

**Item 4 CSAO 27/02/2017**

**Minute**

**Curriculum and Student Affairs and Outcomes (CSAO) Committee**

**12.30 pm 21<sup>st</sup> November 2016 Room 1 101 Park Street, Coatbridge Campus**

Present: Rosemary McKenna (Chair), Jean Carratt, Jacqueline McGarvey, Martin McGuire, Stewart McKillop, Linda McTavish, Zorena Shanks, Jack Smith.

In Attendance: Angus Allan, Rose Harkness, Diane McGill, Penny Neish, Heather Urquhart.

**1. Chairs Welcome**

The Chair welcomed Jean Carratt to her first meeting of the committee and also welcomed the other members to this meeting.

**2. Apologies**

There were apologies from Brian Gilchrist.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Minute of the CSAO Meeting 12<sup>th</sup> September 2016**

**4.1** The minute of the meeting was agreed.

**5. Matters Arising**

**5.1** Rosemary McKenna updated the committee on the invitation to the Acting Head of College Policy at the Scottish Government – James Boyce. Since the last meeting of the committee the issue of the impact of the Scottish Government’s policy shift to focus on young people has been discussed at the Scottish Parliaments Audit committee with the SFC. The reason for a reduction in female students was explained as being a result of a shift from delivery for leisure courses and courses aimed at older people e.g. computing for the terrified. After discussion, the committee identified that the issue is more the impact of the shift from delivering part-time courses to full time courses and how this has affected women returners who would usually be older.

***Action: The Chair requested that information be provided on the impact on the figures for women returners. She highlighted the impact that forthcoming restructuring at a major employer in Cumbernauld would have on employees there and the need for access to re-training opportunities for workers. An invitation would be extended to James Boyce to visit the Lanarkshire Region when this analysis has been provided.***

**5.2 EU and International Students – breakdown of numbers.**

This information had been provided and appended to the minute of the 12<sup>th</sup> September 2016 meeting.

**6. Equalities Reports**

**6.1** Heather Urquhart highlighted the following from the NCL Equalities report:

- The largest group of EU students Polish – 70% for 2015/16. They are also the largest group for 2016/17 although these figures do not reflect a whole year and will increase after the January intake.
- There has been a meeting with NCL and SLC to discuss the approach the SFC expects to drafting the plans and the equalities requirement in the ROA. There are overlapping timelines for the Gender Action Plans and the ROA and this is being clarified by the SFC. The draft Gender Action Plan will come to the next meeting of this committee.
- The committee noted the staffing Return update which gives an age, ethnicity, disability and gender profile of the college's staff.
- The committee noted that there is a low turnover rate for staff at NCL and the profile will not change significantly in the short term. The Committee also noted that the regional figures with the inclusion of SLC figures will show a different balance.

## 6.2 SLC Equalities Report

Stewart McKillop highlighted the following from the SLC Equality Group Meeting Minute:

- Upgrades to corridor doors to powered automatic doors
- Gender neutral toilets sign competition is now closed and winner to be announced
- The student counselling service is open for 3 hrs per day and 12 students are currently being counselled which is the maximum.
- There is a new mini bus with better wheelchair access and another will be added to give a twilight service for care students and their children.
- The Corporate Parenting and Safeguarding Group has two new members and will meet quarterly. The wording on the enrolment form has been changed and, thus, 70 students have now disclosed care experience as opposed to 13 last term.
- The staff development days will run on the 19<sup>th</sup> and 20<sup>th</sup> of December. NCL are staff welcome to attend.
- An Equality Timeline Profile had been requested for the next meeting of the Board. The statistics will be provided to Brian Gilchrist.
- Equality Impact Assessments are ongoing and will be available to the committee after the SLC Board meeting.
- SLC is talking to the unions about the start date for courses. The early start date is having an impact on the statistics for early withdrawals for courses.

## 7. Student Reports

### 7.1 NCL Student Association Report

Zorena Shanks presented her report to the committee and highlighted the following:

- There has been a very good response to the Be Engaged programme and the numbers of students claiming rewards.
- The Student Association is continuing to visit classrooms.
- The volunteer elections have resulted in 28 voluntary officers being elected this year with every role being filled across all three main campuses.
- The joint inclusion week with the Learner Engagement Team and the Marketing Team had gone well a number of key organisations taking stalls.
- Fundraising: More than £470 was raised during breast cancer care week and the Events Management Students at the Coatbridge Campus raised over £700 at a Halloween fundraiser for the Beatson. The Nursing Students had raised £1,082 for Alzheimer's Scotland. The NQ Admin and IT class at the Cumbernauld Campus had raised £200 for the annual

shoobox appeal and this class at the Motherwell Campus had raised £278 for the Basic Food Banks Charity. The Student Association are supporting Children in Need with a four day fundraiser with a series of activities and student contributions. The Students Association is holding an event from the 22<sup>nd</sup> to the 24<sup>th</sup> November 2016 to promote positive Mental Health and Wellbeing.

- Both Students Associations have agreed to a regional festive netball tournament.
- Students are engaging well with social media and those following have increased to 1,192.

## 7.2 SLC Student Association Report

Jack Smith highlighted the following from his report.

