NOTES OF TENTH MEETING OF THE LEARNING AND TEACHING COMMITTEE HELD ON 17 FEBRUARY 2016 BOARDROOM, LANGSIDE CAMPUS

PRESENT:

Ms G Troup	Chair
Mr A Linkston, CBE	Vice Chair
Mr M Yuille	Board Member
Ms H Moran	Student President
Mrs S H Walsh, OBE	Principal
Mr S Henson	Teaching Board Member

IN ATTENDANCE:

Mrs E Harris	Depute Principal
Mr E Brownlie	Director of Learning and Teaching
Mrs C McSkimming	Director of Quality and Performance
Mr D Marshall	Director of Student Services

WELCOME AND APOLOGIES

G Troup welcomed everyone to the meeting and welcomed S Henson to his first meeting. No apologies were received for the meeting.

16.01 DECLARATIONS OF INTEREST

No declarations of interest were received.

16.02 MINUTES OF MEETING HELD ON 28 OCTOBER 2016

The Minutes were accepted as a true record of events.

16.03 MATTERS ARISING

All actions were completed.

G Troup sought an update on the review of the Students' Association structure which is due to be brought to the Board of Management meeting scheduled for 23 March 2016. D Marshall reported that a draft structure is being drawn up which will be presented to the Student Executive before coming to the Board. E Harris took the opportunity of informing those present of the position of Students' Associations in the other Glasgow Colleges.

G Troup requested an update on involving students in the Food for Thought sessions, reminding those present of the Audit recommendation for full student engagement. E Harris indicated that this will be acted on: E Brownlie concurred indicating that student involvement will be linked via the ELATE groups.

16.04   **SAFEGUARDING UPDATE**

G Troup invited D Marshall to talk to the report issued with the agenda.

D Marshall provided the Committee with an overview of the safeguarding provision within Glasgow Clyde College and how this ensures that the College complies with its statutory duties in relation to Prevent in the Counter-Terrorism and Security Act 2015 and the Corporate Parenting under the Children and Young People (Scotland) Act 2014.

Members were directed to the Prevent and Corporate Parenting plans attached to the cover report and D Marshall assured Members that the actions undertaken and systems being put in place meet the Colleges statutory duty.

D Marshall informed the meeting that all College policies and procedures have been updated to reflect safeguarding procedures and outlined the various groups that the College sits on in relation to this work. Members were informed of the training that has already taken place, and plans to roll this out to the wider staff cohort between March and June 2016 as well as building this into induction training for new staff.

In response to a query from G Troup, D Marshall reported that plans are in place to provide training to Board Members and a date for such a session is being sought.

The meeting noted that, in terms of corporate parenting, there is now a named person on each site and that the College is working in partnership with Glasgow City Council social work department, East Renfrewshire Council and other Colleges.

A Linkston sought clarification as to how the College is involved in "care experienced" and how relevant students are identified. D Marshall briefly outlined the definition of "care experienced" and how students are identified. A Linkston sought information as to what support the College offers students once they have been identified. D Marshall reported that there is a pre entry guidance process where students are fast tracked through student support funding and have regular meetings with staff to raise and discuss any issues as well as providing an opportunity to monitor progress.

In response to a query from S Henson, D Marshall reported that Corporate Parenting applies to specific students, whereas safeguarding applies to all students. S Henson cited an example of a student being identified by staff and queried whether staff would be given feedback on what happens with the student. D Marshall indicated that any feedback would depend on the nature of issue.

G Troup referred to the "care experienced" age limit being extended to include students up to 26 years of age, and queried how many students had been identified. D Marshall reported that 18 students have been identified across the College; however, the meeting acknowledged that there may be more who have chosen not to disclose that they had care experience. D Marshall indicated that as additional students may be identified later in their course there needs to be a range of different support put in place.

In response to a query form M Yuille, D Marshall informed the meeting that the College works in partnership with Who Cares?, MCM etc to provide early identification of these students. In addition, the Glasgow Corporate Parenting Forum also provides shared information.

G Troup thanked D Marshall for this update. *D Marshall left the meeting.*

The Learning and Teaching Committee noted the Safeguarding Update.

16.05 **ANNUAL ENGAGEMENT VISIT**

The Chair invited C McSkimming to provide the Committee with an update on the recently completed Annual Engagement Visit (AEV).

C McSkimming reported that the AEV had been carried out the previous week and was led by J Gardner, Education Scotland. Members noted that the formal report of the visit is not yet available; therefore, only verbal highlights could be shared at this point.

