

**South Lanarkshire College
Development Committee (Board of Management)
Held on 12th February 2019**

Present Irene Johnstone (Chair)
Sean Duffy (by telephone)
Jean Carratt
Paul Hughes
Liz Newlands
Stewart McKillop

In Attendance Angus Allan, Angela Martin

1. Welcome

Ms Johnstone welcomed Ms Newlands to her first meeting since taking up her new role as Student President. A warm welcome was also given to Mr Hughes as a newly appointed member of the Board of Management. Mr Kerr had asked Mr Hughes to join the Development Committee and he had accepted.

Members noted that new members had gone through a formal induction session on 8th February 2019 and that this had allowed these members to attend this round of committee meetings in advance of the full Board meeting in March.

2. Declarations of Members' Interests

Mr McKillop, Ms Carratt and Ms Newlands declared their membership of The Lanarkshire Board.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 6th November 2019 had previously been agreed by the Board of Management.

4. Matters Arising

How Good is our College? – the Principal informed members that a full presentation would be made by Andrew Brawley, HMI at the Board of Management meeting on 13th March 2019. Members noted that the report was being validated at present.

Learner Engagement – a number of SPARQ training sessions have taken place for new class representatives since the last meeting. Ms Newlands then informed members that the Student Association had received the annual visit from SPARQs and it had gone extremely well. She added that the visitors had been impressed by the training in place.

Discussion then took place on the sharing of examples of good practice with the Board which came out of this type of visit or report. The Principal responded that good practice was shared through the Academic Board and that at the request of members this would now be fed back to the Development Committee and therefore to the full Board.

Credit Target – for the benefit of new members, the Principal gave an overview of the growth of the College over the past ten years. He stated that it had more than doubled but at the same

time the College had ensured that the outcomes and quality of delivery remained in the top quartile.

The Principal informed members that the College was taking on additional credits from New College Lanarkshire, who were unable to meet their credit target for the year. Detailed discussion then ensued in relation to the percentage of the funding that the College would be receiving from NCL. Members were given assurance that the agreed monies were sufficient to cover all marginal cost of delivery.

Student Association Branding – members noted the final branding of the Student Association.

5. Quality Enhancement Group Report

The report seeks to update the Committee on quality assurance and enhancement activity within the College since the last meeting in November 2018.

Quality Arrangements/Self Evaluation – How Good is your College? - the College's Evaluation Report and Enhancement Plan has been submitted to the Scottish Funding Council and is currently going through a moderation process before being fully endorsed. As previously mentioned this will be brought to full Board meeting in March.

The 2018/19 self-evaluation activity is now well underway.

Internal Audit Update 2018/19 – members noted the progress in relation to the carrying out of internal audits. The Principal gave an overview of the internal audit process carried out by College staff and the benefits of this in preparation for any such audit carried out by external bodies.

Members asked if there were any areas of concern which may require to be highlighted to the Board. The Principal stated that the College internal auditors, Scott Moncrieff copied all audits to the Audit Committee who would bring any issues to the Board of Management.

Learner Engagement – the College continue to adopt a range of feedback mechanisms to further improve the student experience.

Student Question Time 2019 – Ms Newlands updated members on the event. She explained that students had the opportunity to put questions forward in advance, on the day via her and open mike from the floor. Forty-seven students attended the event, many of who are class representatives.

Ms Newlands stressed that it had very much been two-way communication and students had fed their appreciation of this back through the evaluation form. She added that she had then been invited along to the College Management Team meeting where the points raised at the event were discussed and drawn into the 'You Said Together We Did' document. Members noted that this document was produced in a poster format and displayed across the College. It had also been well received that the event had taken place earlier in the year to allow those students attending to reap the benefits.

Members welcomed this update stating the importance of having a sense of what was being discussed, adding that as ever it would be useful for the Board to be made aware of any changes to policy or procedures due to this dialogue.

Discussion followed regarding a few of the points raised. Members were happy to note that a number of those points had already been addressed by the College.

Ms Newlands stated that in order to raise the profile of both the Student Association and the Principal, she and Mr McKillop had been making joint welcome visits to January start classes. Ms Carratt stated that as part of the induction all students were shown a video of which the Principal's Welcome was part.

The Principal stated that it was essential that ongoing dialogue with students continued throughout the year and that he spoke with students on a daily basis in order to seek their opinions.

In-Course Questionnaire (Part 1) – these results have been published and distributed across the College. Discussion took place about the questions asked and the methodology behind them.

Professional Discussion on Learning and Teach (PDLT) – fifty-one staff were selected to go through the process and review team meetings scheduled. Discussion took place regarding the process and Ms Carratt updated members on her personal experience and benefits.

Members asked if any themes had been emerging. The Principal responded that it was very much a professional dialogue and that we were one of the few colleges who had the agreement of staff to carry them out.

