

## **Item 4. CSAO 2/09/2019**

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

**12.30 pm 20 May 2019, Board Room, NCL Motherwell**

Present: David Winning (Chair,) Jean Carratt, Lorraine Cowan, Rose Harkness, Martin McGuire, Minahil Nawaz, Liz Newlands

Apologies: Stewart McKillop

In attendance: Angus Allan, Ann Baxter, Keith Fulton, Brian Gilchrist, Carolyn Laird, Derek Smeall, Diane McGill, Penny Neish

#### **1. Chair's welcome**

**1.1** David Winning welcomed everyone to this meeting of the CSAO Committee.

#### **2. Apologies**

Apologies had been received from Stewart McKillop

#### **3. Declarations of Interest**

There were no declarations of interest.

#### **4. Minute of the CSAO meeting on 25 February 2019**

Rose Harkness asked that she be shown as present at the meeting and not in attendance. The draft minutes were agreed.

#### **5. Matters arising**

**5.1 STEM update:** Martin McGuire advised the Committee that progress was being made around the national strategy for STEM activities. MMcG said that the Minister had spoken highly of the commitment of staff and students at a recent event at NCL Coatbridge . In April there had been a meeting of the Lanarkshire STEM group at NCL Motherwell at which work with Developing the Young Workforce (DYW) had been highlighted. Feedback from the Lanarkshire STEM hub is that it is working successfully with schools, University of the West of Scotland and other employers with regard to apprenticeships. At SLC most of the apprenticeships are in construction and Angus Allan said that this was going very well. The national STEM hubs have established an effective working relationship with the Energy Skills Partnership, bringing together regional leads to share good practice.

**5.2 CITB update:** Angus Allan advised that SLC will be signing a one-year contract along with most other colleges as previously advised.

**5.3 Who Cares Scotland – training for the Board:** Carolyn Laird gave a brief presentation on accessing the online Corporate Parenting training session on the NCL website and urged all Board members to do this. Over 700 of the NCL staff have already completed the training and CL is very keen for the Board to do so too as it will help Board members to understand the difficulties which some students face.

CL said the NCL module was written with Who Cares Scotland and CDN. She encouraged SLC to also take up this training as they can personalise the module with their statistics and examples.

**Action: To draw the Board's attention to the availability of this training and to encourage participation. Jason Quinn to be asked to assist with providing newer Board members with NCL email addresses and to remind all of the Board how to access their NCL email accounts. Board Secretary and Jason Quinn**

**5.4 Amendments to the text of the ROA and NCL HGIOC Report:** This action had been requested by AA at the previous meeting in relation to the RSB and the governance of SLC. With regard to the HGIOC Report CL tabled proposed amendments. AA asked for time to reflect on these. It was agreed that members of the CSAO should approve the changes before they are submitted to Education Scotland to upload a revised version of the report.

Keith Fulton commented that the RSB has a dual role and that the regional dimension must be reflected in the report. He offered to look and the proposed wording and discuss with AA in relation to both the ROA and the HGIOC Report.

**Action: KF and AA to discuss changes to the wording of the ROA and HGIOC Report in relation to the RSB and the governance of SLC.**

**5.5 SFC response to virement between HE and FE childcare budgets:** Derek Smeall said that a facility to do this already existed but that in the longer term there needs to be some consideration given to the underspending in this area by SAAS to enable this funding to be vired to FE. Stewart McKillop is following this up and will advise the CSAO in due course.

## **6. Equality reports**

**6.1 NCL Equality Mainstreaming Report:** Brian Gilchrist spoke to his paper which outlined NCL's progress in this area since 2017 and advised that a full time Equality and Diversity Manager had been appointed in 2018. Since this appointment significant progress has been made across the college. BG drew the Committee's attention to the Equality and Diversity training programme now available to staff; sessions covering a wide range of topics were delivered across the three main campuses earlier in 2019. Building on the CPD programme NCL is now working towards gaining the LGBT Youth Scotland Foundations Charter where it will review all policies and practices to ensure these are LGBT+ inclusive. BG also highlighted the gender pay gap data information in the Equality Mainstreaming Report and pointed members to the full analysis on the NCL website.

BG commented on the Board of Management section in his report (para 8 Page 22) which gives the background to the inception and development of the Board and includes information on the gender split which as at 1 April 2019 was 8 females and 10 males. At that time the Board had several vacancies for non-executives for which a recruitment process was underway.

Jean Carratt said it was a good report and asked BG what plans were in hand regarding the number of staff now over the age of 50. BG said that NCL had more succession plans in place than previously but acknowledged that this situation is of concern and is an on-going challenge. He did comment that the number of staff beyond 60/65 has increased. JC said that this was the same at SLC.

