

South Lanarkshire College
Development Committee (Board of Management)
Held on Wednesday 14th February 2018

Present Irene Johnstone (Chair) (by conference call)
Sean Duffy (by conference call)
Jean Carratt
Julie MacKenzie
Stewart McKillop

In Attendance Angus Allan
Angela Martin

1. Declarations of Members' Interests

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

2. Minutes of the Previous Meeting

The Minutes of the meeting held on 8th November 2017 had previously been agreed by the Board of Management.

3. Quality Enhancement Group Report – February 2018

The Principal stated that the report sought to update the Committee on quality assurance and enhancement activity within the College since the last meeting.

Quality Arrangements/Self-Evaluation

The Evaluation Report and Enhancement Plan (EREP) was submitted to the Scottish Funding Council (SFC) and Education Scotland (ES) on 31st October 2017. The report was formally endorsed by SFC and ES on 29th November 2017 with no requirement for the College to make amendments or provide further exemplification. Mr Andrew Brawley, HMI presented to the Board of Management on 6th February 2018.

Members agreed that the report had been a credit to the College. The Principal stressed that he was particularly pleased that the report, at the request of the College, had been subject to audit by Scott-Moncrieff. He felt that it was particularly important that this confirmed the internal findings of the College.

Internal Audit Update

Of the eight internal audits planned for 2017-18 two have taken place and the other for February 2018 is in the planning phase. The Educational Maintenance Allowance audit report was presented to the College Management Team on 18th January 2018. Findings were positive with no recommendations. This report will now go to the Audit Committee in February 2018.

Learner Engagement

Class representatives are currently booking places on three planned February lunchtime focus events facilitated by the Quality Unit and the Student Association.

Some 60 class representatives across the three Faculties have attended their Meet the Faculty Management Team meetings in November, December 2017 and January 2018. Discussions were constructive and resulted in a number of actions for the Faculties to take forward.

Discussion took place about the benefits of these meetings and the open lines of communications. Ms MacKenzie added that she had been visiting class groups to raise awareness of the SA. This year for the first time she had also visited evening classes. This had been very well received and allowed students in these groups to have a direct voice. Members welcomed this input.

The Quality Unit continues to work with the marketing design team and have created the new Tell Us @ SLC posters. This poster is being displayed across the College to heighten student awareness of the communication routes open to them, to have their voice heard.

The results of the In-Course Questionnaire Part 1 have now been published and distributed to College team to review and action. The analysis is currently on display on screens throughout the College for students to view. Discussion took place regarding the results. Members praised the format but asked how a lower percentage result would be addressed should it occur. The Principal explained that this would be taken to the Academic Board whereby an Action Plan would be put in place.

PDLT, TQFE and Introduction to Learning and Teaching Update

Forty-eight staff have been selected for a Professional Discussion of Learning and Teaching (PDLT) during the 2017/2018 session. Twenty-two have taken place and been reported on. The PDLT Team will meet to discuss approaches and emerging themes that can inform staff development activity.

Ms Carratt informed the meeting that she had just been through her PDLT. She had found it an extremely positive experience with true benefits from the professional dialogue that takes place post observation.

Ten staff are at present undertaking a Teaching Qualification in Further Education (TQFE) through the Universities of Dundee and Stirling. Members enquired as to the costs attached to the qualification. The Principal stated that in line with Regional practice, the College now paid the full fee. However, should a member of staff leave within two years of obtaining the award, they would require to re-inburse the College.

Nine staff attended the in-house Introduction to Learning and Teaching session offered during the Staff Development day on 18th December 2017. The Principal explained the importance of this introduction.

Award Body Update

The Quality Unit has received 37 contacts from external verifiers of the 53 expected by awarding bodies so far for 2017/18. Members noted the level of inspection and enquired if this impacted

on the teaching time for students. The Principal stated that this was preparation done by the Faculties with class contact time and would not affect teaching time.

Complaints Handling and Reporting

The Principal highlighted the system followed for complaints under the SPSO. He then took members through the complaints received and outcomes since the last meeting. Members noted the content of the Quality Enhancement Group Report.

4. Marketing, Recruitment and International Activity Report – February 2018

January Media Campaign

The January recruitment campaign adopted a consistent message over a variety of channels both on and offline. The College did not run a full-scale campaign due to the limited number of student places available and instead adopted a targeted approach to the direct mailing, billboards and social advertising. Key postcodes were identified using information collected from both current and prospective students.

The Principal added that the College maintained the billboard advertising and the cost attached as the importance of maintaining a profile, even at a time when demand outweighed availability, remained extremely important.

Information Evening

The January recruitment Information Evenings took place on 29th November 2017 and 9th January 2018. Both evenings were extremely successful with a footfall of over 700 people over the two evenings. 190 subject-specific appointments took place and over 120 on-the-night applications were received. The majority of attendees stated that they had heard about the event on social media and by means of the flyer delivered to their home.

Members enquired about the conversion rate from the footfall. The Principal explained that a manual count was done of all coming into the building, however in many cases the one perspective applicant may be attending with parents or friends for support.

Discussion then took place regarding the new in-house marketing post. The Principal stated that this was proving to be a great success; the materials were richer, the flexibility and turnaround far more satisfactory. Mr Allan added that he was at present, working on the Annual Report and was finding the new input and ideas refreshing.

College Website

The website has been updated with news items detailing January start courses. All news items are hyperlinked to course specific information pages.

Social Media

Discussion took place regarding the College's use of social media and the increased security systems in place. Ms MacKenzie and Ms Carratt informed members of the use of social media within class and subject groups and the use of the Student Association Facebook page.

The Principal stated that College was extremely aware of the need for vigilance in all areas of IT. At present, mandatory GDPR training was ongoing for staff and an additional detailed session was being presented by the College solicitors to the College Management Team.

Schools

Senior Phase and Foundations Apprenticeship

The College's Senior Phase and Foundation Apprenticeship portfolio has been developed to offer different solutions for different pupil needs. School pupils are able to apply for the courses for 2018/19 via a dedicated section of the website.

School Events

Marketing staff have represented the College at 25 schools' careers evenings between August 2017 and February 2018. In addition to this marketing and curriculum staff have made a number of presentations and talks to class groups within individual schools.

Discussion took place regarding the interaction with schools. The Principal stressed that there was a keenness to work with schools outside the South Lanarkshire area and that a strategy was in place.

International Students

This remains challenging for the College due to visa restrictions. The College continues to maintain its UKVI Tier 4 status.

Erasmus+

The 2018/19 grant application has been submitted to the UK National Agency for Erasmus+ Higher Education staff and student funding. 2016/17 and 2017/18 projects continue to progress well with staff visiting a number of different European countries.

Discussion took place regarding the impact of Brexit on Alternative Funding income to the College. The Principal stated that he remained concerned and would keep the Board fully updated.

5. Risk Register

Members' attention was drawn to the tabled paper from Mr McAllister. This had been produced following discussion by the Board of the best way forward for the College Risk Register and Committee/Board involvement. The paper tabled presented key risks allocated to each Committee.

The Principal explained the process followed by the College in the compilation of the Risk Register. He added that the document was part of the remit of the Audit Committee and that it had been praised by many external agencies.

6. SFC re-calculation of PI Data February 2018

Mr Allan distributed a paper showing the impact of the re-calculation. Members noted the content.

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