

Item 4 CSAO 4/9/17

Minute: Curriculum and Student Affairs and Outcomes (CSAO) Committee

12.30 pm 22nd May 2017 Boardroom Motherwell Campus

Present: Rosemary McKenna (Chair), Jean Carratt, Martin McGuire, Jacqueline McGarvey, Linda McTavish, Mellissa Mitchell, Matthew O'Hare, Zorena Shanks.

In Attendance: Angus Allan, Brian Gilchrist, Rose Harkness, Diane McGill, Penny Neish, Heather Urquhart, Ian Beach (Education Scotland), Sharon Drysdale (SFC).

1. Chairs Welcome

The Chair welcomed members and Iain Beach and Sharon Drysdale as observers to this meeting.

2. Apologies

There were apologies from Stewart McKillop.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 27th February 2017.

4.1 The minute of the meeting was agreed.

5. Matters Arising

5.1 Gender Action Plan

5.1.1 The committee discussed the Gender Action Plan which is annex C to the ROA submission and noted a series of actions as follows:

- Introduce gender champions in each support area /department and Faculty.
- Consider the gender balance of the staff in the relevant subject areas and identify staff role models in those identified areas whose presence might be reassuring.
- Consider the working environment in the relevant areas e.g. accessibility, welcoming, changing facilities, inclusiveness (display boards, recognition of student success).
- Continue to develop links with schools and external organisations and engage with key stakeholders that are encountering challenges of recruiting from a specific gender group.
- Hold focussed events and workshops for schools, students, employers and awarding bodies.
- Capitalise on learning from other areas such as rugby and football.
- Plan to deliver new programmes e.g. women into Construction and into Automotive.

5.1.2 Martin McGuire informed the committee that Betsy Crosbie has gained place in Team UK for World Skills Abu Dhabi 2017 which will take place from 14 to 19 October 2017 and noted that this is a positive role model for women in engineering.

5.1.3 The committee noted the action plan.

5.2 Student Support Review

The Chair of the Board informed the committee that the mid-term review meeting to inform of progress made to date had been postponed because of the election. It wasn't expected that there would be a delay to the review.

Decision: This will be on the agenda for the next meeting of the committee

6. National Reviews

6.1 National STEM Strategy Consultation

The committee noted the letter from the Chair of the Board to the Scottish Government expressing Lanarkshire's interest in becoming involved in the development of a STEM strategy for Education and Training. The letter has been acknowledged but there are no further specifics at this stage.

Decision: This will be on the agenda for the next meeting of the committee.

6.2 Scottish Government's Learner Journey Review

The committee was informed that there is to be a consultation event with the Scottish Government and local partners. This is a longer term review to a likely timescale of 2-3 years. The committee noted this update and there will be further reports to future meetings of the committee.

7. ROA Update

The committee was informed that a draft 144 page ROA document had been submitted to the SFC by the 31st March 2017. It is expected that the submission next year will be revised to be a slimmer more focused document in recognition that the current ROA guidance is resulting in documents that are too large and unwieldy as operating documents. There had been positive feedback from the SFC. Since the submission the SFC had announced further activity for the two colleges of 1,629 credits for HN Childcare places with associated cash of £230K. The update paper sets out the SFC outcomes to be achieved and signposts to the funding for Lanarkshire at page 4-5 of the submission and to the targets on page 54-66 of the submission. The update paper contained extracts from the targets and the committee noted the following:

- The number of full-time learners with substantial work placement experience as part of their programme of study is due to go down in the following two years and this is based on the credit funding which is predicted to go down.
- The number and proportion of full-time college qualifiers in work, training and or further study 3-6 months after qualifying is predicted to remain static. The credit are going down but this is an area which the colleges will try to maintain.
- The carbon footprint is going down but not by large amounts and this reflects the fact that there has already been activity which has significantly reduced the carbon footprint and major reductions have already been made since 2008-9.

8. Equality Reports

8.1 The committee was updated on four main items in the Equality update as follows:

- The strike action by Teaching Staff and action taken to mitigate the impact on students
- Marketing Dashboard – this is a new publication which captures the positive work being done by the marketing and communications team on a monthly basis in a single page.
- The Gender Action Plan. This was discussed at Item 5.1 above and the committee was asked to give any comments to Brian Gilchrist..

- Equality Mainstreaming Report – every two years colleges are required to produce a report highlighting the work undertaken in the area of equality and diversity and demonstrating how the college has mainstreamed this activity into day to day work. The current reporting cycle requires publication by April 2017 and the report is available on the NCL website. Following a question from the committee on the statistics shown in the Ethnicity table at Section 7, this table will be updated. It was also noted, after discussion on the payment of the living wage, that colleges cannot legally insist that companies tendering for business pay the living wage although they can and do pay this themselves.

