

## CURRICULUM & QUALITY COMMITTEE

Minute of the Curriculum & Quality Committee held on Thursday 30 November 2023 at 1000 hours through the use of Microsoft Teams.

### MINUTE OF MEETING

Agenda Item		Paper
	<p><b>Present:</b>            Bryan Hutcheson (Chair)            Neil Cowie            David Blackhall            Carrie Beaton            Duncan Cockburn            Mark Fotheringham            Susan Elston</p> <p><b>In attendance:</b>            Robin McGregor, Vice Principal, Curriculum and Quality            Alesia du Plessis, Associate Vice Principal            Kevin Bruce, Associate Vice Principal            Duncan Abernethy, Director of Business Development            Susan Lawrance, Secretary to the Board            Lorraine Garden, Minute Secretary</p>	
01-23	<p><b>Apologies for Absence</b>            Apologies for absence were received in advance of the meeting from Cindy Dempster and Gill Griffin</p>	
02-23	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b>            No declarations of potential conflict of interest received.</p>	
03-23	<p><b>Minutes of Previous Meeting – May 2023</b>            The Minute of the previous meeting was approved.</p>	x
04-23	<p><b>Matters Arising from the Previous Meeting – May 2023</b>            The Committee noted the Report with no additional comments made.</p>	x
	<p><b>Reserved Matters</b></p>	
	<p><b>Performance Reporting</b></p>	
05-23	<p><b>Overview of Activity and Credits position AY2023-24 (Robert Laird)</b></p>	x

06-23	<b>Business and Community Development Update (Presentation)</b>	
	<b>Matters for Decision</b>	
07-23	<b>Committee Terms of Reference</b> Members reviewed the Terms of Reference and agreed the content. One amendment for the Committee to consider is a recommendation that the SA Budget be included in the College Draft Budget. <b>This change was accepted and approved by the Committee.</b>	x
08-23	<b>Programme of Business AY2023-24</b> Members considered the information provided, noting the opportunity to hold additional meeting and amend Agenda items should business needs dictate. <b>The Programme of Business was accepted by the Committee.</b>	x
	<b>Matters for Discussion</b>	
09-23	<b>Student Support – Activity Report (Alesia Du Plessis)</b> A du Plessis provided an update on key items, highlighting the Corporate Parenting Plan, currently with M&C team for final branding will be launched	x

	<p>in January 2024. Final updates are also being made to the Wellbeing Strategy and will be shared at the next Committee Meeting in February 2024.</p> <p>The inclusion of the Wellbeing Matters group within the Equalities and Wellbeing Committee was highlighted, with plans for Transition funding allocated by SFC to be provided at a future meeting.</p> <p>An update on Events and Initiatives was shared with Members, including the College's participation in a CDN Trauma Informed College Programme.</p> <p>Members noted the considerable increase in safeguarding requirements, and the training being offered to additional staff to support this.</p> <p>N Cowie commended A Du Plessis and her team for the strong wrap around support offered to students; with S Elston echoing this and sharing the high praise the College received at a recent CPA Board Meeting, with special mention of the work with Aberdeen Alcohol and Drug Partnership.</p>	
10-23	<p><b>Students' Association – Activity Report</b></p> <p>C Beaton provided an update on key points including the recent successes at Freshers' which spanned over 4 weeks, thus helping to reduce the intensity impact of starting College – Members noted the positive feedback and engagement received.</p> <p>Information on the three key areas of the Student Partnership Agreement were noted. Members also noted the significantly increased number of class reps this academic year, with great engagement across all campus locations; with C Beaton advising this is the strongest positive engagement and partnership she has seen, with an increased confidence on campus; with students providing a voice within the College and feeling more able to support each other.</p> <p>The continuing success of the Breakfast Club across all campuses, and the SA proposal for a student kitchen which is being progressed with the Principal and Executive Team, which will provide students with free hot water and the use of a microwave were highlighted. N Cowie advised the SA and Executive Team continue to meet regularly.</p> <p>A summary of recent events, Clubs and Societies was providing, with space remaining a key challenge. The Student Pantry also continues to be popular, with thanks noted to partners, including CFine and NHS.</p> <p>S Lawrance thanked C Beaton for attending all Board and Committee meetings, until such time as an additional SA representative is in place.</p>	X
11-23	<p><b>First impressions Survey</b> (ahead of presentation to Dec Board)</p> <p>R McGregor summarised the Report, and highlighted the large response rate and the high level of student satisfaction on all but one of the 28 statements, which relates to wifi connectivity difficulties experienced at the start of the AY. Assurance was provided to Committee of work undertaken by the IT department to rectify the problems and learn from them. R McGregor also highlighted the positive responses to the induction experience.</p>	X
	<b>Matters for Information</b>	
12-23	<p><b>Annual Quality Assurance Report</b> (G Griffin)</p> <p>R McGregor shared the high-level summary of key quality assurance activities, and a breakdown of work completed, including spotlight reviews to provide a "deep dive" into certain curriculum areas; and the robust processes in place in relation to complaints, which has seen a 40% reduction of front-line complaints compared to last year.</p>	X
13-23	<p><b>SA Partnership Agreement</b> (ahead of presentation to Dec Board)</p> <p>K Pettiitt joined the meeting and provided an update on the Student Partnership Agreement 2023/24 (signed off by student representative</p>	