KF commented on page 3 of the report on the vision and mission statements and advised that in a recent conversation with the Scottish Government on the impact on the RSB of trade union representatives being given places on the Board could mean that The Lanarkshire Board would have 30+ members. While accepting the principle of trade union representation in addition to staff representatives on the Board this number would be challenging to manage effectively; the Scottish Government is still considering how to take this forward.

**6.2 NCL Marketing Dashboard:** The Committee welcomed the information set out on the Marketing Dashboard sheet. BG advised that the level of spend for advertising space on recruitment now requires NCL to go through a procurement process.

**6.3 NCL Equality Dashboard:** This dashboard is a work in progress but as with the Marketing Dashboard will provide an easy to read overview of NCL's Equality and Diversity activities and achievements. The Committee commented positively on this development.

**6.4 NCL Student Mental Health and Wellbeing Strategy 2019-2024:** CL introduced this paper which will be published for use next session, once a few minor changes have been made. In particular CL drew attention to the final para on page 3 and the amendment to be made regarding changes in senior staffing and the resulting shifts in responsibilities in the NCL SMT. This paper was welcomed by the committee and CL advised that a number of colleges are currently recruiting for mental health advisers. The sector is lobbying the Scottish Government and SFC for funding to support this service in colleges as other sections of the wider community see colleges as a local resource yet colleges have limited means to support demand.

It was agreed that the CSAO should keep this situation under review.

**Action: CSAO to keep this situation under review.**

## 7. Report from Committees

**7.1 SLC Development Committee:** AA reported on the minutes of the SLC Development Committee held on 12 February 2019 and highlighted several points:

- Student Question Time 2019 – AA said that this was a very worthwhile exercise as it was empowering for the students allowing them to raise issues and concerns direct with senior management.

From the Minutes of the SLC Development Committee:

- *Ms Newlands stated that in order to raise the profile of both the Student Association and the Principal, she and Mr McKillop had been making joint welcome visits to January start classes. Ms Carratt stated that as part of the induction all students were shown a video of which the Principal's Welcome was part.*

*The Principal stated that it was essential that ongoing dialogue with students continued throughout the year and that he spoke with students on a daily basis in order to seek their opinions.*

- *In-Course Questionnaire (Part 1) – these results have been published and distributed across the College. Discussion took place about the questions asked and the methodology behind them.*

*Professional Discussion on Learning and Teach (PDLT) – fifty-one staff were selected to go through the process and review team meetings scheduled. Discussion took place regarding the process and Ms Carratt updated members on her personal experience and benefits.*

*Members asked if any themes had been emerging. The Principal responded that it was very much a professional dialogue and that we were one of the few colleges who had the agreement of staff to carry them out.*

- *Sharing of Good Practice – the College has a strong reputation for quality practices and procedures and has been approached by a number of colleges to share our good practices. Recent visitors have included Dumfries and Galloway, West Lothian and West College.*
- *EU Brexit Checklist (tabled at the meeting on the request of the Finance and Resources Committee) – it explained that this document had been given in the first instance to the Finance and Resources Committee and its members had asked that it also be made available for discussion to the Development Committee.*

*The Principal explained that Keith McAllister, Finance Manager had been seconded to the Scottish Government to look at the impact of Brexit on the College sector. This document had been drawn up from this work to allow institutions to commence planning for the impact the UK's exit from the European Union will have on college strategy and operations.*

*Detailed discussion took place in relation to the financial impact on the College. Members sought assurance that all possible was being done to ensure that students and staff who may be effected by the process were being kept informed. The Principal stated that this was the case.*

*The Principal stated that consideration was being given at present on what the College could do to assist and support these groups. Contingency planning was ongoing but would be influenced once the facts were fully presented.*

*It was agreed that the Board would be kept fully abreast of all happenings in this area.*

## **7.2 NCL Committees: CL spoke to the Curriculum Update paper.**

### **7.2.1 Academic Standards Planning and Monitoring Committee**

CL highlighted the range of courses and awards available to students and commented on the high demand for Foundation Apprenticeships that are becoming more acceptable to employers in place of Highers, although in some areas Highers are still required. The uptake could be between 400 and 600 pupils next year. SDS has assisted in marketing the courses which are now being promoted more widely. Recruitment and selection for Foundation Apprenticeship places are undertaken by the local authority and they are also more aware of the requirements and levels.