C McSkimming briefly outlined that AEV visits take place on an annual basis; however, this particular visit related to the 15 months post-merger. C McSkimming detailed the 3 points for action that had been the outcome of the previous visit and Members noted that feedback from this visit had seen an improvement in Performance Indicators and that Education Scotland were satisfied that there is a continuing upward improvement over the last 3 years. C McSkimming indicated that Education Scotland evidenced that changes to programme design have had a positive impact and were satisfied that the College have plans in place for Corporate Parenting. C McSkimming took the opportunity of informing those present that Education Scotland has been given the oversight of Corporate Parenting in Scotland and will be checking that Colleges are meeting their statutory duty.

C McSkimming indicated that Education Scotland fedback that the wide and complex curriculum planning is managed well; it is keen to see progress with eLearning activities; staff are working to develop and nurture partnerships; students are positive about their learning and staff have been singled out for praise for supporting students.

Members noted that 2 or 3 areas had been identified that require more work. Namely, more training on Corporate Parenting and students would like staff to take a firmer approach to latecomers and absenteeism. C McSkimming reported that there is still room for improvement in PIs, particularly in PTFE where that College is behind the sector. It was also noted that some staff fedback that communication of regional curriculum decisions are not cascaded to staff as well as they could be.

G Troup sought and received confirmation that, if received in time, the formal report will be presented to the Board of Management meeting on 23 March.

S Henson indicated that the students have a valid issue regarding late comers and absenteeism and staff should be able to step in earlier. S Walsh indicated that staff already have the ability to deal with such situations, outlining the agreed rule that students should not be allowed into the class if they are more than 15 minutes late, unless there was good reason for their late arrival. Students could be asked to re-join the class at a suitable break. S Henson countered that staff do not know what to do with the student if they are late. S Walsh indicated that would be up to the student and there are excellent study and refectory facilities available.

G Troup thanked C McSkimming for the verbal update and the Committee noted the positive outcome of the AEV.

16.06 **REGIONAL OUTCOME AGREEMENT MONITORING REPORT 2015/15**

E Harris talked to the report issued with the agenda.

E Harris provided the meeting with background details on the development of the Regional Outcome Agreement (ROA) by the 3 Glasgow Colleges and Members noted the 4 themes agreed for 2015/16. Namely:
Outcome 1:   Right Learning in the Right Place;
Outcome 2:   Widening Access;
Outcome 3:   High Quality and Efficient Learning; and
Outcome 4:   Developing the Workforce.

E Harris highlighted that each outcome has a defined priority impact, priority output for 2015-16 and intermediate level outcomes. Members noted that, in addition, there are a set of key outputs/targets broken down by individual college. G Troup sought and received clarification that the projected targets are not based on full knowledge of the January intake.

A brief discussion took place around improving the layout of the document to make interpreting the data easier. E Harris agreed to feed this into regional discussions regarding the layout of future monitoring reports.

Discussion then took place as to when the College can confirm final credit figures and it was noted that, given courses start throughout the year, no figures can be confirmed until after the formal Audit has been carried out in October; however, it is possible to get a flavour at the end of June. In response to a query, E Harris reported that there is pattern across the sector of colleges struggling meet targets.

Those present noted that the Glasgow Colleges must meet the ROA targets as a region. E Harris reported that in terms of Glasgow Clyde College's contribution, the College is on track to meet its overall credit target and believes the Scottish Index of Multiple Deprivation (SIMD) target will be met; however, the percentage of Scottish Credits and Qualification Framework (SCQF) will require to be rebased as a result of the impact of measuring this percentage in credits rather than WSUMs. E Harris outlined why additional activity had been offered and accepted by the Region; however, the split of that additional activity has not yet been agreed. Members noted that it was unlikely that Glasgow Clyde College would be able to accommodate more than 500 additional credits. E Harris highlighted that on working through this data it has been become clear that a larger buffer will be required for the following year to ensure the College continues to meet its targets.

E Harris turned discussion to Annexe A of the report and outlined the development of the Curriculum and Estates Review and the background to the provision within Glasgow being delivered in 8 economic sectors.

Lengthy discussion ensued around the shift from WSUMs to credits, the cost bandings, and the implications of the shift of provision into City of Glasgow and Glasgow Clyde Colleges from Glasgow Kelvin College. E Harris reminded those present that discussions on provision for 2016/17 are taking place without knowing what funding allocation for Glasgow Region will be. G Troup queried whether there would be more financial benefit to the College if more low cost provision was undertaken. E Harris counselled that the majority of colleges are targeting high cost provision, such as what was previously known as 'DPG18': Members noted that Glasgow Clyde College is the only Glasgow College offering landscaping provision. E Harris informed the meeting that the Interim Chief Officer is proactively monitoring and changes in cost bandings across the three Colleges.

