

CSAO 18/11/19 Item 4

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

12.30 pm 2 September 2019, Board Room, NCL Coatbridge

Present: David Winning (Chair,) Jean Carratt, Dianne Dixon, Rose Harkness, Martin McGuire, Stewart McKillop, Elizabeth Newlands

Apologies: Lorraine Cowan, Keith Fulton, Calum Smith

In attendance: Angus Allan, Ann Baxter, Brian Gilchrist, Carolyn Laird, Diane McGill (Board Secretary), Penny Neish

Observer: Wilson Raphael

1. Chair's welcome

1.1 David Winning welcomed everyone to this meeting of the CSAO Committee and, as there were new faces, asked all present to introduce themselves.

2. Apologies: as noted above

3. Declarations of Interest

There were no declarations of interest.

4. Minute of the CSAO meeting on 20 May 2019

4.1 The Chair asked whether the action against Jason Quinn (JQ) to provide newer Board members with NCL email addresses and to remind all of the Board how to access their NCL email accounts and information on the NCL website, had been followed up. The Board Secretary advised that this was on-going and that JQ had been asked to make a presentation to the Board in relation to all of the access and communication issues prior to its next meeting on 7 October 2019.

4.2 The draft Minutes were agreed.

5. Matters arising:

5.1 STEM Update: Ann Baxter (AB) advised that in May 2019 200 pupils had attended a Step into STEM event which had proved very successful. A conservation event had been held over the summer and in October a 3 day event will also take place involving school pupils.

AB went on to say that in the recent WorldSkills event in Russia, as a member of the UK team Ross Megahy, NCL student, competed at a very high level in Mechanical Engineering CAD.

AB also advised that for the first time at NCL 3 girls have been successful in gaining Foundation Apprenticeships in joinery. More action in this area is planned by the college in January 2020 around the initiative 'Females into Construction'.

5.2 Who Cares? Scotland: Diane McGill (DMcG) said that Board participation in this training would go ahead following the session by JQ prior to the next Board meeting.

5.3 Student Mental Health and Well-being Group update: Carolyn Laird (CL) reported that the activities of this group around mental health for students had been extended to include staff.

Regional business

6. ROA Update:

Angus Allan (AA) said that the only changes made to the ROA agreement version previously seen by the CSAO was the adjustments to the funding tables and KPIs following information from SFC.

No changes had been made to the narrative. The ROA now stands at 32 pages and the narrative covers all aspects required by SFC.

7. Students' Association Reports

- 7.1 SLC Students' Association:** Elizabeth Newlands (EN) spoke to her report and highlighted a few of the Association's activities. EN was especially keen to draw attention to their participation in the NUS initiative, Think Positive about Student Mental Health, and the Students' Association's participation on the panel at this year's Think Positive event. EN reported that SLC is working towards the Going Further for Student Carers Recognition Award launched in March 2019 and that SLCSA is delighted to be involved. SLC staff and students have received Carer Awareness Training following which SLCSA attended the Scottish Young Carers Festival in the summer.

SLCSA has now drafted its operation plan for the coming year which is based on 3 priorities:

- Improving student physical wellbeing and mental health
- Carers, care experienced, veterans and estranged student events
- Respect campaigns.

EN commented on the success of learner inductions and classroom visits; students are engaging positively with SLCSA. The hoodies are again very popular.

- 7.2 NCL Students' Association:** AB spoke to the NCLSA report advising that the SA had a new structure this year with each main campus now being looked after by a Vice President. A great deal of time had been spent in planning events across 6 campuses, devising the operational plan and reviewing the class representative system to raise their profile and increase the number of class reps. The President and Vice Presidents had undergone sparqs and NUS training and will be liaising with SLCSA on winter leavers. North Lanarkshire Council has a new programme for winter leavers and the College is working with the Council offering a mix of subjects for up to 120 school pupils this year. Staff are aware of the limitations and responsibilities of working with 16 year olds as opposed to 18s. CL said the CSAO will be updated at its next meeting.

Action: CL to update on winter leavers at the next meeting of the CSAO

NCL: Regional College Business

- 8. NCL Update from Committees:** CL spoke to her paper which she advised was less detailed than previously as the Committee had requested and sought confirmation that the information was now in line with CSAO requirements. The Chair said he was happy with the information provided.

CL commented that **Academic Standards Planning and Monitoring Committee** works with all faculties to ensure that courses are appropriately updated and that PI targets are being met or if not, action is in hand to improve the situation.

CL said that although changes had been made to some course names the content was largely the same. The new names reflect more closely the content so that students' expectations of the skills they will learn are met.

Learning and Teaching Team: CL highlighted the work of this team in relation to How Good is Our College (HGIOC), Professional Standards and Moodle activities and commented on action around the Retention Project. One such example is the introduction of a 'leaderboard' for a gamification

project with automotive students. CL also mentioned the success of the Supported Learning Celebration of Achievement Event which took place in June at the Motherwell Campus. With regard to School/College activity CL gave an overview of the range of involvement NCL has with North Lanarkshire Council schools and the programmes provided by the college.

Quality Enhancement and Audit Team: CL's update on this area was noted.

