently recruiting a permanent Wellbeing Coordinator who would provide a vital triage service; • Discussions with partners on evidence capturing for future funding had been held. <p>Members thanked A Brydon.</p>
50/23	<p><u>Strategic Risk Register (Paper G)</u></p> <p>Board Secretary provided an overview of the paper which provided Members with the high level strategic risks which had been allocated to CQSE. A further Risk session would be held at the forthcoming Board Planning Day.</p> <p>Tackling poor attendance was highlighted by A Buckenham. The Principal advised that this was intended to be included under robust mitigation but this could be expanded to be more explicit.</p> <p style="text-align: right;">ACTION: VP SE</p> <p>Members noted the contents of the paper.</p>
51/23	<p><u>Performance Update – KPIs (Paper H)</u></p> <p>VP Student Experience provided an overview of the paper which provided Members with an update on the current KPI position and final credit claim for 2022/23.</p> <p>Overall, this was a positive report for the College with a reduction in early withdrawal rates. Further withdrawal rates had increased primarily due to the cost of living crisis which was representative of across the sector.</p> <p>A Buckenham raised how successful the Find your Vibe course had been and hoped that this would be continued. VP Student Experience advised that the course had been funded from the Young Persons Guarantee Fund, therefore, this would be dependent on additional funding. The College had also received a 10% reduction in credits.</p> <p>It was noted that national benchmarking should be available for the next CQSE meeting in February 2024 with data expected around the middle of November 2023.</p>

	<p style="text-align: right;">ACTION: Director MIS</p> <p>A Buckenham raised the positive impact of achievement weeks and a regional approach to curriculum planning.</p> <p>The Chair advised that through discussions with friends there appeared to be a cohort who, due to their age, stay at home and if there were any opportunities for the College. The Principal advised that he had visited each high school along with the VP Student Experience. Some schools did positively promote the College, however, others did view the College as a secondary choice to university. The monthly Head Teachers' meetings continued to be attended by both Assistant Principals.</p>
52/23	<p><u>Future Skills Strategy Progress (Paper I)</u></p> <p>The paper provided an update on progress with the priority actions.</p> <p>Members were pleased to see such positive performance.</p>
53/23	<p><u>BCSA Update (Paper J)</u></p> <p>C Alder provided an overview of the paper which provided an update on the activities of the Borders College Students' Association (BCSA). The following points were highlighted:</p> <ul style="list-style-type: none"> • Quiet Introduction and Supported Enrolment had been a great success; • Big Student Survey completion rates had increased by 8%; • 42 Class Reps had been recruited with 21 having completed training; • A number of clubs and groups had been supported; • Strategic and Operational Plans – 32 students interviewed; • A number of activities and events had been successfully held, such as LGBTQ+ quiz, Environmenstrual week, Therapet Sessions, Anti-bullying and health months for men; and • £300 raised by Student President for undergoing a BCSA tattoo! <p>The Principal highlighted the positive impact of C Alder's presence on campus and the great work which had been done which was echoed by the Director of Student Services.</p>
54/23	<p><u>Quality & Development Update (Paper K)</u></p> <p>The report provided feedback on the recent SQA audit which had been undertaken over a period of 6 months with 28 points reported on. All outcomes had received a green status with the College receiving an overall outcome of high confidence.</p> <p>Members congratulated all staff involved.</p>
55/23	<p><u>Learning for Leading Reports (Paper L)</u></p> <p>A Learning for Leading Report had been provided by B Quinn following a visit to the Students' Association on 14 September 2023. This was a positive report with C Alder also providing a tour of the facilities. It was noted that the</p>

	underutilisation of the Immersive Classroom had been raised during this visit (as discussed earlier in the agenda under item 46/23).
56/23	<p><u>Programme Planning (Paper M)</u></p> <p>The paper provided Members with information on the College’s approach to curriculum planning and the methodology for approving new and continuing courses or discontinuing a full-time course. VP Student Experience advised that the approach ensured appropriate governance on the decision making process which had recently received SLT approval. VP Student Experience thanked the Director of MIS for the online development work which had been completed.</p> <p>Members discussed and agreed with the process and methodology.</p>
57/23	<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>
58/23	<p><u>Any Other Business</u></p> <p>No items were raised.</p>
59/23	<p><u>Date of Next Meeting</u></p> <p>The next CQSE meeting would take place at 16:30 on Thursday 1 February 2024 via Teams.</p>