Discussion moved to widening access data and those present noted that the slight under target is linked to the conversion of WSUMs to credits. Members noted the final table provided historical data as the figures for 2015/16 will not be known until a year hence.

M Yuille suggested that colour coding the tables would make interpretation easier.

In response to a query from A Linkston, E Harris reported that working with credits is not necessarily easier than WSUMs. S Walsh concurred further stating that WSUMs were more nuanced and sophisticated and included funding whereas credits relate to volume of activity and the funding sits alongside.

G Troup thanked E Harris for the comprehensive overview.

The Learning and Teaching Committee noted the Monitoring Report 2015/16.

16.07 **CREDIT PROJECTIONS 2015/16 AND APPLICATION NUMBERS 2016/17**

The Committee Chair invited E Harris to provide an update on the credit projections for 2015/16 and the application numbers for 2016/17.

E Harris referred to the report issued with the agenda and provided details of the data contained in the attached Tables. Members noted the current overall target is 128,044 credits: comprising core target of 123,561 and 4,483 ESF credits. The Committee members noted that current data indicates there are 128,625 credits in system which does not include the additional activity accepted by the Region.

In response to a query from M Yuille regarding the financial implication on the College budget, E Harris indicated that there are no implications for the College as long as the target is met. S Walsh further explained that as part of a multi-college region it will be the regional target that will have to be met and if any of the Glasgow colleges were unable to meet target, any financial impact would have to be discussed internally with the Region.

G Troup sought and received an explanation as to why there is a 4% variance in Engineering and Built Environment, which included smaller class numbers and in one example SNIPEF moving one cohort of students to another College. S Walsh further explained the changes in demography and more students staying on at school, or moving straight from school to Higher Education are all impacting on Colleges.

Discussion then moved to Application Numbers 2016/17 and Members noted that in 2016/17 there will be 7,350 full time places within the College: the overall target enrolments being 15,473.

C McSkimming reported that applications for session 2016/17 opened on 26 January 2016 and that at the point of the meeting, 10,998 had been received: an average of 400 to 500 applications are received per day. Members were informed that the numbers are consistent with the same period last year. C McSkimming provided details of how many interviews were in train, how many applications had been rejected and how many offers had been made. In response to a query from S Henson, C McSkimming informed those present that Faculties are being encouraged to make conditional offers to their first year HN students to move them through to second year: these offers are captured within conditional offers made.

In response to a further query from S Henson relating to apprentices McSkimming indicated that this data is captured separately

G Troup thanked E Harris and C McSkimming for their update.

The Learning and Teaching Committee noted the update on Credit Projections for 2015/16 and Application Numbers for 2016/17.

16.08   **PUBLISHED PERFORMANCE INDICATOR DATA FOR 2014/15**

C McSkimming reminded those present of the agreement to bring Performance Indicator (PI) data to the Committee once it was published. Members noted the data have been published on 16 January 2016 and that the College specific data is available on the College Website.

C McSkimming outlined the key points contained within the data and described how the College measures the data internally, over time, against Regional data as well as performance against the sector as whole.

The data in Table 1 - 4 were discussed in detail.

A Linkston counselled that the College must remember that its primary purpose is to serve the community and that programmes should meet need and not be driven only by achieving high PIs. A brief discussion took place around attainment levels and the model used at Dundee and Angus where they have a volume of programmes with 12 core units plus 4 carrier units which appears to help raise attainment. A Linkston reiterated that this may be a useful model but cautioned against its use unless it meets individual needs.

In response to a query from M Yuille, C McSkimming explained that HE may perform better than FE for a variety of reasons such as students may have already been through the FE system before moving on to HE, they may be employed etc.

G Troup thanked C McSkimming for the update.

The Learning and Teaching Committee noted the Performance Indicator Data for 2014/15.

Given time constraints for some Members, G Troup sought and obtained agreement to reorder the agenda.

16.10 **STUDENT PRESIDENT REPORT**

H Moran provided an update to the Committee on activities being carried out by the Students' Association. In particular, H Moran highlighted the ELATE Committee which meets monthly and focuses on learning and teaching issues. Those present noted the work being undertaken to raise awareness of the Committee amongst both students and staff.

H Moran then outlined the work of the IDEAS Group and provided information on the Language Exchange group that has recently been set up, the Film Night which is part of the Lesbian Gay Bi-sexual and Transgender (LGBT) history month and the Cultural and Diversity event.

G Troup thanked H Moran for outlining the range of activities and queried how Board Members and the College could provide support. H Moran indicated it would be helpful if staff could encourage students to attend the ELATE group. C McSkimming observed that perhaps staff and students feel issues are being dealt with via class representatives rather than need to go via ELATE group. E Harris indicated that the ELATE group should be able to focus on enhancing learning and teaching and stated that H Moran would be attending a future Directors of Faculty meeting to provide an update on the work of the Students' Association and discussion will take place at that forum as to how best re-energise this group.