- The Student Association is continuing work on the NUS Framework for Effective Student Organisations and the SA operational plan 2016/17.
- Induction visits to classes are continuing.
- The Freshers week had been a great success.
- All SA members have undergone LGBT training and are part of the overall work to get LGBT Youth Scotland Chartermark.
- There are now three elected student officers in post ringing the team up to five.
- Healthy Eating options are being promoted along with Inspire Catering.
- There has been a high demand for SA hoodies.
- SA officers have undertaken social media training and the face book page has 81% more organic views and 17% on posts within the week from 27/09/16 - 3/10/16.
- The SA has undergone safeguarding training and the priority is to ensure that all students feel safe and valued regardless of their background.
- The SA have run a series of events: Health and Wellbeing event, Pink Friday for Breast Cancer, Prostrate Cancer and Epilepsy Scotland which raised £640. HE UCAS event 1<sup>st</sup> November 2016.

7.3 The Chair thanked the Student Presidents for their reports and noted that both were undertaking similar approaches across a broad range of activities.

## 8. Awards and Achievements

**8.1** Heather Urquhart gave a verbal update and informed the committee that the awards ceremonies on the 4<sup>th</sup> November had gone very well. There had been two ceremonies one in the morning and one in the afternoon with 300 students at each ceremony. For the first time the college had created fellows – Boyd Tunnock and Frank Mulholland. Their speeches had been very well received by the students. The Chair of the Board thanked staff for their work to make a very successful event.

**8.2** Students and staff had attended the World Skills event at the end of the previous week and over the weekend. Heather Urquhart was delighted to report to the committee that the students from NCL had won 4 gold, 2 silver and 4 bronze medals and 2 high commendations. The college was, therefore, ranked No 1 with a total of 32 points. The City of Glasgow was second with 2 golds, 3 silver, 2 bronze and 2 high commendations with 23 points. The committee was in turn delighted with this result and congratulated all the students and staff involved. Martin McGuire informed the committee that John Swinney had congratulated NCL. He informed the committee that the college also had a delegate to the Euro Skills competition in Gothenburg who was representing the UK.

***Action: The Principal will write to all students and staff to inform them of the success at the event and congratulate the students and staff involved. The Board Secretary will send the paper showing the results of this competition to the Board.***

## 9. Report from Committees

### 9.1 Report from NCL Committees:

Heather Urquhart verbally updated the committee and reported on the minute from the Learning and Teaching Committee. The Corporate Parenting Team, Learning and Teaching e-Technology Team, Learner Engagement Team, Quality Enhancement and Audit Team all feed into the Learning and Teaching Committee. Heather highlighted the following from this committee:

- **E-Learning** -103 staff attended CPD on Turnitin and Mahara and there had been good feedback. Moodle – all courses archived and students from last year had been removed and 5000 accounts set up. Chris and Zorena showed the 'Be engaged' on Moodle. This is a partnership between the Learner Engagement Team and the Student Association, which allows students to gain achievements for extracurricular activities.
- **Schools/College Activities** -There are approximately 149 schools' classes running.
- The ILM Introduction to Teaching Practice is usually in March. We are looking to start that instead in late October to support very new staff (dates to be confirmed).
- **Prisons**- We are awaiting the tender paperwork for the new whole of Scotland contract. This would be due to start next August and involves all 13 prisons.
- **Library and Learning Centres:** Budget cuts are preventing some on-line materials being purchased but lists are being taken for resource requests and these will be provided as far as possible within budget.
- **Quality Update:** A Quality Update was carried out during CPD week. Updated Assessment and Verification Procedures have been rolled out and updates have been carried out to Complaints Procedure.

## 10. ROA Update

**10.1** Angus Allan presented the ROA update to the committee. He informed the committee that the colleges have made good progress in the overall delivery of a range of outcomes but overall attainment rates in the region have not met their targets for either FE or HE. This will be a focus for improvement during the current 3-year cycle of the ROA. He highlighted the following from the update:

- Targets had been exceeded in several areas. FE and HE attainment, however, are below target which will be a focus for improvement over a three-year cycle.
- The split of male and female learners at 44.8% and 55.2% respectively reflects a slightly higher proportion of female learners enrolling in 2015-16 than expected.
- The committee also noted that the engagement with learners from the 10% most deprived areas of North and South Lanarkshire is well above regional and national targets and national Scottish Government aspirations. In both colleges, the attainment rates for learners from these areas was higher in 2015-16 than it was in 2014-15.
- The figures for apprenticeship numbers, which are well above target, demonstrate the significant employer engagement undertaken by the Colleges and this links well with national Scottish Government policy.
- The recent SFC College Leaver Destination survey reported that in Lanarkshire 86.3% of learner's progress to a positive destination at the end of their course which is above the Scottish average of 82.6%. Of those learners who progress to a positive destination at the end of their course 79% progress to further study (compared to a Scottish average of 79.4%) and 16.9% go directly into a job (compared to a Scottish average of 16.2%).

**10.2** The committee noted the report and the progress made on delivering the ROA.

***Action: The committee decided that the ROA paper should be appended to the minute and issued to the Board.***

### **11. Approval of the Publication of Papers**

It was agreed that the following could be published:

- The minute of the 12<sup>th</sup> September 2016
- NCL Equalities Report
- SLC Equalities Report – link to SLC website
- NCL Student Association Paper
- SLC Student Association Paper
- World Skills Results

### **12. AOB**

There was no other business.

### **13. Date of the Next Meeting.**

The proposed date for the next meeting is Monday 27<sup>th</sup> February at 12.30 at the Coatbridge Campus.