The committee Chair commended the new marketing dashboard report and the committee noted the reports.

8.2 SLC Equalities Report

The committee considered the SLC mainstreaming report and their attention was brought to P6 Staff and Student Involvement, p 7 Student Engagement Award Winners (SPARQS), P18 - SLC is a Living Wage Accredited Employer, Annex 2 Staff Equality information, Annex 3 Student Outcome data and Annex 4 South Lanarkshire Equality Outcomes.

The committee noted the report.

9. Student Reports

9.1 NCL Student Association Report

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

- The Student Association have been continuing to work in partnership with the Learner Engagement Team on the **Be Engaged Programme**. There has been a very good response to the Be Engaged programme with emails coming in regularly from students claiming rewards. There have been 9,000 unique Moodle hits on the Be Engaged page and 600 certificates to be issued. This activity won the trophy for the best student led Initiative at the SPARQS awards.
- **Social Media:** Students engaging with the SA Social Media are continuing to rise with followers increasing to 1361.
- **Work Experience:** Two HNC Admin students are gaining valuable work experience with the SA and this experience will go towards their coursework work.
- **Assist Suicide Prevention first aid training:** The SA president and Vice President have completed the two day Assist Suicide Prevention first aid training course.
- **National LGBT Month:** the SA ran a social media campaign to celebrate National LGBT month.
- **New Sabbatical Officers Elections 2017/18:** The Student Association Sabbatical President/Vice President Elections have been held. Daniel Moore is the President Elect and Jemma Crossan the Vice President Elect. The committee congratulated them on their success.
- **The Barber Shop:** The Barber Hairdressing students had set up the Barber shop to gain valuable skills and experience by offering free haircuts on a Wednesday at our Motherwell campus for 4 weeks.
- **NHS Smoking Cessation Event - Kirkintilloch Campus:** The Students Association supported the recent event held in our Kirkintilloch campus by NHS. The makeup artistry students had visually shown the ageing process of smoking through the years, with their exceptional make-up artistry skills. Around 260 pupils from schools across East Dunbartonshire attended the event.
- **Lend a Helping Hand:** The Students Association recently held a volunteer event across all our main campuses. A range of voluntary organisations were in attendance.

- **Environmental Awareness week:** During the 28th to the 30th of March in partnership with the Learning Engagement Team, we held an Environmental Awareness event. 'Green Week' this was the flagship on-campus event representing the Be Environmental category of the Be Engaged programme. The event raised awareness of the wide range of topics considered to be of environmental and social concern.
- **'You're Scottish Parliament' Parliamentary Visit:** The SA visited the Scottish Parliament with four of our students from different campuses. The students were given the opportunity to have their voice heard in the chamber and a wide range of topics was discussed throughout the day. The students got the chance to attend workshops in the afternoon.
- **Hamilton Campus:** The Students Association had a smoothie bike day event at the Hamilton campus.
- **Update from the students across campus:** the SA President reported on a number of events across the campuses ranging from setting up a food bank collection at the Cumbernauld Campus, completing the kilt walk, producing show cases, gigs, music videos, end of year shows and charity activities.
- **The Student Partnership Agreement:** This has now been finalised and will be signed by the Chair of the Board.

9.2 SLC Student Association Report

Melissa Mitchell highlighted the following from the May 2017 SLC Student Association report:

- **SLC Student Association 3 year strategy report:** work is continuing on the drafting of a three-year strategy report which will encompass our values and vision for the SLC SA in the future.
- **LGBT Charter Mark:** The SA is proud to be at the forefront of the campaign to achieve the LGBT Charter Mark and have submitted their portfolio to be assessed for the LGBT Youth Scotland Charter Mark. Staff and students will be taking part in the Glasgow Pride 2017 event. There is a student led monthly drop in LGBT support group.
- **Who Cares? Scotland:** The SA wants to help students who are looked after or care experienced and help them enjoy college life and will be hosting with Who Cares? Scotland care experienced focus/support group sessions to hear about the experiences of care experienced students and find out how to better support them on their journey.
- **No Period Poverty at SLC:** As part of our health and wellbeing focus for students and staff; the SA delighted the College is providing free sanitary products to all woman and girls.
- **SLC Students' Association Newsletter:** The SA continue to aim to produce quarterly high-quality newsletters to help keep students informed about any initiatives, activities and forthcoming events. They are currently working on the May addition. This has been crucial in getting the student voice heard across the college campus.
- **SA Final Executive Meeting and AGM:** The SA will be having our final Executive Meeting and AGM on the 1 June 2017. The SA want to ensure that the SA show strong leadership and that all students have the opportunity to raise issues or voice opinions.
- **Scottish Parliament Visit:** The SA represented the views of young people at the Scottish Parliament on Friday, 24 March 2017. It was a really interesting, engaging and valuable experience.
- **NUS Scotland Conference – Dundee 24-25 March 2017:** The SA attended the NUS Scotland Conference on the 24 and 25 March 2017. This Conference brings together delegates from students' associations in Scotland affiliated to the NUS UK to discuss, debate and vote on motions and elect the political leadership for the year ahead. The successful candidate for President was – Luke Humberstone and the SA looks forward to working with him in the future.

