

**South Lanarkshire College  
Development Committee (Board of Management)  
Wednesday 15<sup>th</sup> February 2017**

**Present** Irene Johnstone (Chair)  
Jean Carratt  
Stewart McKillop

**In Attendance** Angus Allan  
Angela Martin

**Apologies** Sean Duffy, Melissa Mitchell

**1. Declarations of Members' Interests**

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

**2. Minutes of the Previous Meeting**

The Minutes of the meeting held on 17<sup>th</sup> November 2016 had previously been agreed by the Board of Management.

**3. Matters Arising**

Cross College Self-Evaluation – Ms Martin will place the cross-college plan on the Board Portal for members' information.

City and Guilds Launch – members were informed that this event would not be taking place in the College on 6<sup>th</sup> March 2017.

Credit Target – the Principal stated that after January start provision had been added the college credit total when planned activity was added in was 500 credits off target. He stated that this would be addressed and he was comfortable that the target would be reached.

Graduation 2017 – this is now scheduled for 7<sup>th</sup> November 2017. The Principal stated that consideration was being given to two ceremonies taking place on the day due to the number of students wishing to graduate. Discussion took place regarding timing and the pros and cons of this way forward.

**4. Quality Report**

The Principal stated that the report sought to update the Committee on quality assurance and enhancement activity within the College since November 2016.

## Education Scotland

The new quality framework '*How good is our college?*' and *Arrangements for assuring and improving the quality of provision and services in Scotland's colleges* was published jointly by Education Scotland and the Scottish Funding Council in December 2016.

On 13 December 2016 the Quality Enhancement Group (QEG) met with Andrew Brawley, Education Scotland (ES) HMI and Sharon Drysdale, SFC Lanarkshire Regional Outcome Manager by telephone to begin discussions on proposed contact during 2016-2017 as outlined in the new arrangements.

On 26 January 2017 Andrew Brawley met with the College Management Team (CMT) and the Operational Managers/Curriculum Managers Forum (OM/CM) to present the '*How good is our college?*' framework and to discuss how the new framework will impact on the work of individuals and groups. He also met the Principal and the Clerk to the Board of Management and with the Associate Principal, Construction in separate meetings to discuss aspects of the framework and engagement arrangements for 2016/2017 in more detail.

The Principal explained that points of governance would be considered as part of the new framework. This was a new area for Education Scotland. He added that the review would be measured on a six-point scale, which the College was more than happy with but that these scores would not be published in the final reports for 2016/17.

Discussion took place regarding the College's part in the pilot and that many of the areas new to the framework had already been covered by the College. Ms Johnstone asked if recognition was given for this work and Mr Allan informed the meeting that it was and endorsement had been received from Education Scotland.

The QEG met in January 2016 to further plan a strategy to rollout the new framework more widely to all staff groups.

## Internal Audit

The Principal stated that SLC staff were trained as auditors and that we tended to be tougher on ourselves which was useful.

Of the nine internal audits planned for 2016-17 one has taken place and the 2016-17 part of the longitudinal audit of Student Services is underway. The Educational Maintenance Allowance (EMA) first Audit report will be presented to the next College Management Team (CMT) meeting. Findings were positive with no recommendations for improvement and complies with the Scottish Funding Council document '*Guidance on the audit requirements for Education Maintenance Allowance*' (EMA's) 6th July 2016. Two further audits are currently in the planning stage and will take place during February 2017.

## Learner Engagement

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

Twenty-four class representatives from the Faculty of Care and sixteen class representatives from the Faculty of Construction spread across curriculum areas attended their Faculty *Meet the Faculty Management Team (FMT)* events in December and January. Discussions were constructive and resulted in a number of actions for the Faculties to take forward. Two events are planned for the class representatives from the Faculty of Business later in February 2017.

Ms Johnstone asked if students felt confident to interact in these circumstances. The Principal stressed that student representatives were trained and nurtured. Discussion took place regarding the annual Student Question Time, where students had the opportunity to direct questions to the College Management Team. Members enquired if there were themes. Ms Carratt stated that many of the questions were the wrap around issues rather than curriculum such as the canteen, car park, equipment. All agreed that these items were important to the students and contributed to their learning experience.

The Committee then discussed the use of student questionnaires for gathering information and agreed that it was important to ensure that these were tailored and not too numerous or onerous.

## PDLT, TQFE, PDA and Introduction to Learning and Teaching Update

PDLT – 45 staff have been selected for a Professional Discussion of Learning and Teaching across three rounds of activity during the 2016/2017 session. 27 PDLTs have taken place and have been reported on. The PDLT team will meet prior to Round 3 in March to discuss approaches and any emerging themes that can inform staff development activity. Ms Johnstone asked if students were involved in the process and was informed that this was indeed the case. Ms Carratt stated TQFE trained the staff on the importance of asking for feedback from students and the end of a class.

TQFE - Nine staff are undertaking a *Teaching Qualification in Further Education (TQFE)* at the Universities of Aberdeen, Dundee and Stirling. Five of which have undertaken the required classroom observation by the College Associate Lecturer/Teacher Fellow.

The Principal explained the funding attached to TQFE and the changes required to bring the College into line with the Region.

PDA - Ten staff are currently undertaking the Professional Development Award (PDA) *Teaching Practice in Scotland's Colleges*. A further ten staff attended the in-house *Introduction to Learning & Teaching* session offered during the Staff Development day on 20 December 2016.