Staff Development – as part of the College's continued focus on staff development a range of Continuing Professional Development activities are supported. Currently nine staff are undertaking TQFE at the Universities of Dundee and Stirling. Eleven members of staff are enrolled in PDA: Teaching Practices in Scotland's Colleges.

Members noted that these qualifications were fully supported financially by the College.

Awarding Body Activity – to date the Quality Unit has received forty-four requests from external verifiers. Discussion took place regarding the awarding bodies being used by the College. The Principal stated that the College sought to widen the provider base beyond SQA. Members noted the issues that had arisen in regard to the quality of reports etc.

Complaints Handling and Reporting – the College receives a low number of complaints with very few falling into the formal complaints log. Members were updated on the most recent figures and where complaints had been upheld.

Sharing of Good Practice – the College has a strong reputation for quality practices and procedures and has been approached by a number of colleges to share our good practices. Recent visitors have included Dumfries and Galloway, West Lothian and West College.

6. Marketing Recruitment and International Activity Report

The report seeks to update the Committee on marketing, recruitment, schools and international activities since the last meeting of the committee in November 2018.

The Principal gave a brief overview of the spending on marketing since moving into the building. He explained the original sum had been in the region of £100K but over the years this has

decreased as the College has had such high levels of demand for places. Whilst it remained important to ensure the College maintained a profile, the majority of advertising was generic. In essence that has been a shift in the way the College markets in line with the profile and needs of our students.

Members noted the most recent media plan.

Information Evening – this took place on 10th January 2019. The evening was very successful with a footfall of over 400 people. 120 subject specific appointments took place and over 40 on-the-night applications were received. The majority of the attendees stated that they had heard about the event on social media and by means of the billboards in East Kilbride.

Members noted the different forms of advertising being used and the areas that appeared most successful. The move to Radio Clyde was proving successful and working with College Development Network on the 'Choose College Campaign' was praised by members as a great form of collegiate working.

Discussion took place regarding meeting demand whilst ensuring the College did not go over its credit target.

January/February Recruitment – members noted the levels of applications and the breakdown to course type. The Principal again explained the need to control the number of January starts as the College had already come so close to reaching its credit target. It is however important that the College continues to offer the provision of January courses as there is an obvious demand.

Discussion took place regarding the demand from schools for their Christmas Leavers and the particular financial assistance given to this group.

Schools Events – the College was represented at 32 schools' career events between August 2018 and February 2019, compared to 24 in the same period last year. In addition to this, marketing and curriculum staff have engaged in a number of visits to schools to deliver presentations and talks to class groups across South Lanarkshire, East Renfrewshire and Glasgow. Schools groups have also been welcomed into taster sessions across the three faculties.

7. Introductory Paper – Communications with Students

Ms Johnstone stated that this paper had been as a result of the Committee requesting that consideration be given to the formats and lines of communications used to inform our student body. The short-life working group had met to look at what was being used at present and where and if it needed to be changed or moved forward. This group had included the Student President.

Ms Newlands updated members on the work in which she had been involved with the Student Voice Working Group. The group had been looking at the wording of the In-Course Questionnaire working at making it as understandable as possible to the students. She explained that subtle changes in relation to wordings could often make a great difference. Thirty students were involved in looking at the questions and giving feedback.

Mr Allan then updated members on a system being considered to make information from the College more accessible to the student group. This would involve a shortcut being made available on their phones which would give them direct access to their College information. Mr Allan explained this was very much in its infancy and that an update would be given to members in due course. Members asked that it be taken into consideration that not all student may have access to a smart phone.

Ms Carratt informed the Committee that she was making much use of the one drive with her class groups and found this an extremely useful form of communication which allowed sharing of many different formats.

It was agreed that the working group would feedback to the next Development Committee on progress and Mr Hughes offered his assistance should it be required.

8. Approval of Publication of Committee papers from this meeting

The Committee approved the publication of all papers marked 'For Publishing' by the reporting officers.

9. Any Other Competent Business

EU Brexit Checklist (tabled at the meeting on the request of the Finance and Resources Committee) – it explained that this document had been given in the first instance to the Finance and Resources Committee and its members had asked that it also be made available for discussion to the Development Committee.

The Principal explained that Keith McAllister, Finance Manager had been seconded to the Scottish Government to look at the impact of Brexit on the College sector. This document had been drawn up from this work to allow institutions to commence planning for the impact the UK's exit from the European Union will have on college strategy and operations.

Detailed discussion took place in relation to the financial impact on the College. Members sought assurance that all possible was being done to ensure that students and staff who may be effected by the process were being kept informed. The Principal stated that this was the case.

The Principal stated that consideration was being given at present on what the College could do to assist and support these groups. Contingency planning was ongoing but would be influenced once the facts were fully presented.

It was agreed that the Board would be kept fully abreast of all happenings in this area.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance.