In response to a query from M Yuille around the key performance indicators used by the Association to determine their effectiveness and achievement, H Moran described the use of an action tracker to collect data which is then analysed by the Association. G Troup indicated that the Committee would need to review performance of the Association; therefore, it would be useful if the next report reflected on performance indicators such as key achievements, number of meetings that have taken place etc.

16.11 **LEARNING AND TEACHING UPDATE**

E Brownlie talked to the report issued with the agenda, highlighting that this is the first session since merger that the College has been able to fully engage staff around learning and teaching practice and culture as prior to this session much of the focus had been dealing with new systems and newly merged functions.

Members noted that work around Science, Technology Engineering and Mathematics (STEM) programmes was very positive and that examples of work undertaken to date would be brought to the next meeting. E Brownlie reported that the Learning and Teaching Group is very much driven by "let's do things" and those present noted that a new blog is about to be launched, that will include videos, to share good practice: further details of this will be brought to the next Committee meeting. The meeting noted the continuing work with partners to support programmes.

E Brownlie indicated that in terms of Continuing Professional Development (CPD) the College is using more online methods, such as Lynda.com, and the first webinar was used during the College CPD Day that took place on 16 February.

E Brownlie informed those present that the Foundation projects have been very valuable in helping to build a learning base that can be built on. Members noted the plan to upgrade the library facilities at the Langside campus during the summer break.

16.12   **DEVELOPING THE YOUNG WORKFORCE**

E Brownlie outlined the funding that had been received from the Scottish Funding Council (SFC) during the previous month, highlighting that Glasgow Clyde College had obtained the largest portion of that funding. Members noted that a paper had already been taken to the Directors of Faculty outlining additional work that will add value to the current Developing the Young Workforce programme, and examples were noted.

E Brownlie took the opportunity of informing members of a Schools Partnership event that is being organised to celebrate current partnership and engage with other areas, such are creative and new employers.

16.09   **DRAFT REGIONAL OUTCOME AGREEMENT 2016/17**

E Harris talked to the report on the Regional Outcome Agreement (ROA) 2016/17 issued with the agenda, highlighting that the report had already been submitted to the Glasgow Colleges' Regional Board (GCRB). E Harris referred to the cover report and outlined the context of the ROA development, highlighting that the Interim Chief Officer of the GCRB has been very proactive in its development which is providing a more external prospective on the ROA development.

Members noted the summary report provides an overview of the Curriculum and Estates Review (CER) outlining the transfer of provision between the 3 Glasgow Colleges as a result of the closure Glasgow Kelvin's College Stow Campus, and the opening of the City of Glasgow Riverside Campus. E Harris then referred to the recent SFC letter of guidance and detailed discussion took place regarding the funding context and indicative targets set out in that letter.

In response to a query, E Harris detailed the reasons for the change to the curriculum to reduce provision in Highers, General Education and Creative Industries linked to the CER. Members noted that all 3 Glasgow Colleges are reducing provision in creative and cultural industries.

Detailed discussion took place around volume of credits outlined in the ROA, those areas where targets require to be finalised and the inclusion of data on gender equality.

In response to a further query, E Harris explained that the ROA reports on the issues the SFC wish to know about; however, it does not cover everything that the Colleges nor the Region are doing. E Harris confirmed that dialogue on development of the ROA is a joint exercise working the GCRB Chair and Interim Chief Officer and the 3 Colleges.

G Troup thanked E Harris for the update.

The Learning and Teaching Committee noted the Draft Regional Outcome Agreement 2016/17.

16.13   **ANY OTHER BUSINESS**

There were no other items of business.

16.14   **EQUALITY IMPACT OF DECISIONS MADE**

G Troup indicated that the Committee had taken no decisions at this meeting; however, it had discussed issues relating to "care experienced" students, gender impact and Developing the Young Workforce.

G Troup referred to the Letter of Guidance and the statement relating to increasing female learners on STEM programmes as well as within the membership of Boards of Management and executive teams. S Henson indicated that there is a female member of staff within his School who would be keen to sit on any Committee. S Walsh confirmed that the recruitment process for new Board members may help to address gender balance on the Board of Management.

16.15   **REVIEW OF PAPERS**

G Troup thanked the Executive for the papers which were very informative. G Troup suggested that data which allow trend analysis and benchmarking would be useful. With regard to the formal Annual Engagement Visit Report it was noted that, if available, this would be presented to the Board of Management meeting scheduled for 23 March 2016.

DATE OF NEXT MEETING

2.00 pm on 18 May 2016.