- **NUS National Conference – Brighton 25-27 April 2017:** The SA was delighted to attend the NUS National Conference in Brighton on the 25 – 27 April 2017. The National Conference is the sovereign policy-making body of the NUS and brings together nearly a thousand delegates from students’ unions across the country to discuss, debate and vote on motions and elect the political leadership of the organisation for the year ahead. The new National President is Shakira Martin. Shakira is a previous FE student from Lewisham and Southwark College.
- **Mental Health Awareness Week 8-14 May 2017 - Surviving or Thriving?** : It was Mental Health Awareness Week 8-14 May and the focus this year is on surviving or thriving. There were a range of promotions taking place throughout the College to encourage all to set some time aside on activities that have a positive impact on our overall mood as well as help boost resilience.

9.3 The Chair thanked the Student Presidents for their reports. She also thanked Zorena Shanks for all her hard work and her excellent contribution to the work of the committee as she stands down following the election. The Chair of the Board also thanked Zorena for her enthusiasm and commitment to the work of the Board. The Chairs also thanked Melissa Mitchell for all her work to date and noted that the election results are still to come for SLC.

10. Awards and Achievements

10.1 NCL Report

Heather Urquhart updated the committee from the NCL awards and achievements paper that will be published with the committee papers. The Chair congratulated the staff and students on their successes. The committee also noted the paper on International Activity.

10.2

Angus Allan presented the “Reaching for the Stars” document which highlights the achievements and awards attained by staff and students at SLC. Again the Chair congratulated staff and students on a broad range of activity and awards. This paper is also published on the SLC website.

11. Report from Committees

11.1 Report from NCL Committees:

Heather Urquhart updated the committee from her committee report paper. This report comprises the Learning & Teaching Team, Quality Enhancement & Audit Team, Learning & Teaching E-Technology Team, Corporate Parenting Team. The update included informing the committee that that the SPS Contract had been awarded to Fife College and prison staff are being contacted directly by NCL across each prison. The Student Partnership Agreement has been finalised and will be signed by the Student President, the Principal and the Chair of the Board. There will be training for managers from Who Cares Scotland at the June and August CPD sessions and this will include the Board. The update paper is published with the committee papers.

11.2 SLC Development Committee Minute 15.02.17

Angus Allan updated the committee from the Development Committee Minute of the 15.02.17. He highlighted the meetings that had taken place with Education Scotland on the new quality framework and that points of governance are now included in this framework. The minute updates on learner engagement activities, professional development for staff, awarding bodies’ activities, the academic board, and marketing, recruitment and international activity. The Development Committee Minute is published on the SLC website.

12. Approval of the Publication of Papers

It was agreed that the following could be published:

- The minute of the CSAO meeting of the 22nd May 2017 when approved in the next Board cycle
- The minute of the 27th February 2017 which is now approved
- NCL Equalities Report Item 8.1.
- SLC Equalities Report – Item 8.2 link to SLC website to Minute of the Equality group meeting 2nd November 2016
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2
- Awards and Achievements - Item 10.1.
- SLC Reaching for the Stars paper- Item 10.2 – link to the SLC website
- NCL Report from NCL Committee and sub-committees Item 11.1
- SLC Development Committee 17th November 2016 –Item 11.2 link to SLC website

The Gender Action Plan will be published on the NCL website at a later date and the letter at Item 6.1 is not for disclosure.

13. AOB

Linda McTavish updated the committee on progress to date on pay dispute with the teaching staff. The strikes have been suspended and negotiation continues. In the meantime, work is ongoing to ensure that the impact on the students is minimised. She has asked Colleges Scotland to raise the issue with the universities re admission to their courses for students awaiting exam results and arrangements are being reviewed to ensure as far as possible that the students do not by the end of term miss out on key parts of their coursework. The committee noted the update and the work being undertaken by staff and management to minimise disruption to the students.

14. Date of the Next Meeting.

The proposed date for the next meeting is Monday 4th September 2017 at 12.30 in the Boardroom at the Cumbernauld Campus.