However, the numbers in the second year of Foundation Apprenticeships drop for several reasons including pupils leaving school and going to university or college. In effect this is a positive outcome. NCL is monitoring this trend.

### **7.2.2 Corporate Parenting**

An annual review is in preparation and will be sent to the Board Secretary for circulation to CSAO members and the Board.

### **7.2.3 Learner engagement**

The Students Association team is heavily involved in these activities across the college and includes organising Zen days, Swap or Buy and healthy eating campaigns.

### **7.3.1 Quality Enhancement and Audit Team**

CL asked for guidance from the Committee regarding the level of detail which the CSAO would prefer to receive. The Chair asked for the information to be summarised.

## 8. Awards and Achievements

**8.1 NCL Report:** CL commented on the Awards and Achievements March-May 2019 paper, on the range of awards achieved by NCL students in this period. It was suggested that another way to celebrate these successes would be share them by displaying some of the pictures with a brief synopsis of the awards within the college for current students and visitors to see.

## 9. Students' Association Reports

**9.1 NCL:** Ann Baxter gave the report on behalf of NCLSA advising that David Penman had now left the college. AB commented on the activities which were highlighted in the SA report such as College Pie Week, the elections for student representatives and the college radio initiative.

**9.2 SLC:** Liz Newlands reported on several SLCSA activities and achievements all of which were very positive and inclusive of a range of students from across the college.

## 10. ROA Update

Derek Smeall informed the CSAO that up until Friday 17 May, following a few minor changes in the narrative the ROA would have been finalised. However, on 17 May the region was advised of a 2000 credit reduction for 19/20. This means that the figures in the ROA will need to be reworked before submission to SFC by the end of May. He advised that although activity has been reduced core funds for learning and teaching remain the same. He will report again on this once the position is clearer when the figures have been further analysed.

The loss of credits is an issue for the region and it was agreed that some response should be made to SFC pointing out the consequences although the position is unlikely to change. There is the in-year redistribution mechanism which the region could use to press for additional credits if the colleges find they have unmet demand.

**Action: To respond to SFC on the reduction in credits allocated to the region, pointing out the operational consequences.**

## 11. Progress and Review of the NCL Business Plan

Derek Smeall said that staff updates are scheduled to take place in the next couple of weeks.

In the paper Project Stream Summary Report DS commented on the positive trend illustrated in the Lanarkshire Total Learner Activity (SFC Funding Credits/Eq Funding Credits) graphs both for the region (graph 1) and for NCL (graph 2). He added that both activity under FWFD and Foundation Apprenticeships is going well across the region.

DS expressed disappointment regarding NCL KPIs, in that the anticipated targets for the reduction of early withdrawals had not been met. There is more work to be done in this area. Average class sizes have increased as projected which will allow NCL to reduce staffing costs.

SFC has received the Business Plan update very positively as definite progress is being demonstrated.

## 12. Approval of Publication of Committee Papers:

Agreed for publication:

- The agenda for the meeting
- Minute of the CSAO Meeting 25 February 2019
- Item 6.1 NCL Equality Update
- Item 6.2 NCL Marketing Dashboard
- Item 6.3 Equality dashboard
- Item 7.1 SLC Development Committee Minutes 12 February 2019: *via SLC website*
- Item 8 .1 NCL Awards and Achievements Report
- Item 9.1 NCLSA Report
- Item 9.2 SLCSA Report: *via SLC website*
- Item 9.3 Student Competition NCL Equality and Diversity Logo

## 13. AOCB

- AA commented on the reduction of the number of credits for the Lanarkshire region and said that this is likely to mean that more potential Lanarkshire students will travel to Glasgow. The Lanarkshire colleges are already aware that 35% of students in the region travel to Glasgow. This should be raised with SFC.
- On recruitment KF advised the CSAO that in addition to the 3 new Board members appointed in March, a recruitment drive was on-going, and it is hoped to be able to make new appointments in August in time for the next academic session.
- KF also said that the Scottish Government had published the advert for the new Regional Chair and had provided a timetable of stages of this process but had warned that there could be some slippage. They anticipate making a recommendation to the Minister at the beginning of August enabling the new Chair to take up post by the end of that month.
- NCL Vice Principal: DS will be leaving NCL in July 2019 to take up the Principalship in Glasgow Kelvin College and NCL has set in train an internal process for the appointment of an interim VP. Interviews are expected to take place shortly.
- NCL Principal: Martin McGuire will be leaving NCL at the end of the summer. His post has been advertised externally.

14. **Date of next meeting:** Monday 2 September 2019, 12.30 in the Boardroom of NCL Coatbridge.

The Chair closed the meeting.