

**South Lanarkshire College  
Development Committee (Board of Management)  
Held on 16<sup>th</sup> May 2019**

**Present** Irene Johnstone (by telephone)  
Liz Newlands  
Stewart McKillop

**Apologies** Paul Hughes, Sean Duffy, Jean Carratt.

**In Attendance** Angus Allan, Angela Martin

**1. Declarations of Members' Interests**

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

**2. Minutes of the Previous Meeting**

The Minutes of the meeting held on 12<sup>th</sup> February 2019 had previously been agreed by the Board of Management.

**3. Matters Arising**

The Principal stated that Academic Board had taken place and went well. He added that the College solicitor was updating the Constitution of the Board to bring it into line with The Lanarkshire Order and this would include references to the Academic Board.

**4. Quality Enhancement Group Report**

The report sought to update the Development Committee on quality assurance and enhancement activity within the College since February 2019.

Professional Discussion of Learning and Teaching (PDLT) Update

Fifty staff have been selected for a PDLT across three rounds of activity during the 2018-19 sessions. To date twenty-four sessions have been completed, and twenty-five are planned, only one will be carried forward to 2019-20 session. A review team meeting will take place in May to discuss emerging themes and these will inform future staff development activity.

College Leaver Destinations (CLD) 2017-18

The 2017-18 CLD data was completed and returned to the Funding Council on 29<sup>th</sup> March 2019. The data will be used to produce sector figures for the National Performance Measure.

The College contacted 98.5% of leavers and their destinations recorded against primary classifications. Members noted the content of the return and applauded staff on achieving such a high contact level.

The Funding Council report of First Destination Leavers for 2017-18 will be published in September 2019.

Members asked if benchmarking would be possible and it was noted that this would not be in place until March 2020.

#### Awarding Body Verification Activity Update

City and Guilds completed three successful external verification visits. The College is currently awaiting the reports on Bench Joinery and Painting & Decorating. Areas of Good Practice were noted during the visit on the detailed Internal Verification practices in the Construction Faculty.

The Principal stated that as per the Committee's request, City and Guild were highlighting good practice.

SQA have completed five external verification visits, as follows:

- SVQ Care – High Confidence.
- Health & Safety in a Construction Environment – High Confidence.
- HN Spanish – High Confidence. Three examples of Good Practice and two Recommendations sited.
- SVQ Hospitality & Professional Cookery – High Confidence. Four examples of Good Practice and two Recommendations sited.
- HN Administration – High Confidence. Two examples of Good Practice sited.

Eighteen further visits are scheduled for this session and seven are currently in the planning phase. The Principal stated that some visits may have to be rescheduled due to industrial action dates.

#### College Involvement in Quality Enhancement

In February, the Quality Unit attended the SQA Quality Managers' event in Glasgow. This professional exchange of knowledge and the output from the workshops will be used to shape future quality improvement activity through SQA's Colleges Quality Focus Group (QFG).

The Quality Unit continues to support activity in SQA's Colleges QFG. In March, the Quality Unit participated in the third meeting of the 2018-2019 session. Items of interest have been disseminated within the College. Full minutes, reports and updates are shared with New College Lanarkshire.

Kenny Wilson and Michele McNeill, from the SFC, presented a Performance Indicator Tools workshop to: CMs, members of the CMT and SMT, and MIS staff, on 16<sup>th</sup> April 2019. This well-received event consolidated and expanded staff capacity to use the SFC PI Tools for benchmarking purposes within the College's on-going self-evaluation and enhancement activity.

In partnership with Kerry Bamber, from City & Guilds, the College has planned an 'On-Board' induction day for staff in preparation for the expanding portfolio from August 2019. In addition, the College will be hosting a City and Guilds construction sector event in June 2019.

#### Examination Activity 2019

The Quality Unit's Examinations Officer (EO) has been managing the planning and preparation for the 2019 internal and external examination diet. The EO has been working in partnership with Learning Development to ensure that all relevant Assessment Arrangements are in place to

support the attainment of our learners with individual requirements; in-line with awarding body guidelines.

The Quality Unit and SQA's Chief Invigilator, Jan Connelly, have been planning the activity for the SQA Exam Diet.

The College continues to expand the pool of SQA Invigilators and has welcomed two additional Invigilators in advance of the 2019 examinations diet.

The College have successfully planned contingencies in the event of EIS National Industrial Action during the 2019 examinations diet. As a result, the examinations will not be impacted.

The Principal stated that relations remained good with the College EIS representatives.

## 5. Marketing, Recruitment and International Activity Report

The report seeks to update the Committee on marketing, recruitment, schools and international activity since the last meeting in February 2019.

### Marketing

Members discussed the marketing and recruitment for period to August 2019. The Principal highlighted the overall cost for the period as £39K. Members noted that this was considerably less than in previous years, agreeing that the format of advertising had changed over the years so impacting on costs.

