

Minute

CSAO Committee

16th November 2015 Boardroom Cumbernauld Campus

Present: Linda McTavish (Chair), Jacqueline McGarvey, Martin McGuire, Stewart McKillop, Paul Devenney

In Attendance: Heather Urquhart, Brian Gilchrist, Angus Allan, Keith McAllister, Diane McGill

Agenda Item Minute	Action /Decision
<p>1. Chair's Welcome Linda McTavish chaired this meeting and welcomed everyone to the meeting. This meeting was attended by the South Lanarkshire College members who, for the time being, attend every second meeting.</p>	
<p>2. Apologies There were apologies from Rosemary McKenna, Ashley Hickford, Penny Neish and the committee was informed by Stewart McKillop that Suzanne Clark had resigned as the President of the SLC Student Association and there was ongoing discussion about her replacement.</p>	<p>Stewart McKillop to inform the Board Secretary of Suzanne Cook's replacement.</p>
<p>3. Declaration of Interest There were no declarations of interest.</p>	
<p>4. Minute of the CSAO Meeting 21st September 2015</p>	<p>The minute of the meeting was approved.</p>
<p>5. ROA Progress Report and Update This paper is an update from the paper presented to the Board on the 26th October 2015 and the committee was informed that the Chair of the Board had approved the figures following the Board meeting.</p>	<p>The committee noted the review paper and the progress made to date on the achievement of key outcomes.</p>

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<p>6. Equality and Diversity</p> <p>NCL Report: The Advancing Equality and Diversity Group which will undertake work to ensure the college remains legally compliant with equality duties and responsibilities met on the 6th November 2015 and early priorities are to establish a baseline equalities information student profile, update staff data to improve disclosure rates, relaunch the sanctuary/ reflection spaces and review information to pregnant students. There have been mental health events for staff and students and NCL is following the Education Scotland diversity calendar. The next meeting of the group will be in mid- January 2016.</p> <p>SLC Report: The report included the following: Prevent Awareness Training would be arranged for staff (this is also being arranged at NCL)</p> <p>A number of Equality Initiatives were noted as follows:</p> <ul style="list-style-type: none"> • SLC will be applying for an LGBT Charter Mark at Bronze level. • Nil by Mouth had given an anti-sectarian awareness raising workshop • Equality Impact Assessments are ongoing and the Master Folder Equality Checklist has now been updated. 	<ol style="list-style-type: none"> 1. The Chair will circulate overheads on prevent training to committee members. 2. NCL will also have statistical analysis on key characteristics and a paper will come to the next meeting of the committee. 3. The committee noted both reports.
<p>7. Student Reports</p> <p>The committee received a written report from Ashley Hickford as follows:</p> <ul style="list-style-type: none"> • The students association is continuing to work with Learner Engagement to organise events and the next is the Christmas Party. • Volunteer Officers have been given email addresses. • The Big Chill starts on the 17th November at Cumbernauld the 18th at Coatbridge and the 19th at Motherwell. The student Association thanked the Marketing and Learner Engagements teams for helping with this. A very engaged Pathways to Care class will be helping with this and it will be going towards one of their units. • The committee was informed that William Mohieddeen begins his position as the staff member at the Student Association on Monday 16th November 2015 and will be based at the Motherwell campus. 	<p>The committee noted the report.</p>

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<p>8. Awards and Achievements</p> <p>There was an extensive update to the committee at the last meeting of the committee and in the NCL newsletter. The Worldskills UK final is to be held at the NEC in Birmingham on the 21st and 22nd November and there were 27 students from NCL in 10 disciplines. The Chair, NCL Principal, 2 Board members and staff would be going to support the students and the results will be reported to the Board. The two NCL award ceremonies in the Royal Concert hall in Glasgow had gone very well and the Student President spoke at the ceremonies. This venue would be used again for future ceremonies. Stewart McKillop highlighted that SLC was reviewing its venue as the town house in East Kilbride could only take 800.</p>	<p>There will be an update on the competition to Board Members</p>
<p>9. Report from NCL Committee and sub committees.</p> <p>Heather Urquhart reported on the work of the various committees and highlighted several facts from them.</p> <p>She reported to the Committee as follows:</p> <ul style="list-style-type: none"> • Staff have been undertaking a range of qualifications including TQFE and PDA Teaching in Colleges Today. • There was a Celebration of Achievement for teaching staff held on the 24th October 2015 in the Motherwell Campus. This was well attended and served not only as a lunch but as a welcome forum for staff to get together and take the opportunity to discuss experiences. • There was a HE event held in each of the three main campuses with six universities attending. This gave students the opportunity to see what was available and help decide possible future routes they could take. • Awards Ceremonies. 2 ceremonies were held at the Royal Concert Hall on 4th November which were well attended and which went well. • The possibility of staging a ceremony for MAs in February to coincide with MA week is being considered. Marketing will hold a meeting with the Vocational Programmes Manager to determine this. • There are two short life working groups in Learning and Teaching and these will be reported on at the next meeting of the committee. • A Schools/College degree booklet is being put together which will be brought to the next meeting. • There was now agreement on the prisons contract and the extension runs to the end July 2017. 	<p>The committee noted the report.</p>

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<p>10. SLC Reports –</p> <p>1. Quality Enhancement Group – Stewart McKillop gave an update as follows:</p> <ul style="list-style-type: none"> • The Action Learning Pilot Project focus has been to complete the 2014-15 self- evaluation cycle and to prepare two reports for the SFC. • The 2014-15 internal audit programme has been completed. Twelve audits across selected areas – e.g. including EMA, HND Hospitality Management, Brickwork, Learner Engagement – were reported to the CMT. • Learner Engagement – there are 198 class representatives representing students across the 3 faculties and 85 have undertaken training with sparqs. • SLC is one of only two centres who received a significant strengths rating for all SQA EV visits. • SLC is exploring City and Guilds qualifications available in hair and beauty, photography and joinery. <p>2. Outcomes from Student Questionnaire</p> <p>The SLC report included a College Overview by Faculty Analysis of Equality and Diversity questions and responses from 53% of college enrolments. The analysis incorporates a Red/ Amber/ Green (RAG) approach with red areas above 5% being further investigated. Questions 38.5 and 38.6 on the benefits and use of an Electronic Personal Learning Plan and the completion of these plans are being investigated.</p>	<p>The committee noted the reports.</p>
<p>11. Update on Committee Terms of Reference</p> <p>The Scottish Funding Council made a presentation at the Board meeting on the 26th October 2015 that included information about an Action Plan to enhance the regional dimension in the Board’s activities. This includes producing a Regional Strategy, Regional Finance Procedures, Value for Money Statements and Risk Plans. Enhancing the regional dimension will impact on the Terms of Reference for the Committees and the documents that were presented to the committees in October 2014 will be revised.</p>	<p>The Committee agreed to approve revised Terms of Reference by written procedure.</p>
<p>12. AOB</p> <p>There was no other business.</p>	
<p>13. Date of Next Meeting</p> <p>The date of the next meeting is the 29th February at 12.30 pm at the Coatbridge Campus.</p>	