Members discussed the benefits of this training and the progression towards TQFE.

### Awarding Bodies Update

The Quality Unit has received forty-one contacts from external verifiers of the forty-nine expected by awarding bodies so far for 2016-17. Awarding bodies include Scottish Qualifications Authority (SQA), City and Guilds and the Glazing Qualifications Authority (GQA). External verification visits cover all Faculties and includes plans for visits across a range of HN, PDA, SVQ and other awards for units and programmes between February and June 2017. Graded Unit selections are expected from SQA in February 2017 which will increase the number of expected visits.

Five National Qualifications units were selected for Round 1 Central Verification events. Two have been returned as 'Not Accepted' and teams are currently working with the Quality Unit team and SQA to respond to the required actions. One other has been returned as 'Accepted' confirming the College approach to assessment is valid and assessment judgements are reliable and in line with national standards. The final two have still to be notified.

A successful City and Guilds external verification visit took place on 26 January for the *Beauty* programmes.

Assessments were submitted to the SQA for prior verification of five units across a number of curriculum areas. Four have been successful and one has still to be notified.

An SQA Development Visit was requested by the HN Childhood Practice team and has taken place. The team found the visit useful in interpreting assessment requirements for the new qualification.

Academic Board – the Academic Board will meet on 17<sup>th</sup> February 2017 and this will be reported to the next Development Committee. Members discussed the processes of the Academic Board. Ms Carratt stated that it was an extremely useful forum allowing cross germination amongst the Faculties.

Ms Johnstone enquired if equality was looked at through this forum. Mr Allan stated that equality was looked considered at a number of College forums. He added that the College had a basket of information in place which was looked at closely and also advice was given by NUS on student needs. The College's core document all included the core value of equality and diversity.

### **Recommendations**

It was recommended that the Development Committee –

- Note the publication of the new quality framework and the arrangements for disseminating this to College staff.

- Received the update on the Internal Audit Programme 2016-2017.
- Acknowledges the PDLT, TQFE, PDA and Introduction to Learning and Teaching in-year update.
- Note awarding body activity.

The members agreed the recommendations.

## **Report – Marketing, Recruitment and International Activity**

### January Media Campaign

The January recruitment campaign adopted a consistent, undiluted message over a variety of channels. We adopted a multi-channel, online and offline approach to our media campaign. We did not run a full-scale campaign due to the limited number of student places available and adopted a targeted approach to our direct mailing, billboards and press advertising. We identified key postcode areas using information collected from current and prospective students.

The Principal informed members that the contract with the current design company was coming to an end and consideration was being given to creating in-house provision, employing a designer. Ms Johnstone asked if the College had rights to the current marketing design and the Principal stated that this was the case. Members agreed that it would be essential to have 'the right' person in this post.

### Maildrop/Billboard

100,000 leaflets were delivered to addresses in postcode areas identified as most popular among out students and prospective students. In addition, leaflets specific to school leavers were distributed to schools and South Lanarkshire Council.

Members discussed the success of the maildrop and billboards. The Principal stressed it was very much about brand awareness and indeed the staff liked to see the College being advertised.

### Information Evening

January recruitment Information Evening took place on Tuesday 10th January and was detailed in press advertisements, social media posts, on the website and in mail drop flyers. The evening was a great success with footfall of over 450 people. 150 subject-specific appointments took place and over 100 on-the-night applications were received. The majority of attendees stated that they had heard about the event on social media or by means of a flyer delivered to their home.

Members discussed January start provision, the classes offered and the retention rates.

### Schools

The College has a long history of working with schools to provide programmes for school pupils to complement their school timetable. Work has been done with South Lanarkshire Council to re-develop our 'Senior Phase Programme' for S4 to S6 school pupils, to offer different solutions for different pupil needs

School pupils are able to apply for the courses via a dedicated section of the website and must have their application approved by their Pupil Support Teacher to allow timetabling to be agreed.

The current year's Senior Phase Programme builds on the successes of previous years and provides a wide variety of options for young people.

Ms Carratt stated that staff were going out into schools to speak to pupils and promote different areas across the College.

The Principal stated that the College was not receiving the same numbers for school groups and this was due to funding in the Schools' Sector.

### International Activity

There are currently four UKVI Tier 4 students enrolled on the HND Construction Management course. Three students are from China and one student is from the USA. The students are attending and progressing well. All four students have begun the university application process. The College has secured an agreement with Glasgow Caledonian University to allow our students to apply directly to the university's International Office. There is also an agreement in place that the students have a named contact at the university to help them to track their applications and to seek advice where required.

A recruitment programme for 2017 is underway with our partner college in China. Our International Office is working collaboratively with colleagues in China to identify potential students for the August 2017 intake. Potential students have been invited to attend a presentation and an interview in China in February 2017.

Members discussed the numbers likely to be recruited and the issues due to legislation. The Principal stated that the presence of international students was also extremely beneficial to the home students and their experience of life in College.

### **Recommendations**

It was recommended that members –

- Note the media campaign

- Note the January recruitment information
- Note the update of media platforms
- Note the information about programmes for schools
- Note the update on international activity
- Note recent events.

The members agreed the recommendations.

Committee Remit – Ms Johnstone stated that it was important that the Committee was addressing the correct areas and themes. It was agreed that more discussion would take place as required.

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