It was noted that the College intended to stay with Radio Clyde and would be the main sponsor for the broadcasts on the SQA results day.

### College Website

In the period 1<sup>st</sup> February to 16<sup>th</sup> April 2019, the website homepage had 49,778 views (1<sup>st</sup> December 2018 to 28<sup>th</sup> January 2019 35,876 views) with 'Courses- apply now' (14,836 views), 'Course list' (6,923 views) and 'Part-time evening courses' (5,262 views) being the most popular course-related pages.

### Recruitment

In comparison to the same period last year, as at the 10 April 2019, current recruitment figures are positive:

All applications (FT and PT): 3,944 (+0.2% on last year)

FT applications: 3,409 (+5.70% on last year)

PT applications: 535 (-24.6% on last year)

All offers (FT and PT): 1,529 (+13.42% on last year)

Full-time offers (unconditional and conditional): 1,429 (+13.96% on last year)

Part-time offers (unconditional and conditional): 101 (+6.31% on last year)

Additionally, acceptances of all offers (unconditional and conditional) have increased by 34.47% on the same time last year.

The Principal updated members on the work being done at Open Evenings by the College's Student Officers and the positive impact of this. Ms Newlands explained that she and other Officers were on hand at these events welcoming prospective students to the College and hopefully setting them more at ease in what can be a daunting experience.

### Publications

The Annual Report was published in March 2019 as an A2 cross folding to A4/A5 document, on sustainably produced paper. The report has been published digitally on our website and has been distributed to staff and our external stakeholders. Students can obtain a copy from various points around the College building or can access and download the digital version from our website.

### Schools Activity

The Principal updated members on the work being done with South Lanarkshire and Renfrewshire Schools. He added that demand was high and working relationships excellent, however that College must maintain a reasonable cap on the numbers of school pupils attending. Members agreed it was a matter of handling expectation whilst maintaining good relations.

The College has been represented at 34 schools' career events between August 2018 and April 2019 this is a marked increase on the previous year. In addition to this marketing and curriculum staff have visited a number of schools to deliver presentations and talks to class groups across South Lanarkshire, East Renfrewshire and Glasgow.

### International Activity

There are currently three UKVI Tier 4 student enrolled on the HND Beauty Therapy and HND Construction Management courses and four international (non-EEA) students with other points-based visas are enrolled in courses across the College. All the students continue to attend and progress well.

Two applications for 2019/20 session have been received from Tier 4 applicants.

The College was audited by UK Visas and Immigration (UKVI) in March 2019. The audit was an organised, routine visit to assess our suitability as a registered sponsor. During the visit, officers reviewed our records and processes and were satisfied that the College is compliant with our sponsor duties. The College's current Tier 4 Sponsor Status has been maintained.

### Erasmus+

The 2017/18 and 2018/19 grant allocations for Erasmus+ activity were €34,797 and €43,921 respectively, to fund staff mobility for training and student mobility for study and training. To date, over forty members of staff have travelled to France, Spain, Germany, the Netherlands and Denmark.

Advice from the UK National Agency regarding Brexit is that colleges and universities currently contracted to deliver Erasmus+ programmes should continue with their delivery and, that applications for the 2019/20 Erasmus+ calls for proposals were to be submitted by the 5<sup>th</sup>

February 2019 deadline. The College duly submitted a bid for Erasmus+ grants under the 2019/20 call for funding.

The UK National Agency will issue additional guidance as it becomes possible to do so. The College has registered its existing grants with the Department for Education as instructed to do so by the UK National Agency.

## **6. Approval of Publication of Papers**

The Committee approved the publication of all papers marked 'for publishing' by the reporting officers.

## **7. Any Other Competent Business**

Period Poverty – Ms Newlands wished to highlight the success of the provision of free sanitary wear across the College. Members welcome the news that 'holiday packs' were now being provided for students.

Ms Newlands stated that the College had been delighted to receive an invite from Monica Lennon to the launch of the Bill.

Members stated that this was indeed an excellent initiative and the College should take pride in being Sector leading in it.

The Lanarkshire Region/New College Lanarkshire – the Principal stated that further to an email that had been sent to the Board and a subsequent notification to the Chairs of the Committees by Andy Kerr, he felt it was essential that each Committee was fully briefed of the changes at New College Lanarkshire and the impact on the Region and, most pertinently, South Lanarkshire College.

Members were informed that the Chair, Principal and Depute Principal had been assured by both the Scottish Government and by the Scottish Funding Council in regard to the continued independence of the College.

Very positive messages had also been received in regard to the Governance, Management and achievement of the College.

The Principal added that the position of Chair for the RSB had now been advertised and that it was expected to be appointed prior to October 2019.

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