**Minute of the Learning, Teaching and Quality Committee Meeting
Held by Hybrid Attendance at Kilwinning campus and via Microsoft Teams
Thursday 12 September 2024**

Present:

Alison Sutherland	Chair LTQC & Senior Independent Board Member
Sharon Morrow	Vice Chair LTQC
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member (From Item 6)
Jane Grant	Non-Executive Board Member
Chris Boyce	Elected Member, EIS/FELA (From Item 4)
Lisa Keggans	Elected Member, Support Staff
Janette Steel	Elected Member, Curriculum Staff
Darcie Hamilton	Elected Member, Student President
Connor Skipsey	Elected Member, Student Vice President
Angela Cox	Principal, Ex-officio

In attendance:

Alan Ritchie	Vice Principal, Finance & Infrastructure
David Davidson	Vice Principal, People, Performance & Transformation
Jennifer Anderson	Assistant Principal, Skills and Innovation
Alistair Rodgers	Director of Enterprise Development
Doreen Wales	Assistant Principal, Student Experience & Quality Enhancement.
Hilary Denholm	Board Governance Advisor
Katelyn Kilbride	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

Alison Sutherland, Chair of the LTQC, welcomed everyone to the meeting, including new Non-Executive Board members Jane Grant and Michael Ross, plus Student President Darcie Hamilton and Student Vice President, Connor Skipsey.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Gillian Longmuir & Jason Currie, Non-Executive Board members, and Gavin Murray, Assistant Principal, Learning and Skills, and Anne Campbell, Vice Principal, Skills and Enterprise.

3. Minutes of the previous meeting held on 23 May 2024 *(Paper 1) (C/P)*

The minutes of the meeting held on 23 May 2024 were approved as a correct record.

Proposed: Alison Sutherland   **Seconded**: Angela Cox

3.1 Action Tracker *(Paper 1a)*

The Committee noted that there were no outstanding actions.

4. Student Association Report Q4 (Paper 2) (P)

D Hamilton & C Skipsey highlighted the main activities from the report, and verbally updated the committee on activities since the report submission.

*Chris Boyce, Elected Member, EIS/FELA entered the meeting.

The Committee noted:

- The Student President and Vice President thanked previous Student President, Tim Chan for his efforts in AY 2023-24.
- It was highlighted that the Student Association have registered for Battle for Scotland and are currently recruiting students.
- The College Class Ambassadors have engaged with Sparks for training.
- The Student Association have been populating key dates to build the Equalities Calendar.
- Freshers' events are due to take place on 17, 18 and 19 of September and members are to attend if available.
- The Brighten our Campuses project was discussed and the plans to develop a Wellbeing Garden in Ayr and Kilwinning Campuses.

The Committee welcomed the report, informative updates, noting the report as presented.

5. 2024-25 Committee Terms of Reference & Work Plan *(Paper 3) (P)*

H Denholm provided committee members with amendments to the Committee Terms of Reference, and also the Workplan for AY24/25.

The Committee noted:

- The change in terminology from 'Corporate Risk Register' to 'Strategic Risk Register.'
- Updates to the Numbering System throughout the document.
- Changes of language and terminology.

Decision: LTQ45-D01: The Committee recommended the updated Terms of Reference, and Workplan to the Board for approval.

6. 2022-23 College Sector KPI Benchmarking Report *(Paper 4) (P)*

J Anderson provided an overview of the 2022-23 College Sector KPI Benchmarking Report.

The Committee noted:

- The overall College position has improved from AY 2021-22.
- Members noted data from Page 3 of Paper 4 which highlighted positive changes in both FE full time and HE full time courses.
- Members also noted improvement across all demographics.

- It was highlighted in reference to Page 7 of Paper 4 that each Curriculum Area has performed above the sector average however some areas for improvement can also be identified such as Care and Social Subjects.
- J Anderson discussed challenges faced with changes to University Entry Requirements and advised close working with universities remains a priority.
- A Cox reminded members that the report's data is relevant to AY 2022-23 and shows the best statistics historically for Ayrshire College.
- S Morrow highlighted a typo error on Page 2 regarding Student Certification which states October 2024. H Denholm will amend the paper to reflect October 2023 prior to publishing.
- A Cox confirmed further investigation will take place to review areas which are underperforming.

The Committee noted the report.

11. 2024-25 Performance Dashboard – verbal update

A Cox highlighted the dashboard will remain on the agenda to provide members the opportunity to review live data throughout the academic year. As the Academic Year has just begun, the system is not yet fully updated with information.

14. AOB

No AOB noted.

Date of Next Meeting: Thursday 28 November 2024 at 4.00pm @ Kilmarnock

RESERVED ITEMS ON THE NEXT PAGE