Jean Carratt asked if the staff were using Microsoft Teams, group chat software, and commented that this software programme might prove useful for the Board and its Committees as it enables discussion and offers places for the storage of relevant information and could be accessed remotely as well as from college.

Action: Board Secretary to follow up with JQ the possibility of making this software available to Board members.

9. **NCL Awards and Achievements:**

CL introduced her paper by commenting on the wide range of areas across the College in which students had gained notable awards; their achievements reflected their hard work and the dedication of the staff. Several very successful events involved fund raising for charities resulting in significant sums of money being handed over to the relevant organisations. CL highlighted NCL's joint initiative with Glencryan School to open a weekly café in Cumbernauld town centre. This provides the students in the Faculty of Supported Learning with practical work experience. CL commented on the success of the photography students who used their skills to help raise money for St Andrew's Hospice and the success of students and staff at the British Institute of Professional Photography (BIPP) awards. In addition, CL advised the CSAO that a former Dental Nursing student who went to Malta on work experience, has been offered and accepted a permanent job there.

Regarding **Erasmus+ funding** for European work placements, CL said that the future position remains unclear but that this funding is expected to continue until 2021.

10. **NCL Equality Reports:**

Brian Gilchrist (BG) advised the Committee that unfortunately the **Equality and Diversity Adviser** recruited less than a year ago is moving on. He said that recruitment for a replacement is well underway and to date he has received 12 applications.

Mental Health First Aid: BG said that following the initial MHFA training session the intention had been to train staff within the college to enable them to handle the training of the rest of the staff internally to minimise the cost. However, it is proving difficult to access Train the Trainers sessions as this is controlled by the Scottish Association for Mental Health (SAMH) and the Scottish Government. Human Resources is currently exploring other routes to offer MHFA training to all staff.

Equality and Diversity calendar: This has now been published to all staff as a useful tool to support mainstreaming equality throughout the college.

AdvanceHE: The College has signed up to a 2 year project to review the experiences of disabled staff at the college and any barriers they may face. The information gathered will provide an opportunity to review college practices and implement changes where necessary. 7 colleges are involved, each with their own project and 2 events are scheduled to share findings and review practice.

11. Progress and Review of NCL Business Plan:

11.1 Key Indicators: AB reported that improvements continue in early withdrawal reduction in FE p/t where the targets were met, and in class size efficiency. AB said that withdrawal was the lowest for 4 years but that efforts in HE p/t had been the least successful. HE p/t forms only 2% of NCL activity. Staff across the College are working hard to increase the success of learners and reduce overall withdrawals. The December figures will give a truer picture of the position. AB said they believe that the recent success is the positive impact of the introduction of the mentoring programme to support students. The Chair offered his congratulations to the staff for their efforts to help students in this way. Many students have multiple issues making it difficult for them to stay at college.

Overall SFC is content with the progress being made against the Business Plan.

11.2 Productivity and Curriculum Project updates: CL said that this was being looked at from different aspects by the Academic Standards Planning and Monitoring Committee and the Learning and Teaching Team to give as complete a picture of the situation as possible.

SLC Assigned College business

12. SLC Development Committee Minutes of 16 May 2019:

Stewart McKillop (SMcK) spoke to the Minutes. He commented on para 3 'Matters Arising' to which he added that the SLC Board had been advised of the completion of the Memorandum of Understanding between NCL, the Regional Strategic Body and SLC. He also highlighted:

- **Professional Discussion of Learning and Teaching (PDLT) Update:** Fifty staff have been selected for 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 2019-2020 session.
- **College Leaver Destinations (CLD) 2017-18:** The 2017-18 CLD data was completed and returned to SFC on 29 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.

- **Awarding Body Verification Activity Update:** SMcK advised the CSAO that SLC was gradually moving more towards City and Guilds qualifications in preference to those offered in some areas by SQA.
- **Automated enrolment system:** The SLC website now offers an automated enrolment facility which is proving successful.
- **Annual Report:** The SLC Annual Report 2017/18 was published in March 2019 and is available in paper and digital format.
- **Period Poverty:** SLCSA President, Elizabeth Newlands, advised the SLC Development Committee that the college had been delighted to receive an invitation from Monica Lennon MSP to the launch of the Bill.

13. Approval of Publication of Committee Papers:

- Agenda for the meeting
- Minute of the CSAO Meeting 20 May 2019
- **Item 6 ROA:** document on line on SFC, NCL and SLC websites

- **Item 7.1:** SLC Student Association Report: *via the SLC website*
 - **Item 7.2:** NCL Student Association Report
 - **Item 8:** NCL Update from Committees
 - **Item 9:** NCL Awards and Achievements Report
 - **Item 10:** Equality Reports
 - **Item 12:** SLC Development Committee Minute 16 May 2019: *via SLC website*
- 14. AOCB: CSAO Minutes 20 May 2019: item 5.4 Action point:** *KF and AA to discuss changes of wording of the ROA and the HGIOC Report in relation to the RSB and the governance of SLC.*
- Action to be completed.
- 15. Date of next meeting:** Monday 18 November 2019 at 12.30 pm in the Boardroom at NCL Cumbernauld.

16 September 2019