	members) which has been shared for information, and is to be presented to the Regional Board in December. An update on previous AY priority projects was also provided.	
14-23	<b>SA Budget (AY2023/24) update</b> K Pettitt presented an update on the SA budget figures and main allocations which have been agreed by the Student Representative Committee. The anticipated expenditure of allocated budgets was provided noting a reserve is still available and being used to support the Student Breakfast Club. The ongoing discussions with the Executive Team on the funding of the Student Breakfast Club was highlighted to Members.	x
15-23	<b>Committee Evaluation Feedback</b> S Lawrance thanked members for their feedback and advised no negatives responses were received. A discussion took place on the low response rate which Members noted may be due to the turn-over of Committee Membership.	x
16-23	<b>Draft KPI results from AY2022/23</b> R McGregor provided a summary of the paper showing academic successes for the last academic year, stressing the final data will be available once all College FES results have been submitted to SFC.  R McGregor highlighted the improved results, with the College now on the right trajectory with improvement in both FE and HE. Whilst partial success, remains challenging the data includes some students who have completed part of their course, R McGregor provided details of the SFC regulations regarding partial success. R McGregor assured Members of the College's ambition to achieve ever increasing KPI results. N Cowie commended colleagues for their work in getting to this position.	x
17-23	<b>Block 1 Curriculum update (presentation)</b> R McGregor shared a presentation giving an overview to the introduction of AY 2023/24, and reinforced the positive start and highlighted the impact this has had on student confidence and satisfaction. Additional information on the work to build on the fundamentals focus from the last academic year was provided by R McGregor.  Further information was also provided on recent managerial changes; the upcoming Education Scotland Thematic Review and key curriculum initiatives, including the migration from Blackboard to Brightspace, ongoing SFC Pathfinder Projects and review of the College's Strategic Plan.  Details regarding NESAs were shared with Members, who noted the signed MoU and the grant funding which it is anticipated will support 650 individuals across varying SCQF levels and courses.	
18-23	<b>Any Other Business</b> Members were asked if the agenda meets Board needs going forward. Any feedback to be shared via S Lawrance prior to the next meeting.	
19-23	<b>Summation of Actions and Date of Next Meeting</b> The next meeting will take place on 14 February 2024. Summation provided by S Lawrance. A reminder of the upcoming College Open Day was given.	

Actions from Curriculum and Quality Committee Meeting			
Agenda Item	Action	Responsible Person	Deadline
09-23	<b>Wellbeing Strategy:</b> Update to be provided for next Committee.	A du Plessis	Feb 2024
13-23	<b>SA Partnership Agreement:</b> To be presented to Regional Board in December 2023.	K Pettitt	Dec 2023

**Signed:.....B Hutcheson (Chair of Curriculum and Quality Committee)**

**Dated:.....14 February 2024**