

**Minute of the Learning, Teaching and Quality Committee Meeting  
Held via Microsoft Teams  
4pm on Thursday 05 March 2026**

**Present:**

Brian Green	Vice Chair of LTQC
Jane Grant	Non-Executive Board Member (until 4.45pm, Item 5.)
Gillian Longmuir	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member (from Item 4)
Chris Boyce	Elected Member, EIS/FELA
Lisa Keggans	Elected Member, UNISON
Darcie Hamilton	Elected Member, Student President
Marko Prorocic	Elected Member, Professional Services Staff
Janette Steel	Elected Member, Curriculum Staff
Angela Cox	Principal, Ex-officio

**In attendance:**

Sara Rae	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance and Transformation
Alan Ritchie	Vice Principal, Finance and Infrastructure
Jennifer Anderson	Assistant Principal, Skills and Innovation
Alistair Rodgers	Director of Enterprise Development (left after Item 9)
Hilary Denholm	Board Governance Advisor
Katelyn Kilbride	Executive Assistant (Minutes)
Sharon Morrow	Chair, Board of Management
Joe Mulholland	Education Scotland (left after Item 4)

**1. Welcome and Declarations of Interest**

Brian Green, Vice Chair of the Learning, Teaching and Quality Committee welcomed everyone to the meeting.

The Vice Chair noted the recent loss of an Ayrshire College staff member, and the Committee participated in a few moments of silence to honour Russell Wilson.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

**2. Apologies**

Apologies were received from Alison Sutherland, LTQC Chair, Doreen Wales, Assistant Principal, Student Experience & Quality Enhancement, Gayle Watson, Co-Opted LTQC Board Member, and Jason Currie, Non-Executive Board Member.

The Vice Chair informed members that Gayle Watson unfortunately resigned as a member in January and noted thanks for Gayle's contribution.

### **3. Minutes of the previous meeting held on 27 November 2025 (Paper 1) (C/P)**

The minutes of the meeting held on 27 November 2025 were approved as a correct record.

**Proposed:** Angela Cox

**Seconded:** Lisa Keggans

#### **3.1 Action and Decision Tracker (Paper 1a)**

The Committee noted that there were no outstanding actions.

### **5. Student Association Report Q3 (Paper 3) (P)**

The Vice Chair noted that Conner Skipsey has resigned from the role of Student Vice President. The Committee noted thanks to Connor for his contribution.

Darcie Hamilton highlighted the main activities from the report and verbally updated the Committee on activities since the report submission.

#### **The Committee noted activity in relation to:**

- Continued positive engagement in the Class Ambassador Programme.
- Clubs, Groups and Societies have continued throughout Semester 1 and positive feedback has been received from students.
- Contribution from the College via the Walker Trust which has assisted in alleviating student hardships.
- Continued activity in terms of Campaigns and Events including the 16 Days of Action campaign which focused on digital violence.
- The Student Association team also participated in various ReClaim the Night marches across Ayrshire.
- The Student Association team engaged with Students at WinterFest and offered a wide variety of stall holders including organisations which provide support around mental health as well as a pop-up photobooth which was well received by Students.
- LGBT History Month was celebrated with a focus on both historical and contemporary contributions of LGBT+ individuals within STEM fields. At the Ayr Campus, the Student Association hosted a drag show featuring Drag Queen Mina Lookgood.
- Preparation is underway to maximise engagement with the 2025-26 Student Satisfaction and Engagement Survey which has currently been completed by 735 students.

**The Committee welcomed the report and noted informative updates.**

### **6. 2024-25 SFC Student Satisfaction and Engagement College Sector Benchmarking Report (Paper 4) (P)**

Sara Rae gave a summary of the report and noted the following:

- The Scottish Funding council's completion rate target is 50%, Ayrshire College's completion rate was 1%-2% below this for 2024-25. The aim is to achieve this completion rate for the 2025-26 survey which is currently open for completion.
- The data has been analysed for each curriculum area and any areas for improvement will be identified and actioned by each Curriculum Quality Manager and Head of Department.
- Higher Education Full Time is currently 6% below the sector average.
- The College's Quality team will further analyse the outcomes.

**Action LTQ51-A02:** It was agreed that further analysis of the survey will be carried out by the College's Quality department and Curriculum Quality Management to identify areas of improvement. Any further outcome of this analysis will be shared with the Committee at the next meeting.

The Vice Chair expressed appreciation for the insightful report and recommended that Students are encouraged to complete the 2025-26 survey during class time.

## **8. Internal Audit Report - External Communications (Paper 6) (P)**

Alistair Rogers provided an overview of the internal audit review of the College's external communications, most notably its website. The Committee considered and noted the report.

### **The Committee noted:**

- The Internal Audit of External Communications took place on Monday 27th October 2025.
- The introduction of a Strategic Communications and Policy Advisor last year has had a positive impact in this area.
- The audit report provides a strong level of assurance over the College's external communications methods.
- One low-level recommendation was raised where it is recommended that the College enhance the Website Management Procedure and Guidance document by introducing clearly defined roles, responsibilities, escalation routes, and compliance requirements, and by establishing a regular review and update process. The College has accepted the recommendation.
- Several areas of good practice were identified including:
  - The College has a robust Communications Framework aligned with its Strategic Ambition 2024–2027, ensuring consistent and coordinated messaging across all platforms.
  - The website, launched in February 2025, is well-structured, accessible (WCAG AA compliant) and governed by a comprehensive management procedure, though this document is pending formal approval.
  - Communication channels are diverse (website, social media, events), with strong stakeholder engagement and data-driven performance monitoring.
  - Operational controls restrict website editing to authorised personnel, supporting content accuracy and security.

**Action LTQ51-A03:** It was agreed that an update on these actions will be given at the next Learning, Teaching and Quality Committee.

## **9. Internal Audit Report - Student Voice (Paper 7) (P)**

Sara Rae provided an overview of the internal audit review of College student voice arrangements. The Committee considered and noted the report.

### **The Committee noted:**

- The audit provides a strong level of assurance over the College's student voice arrangements.
- No recommendations were raised.
- Several areas of good practice were identified including:
  - Multiple Channels for Student Feedback
  - Student Satisfaction as a Strategic Measure
  - Structured Student Association
  - Board Engagement
  - Accessibility and Inclusion
  - Responsiveness to Feedback
  - Comprehensive Training for Representatives
  - Effective Benchmarking

The Student President thanked College staff for their role in the audit's positive outcome.

## **11. Performance Dashboard**

Sara Rae provided an overview of the Performance Dashboard and the Committee noted that FE Full-Time, HE Full-Time and HE Part-Time are all currently above target. It was noted that FE Part-Time is slightly below target however only by a small margin. The total number of credits is approaching 110,000 and is currently on track to achieve the AY 2025-26 target.

## **13. AOB**

No other business noted.

**Date of Next Meeting:** Thursday 28 May 2026 at Kilmarnock Boardroom.

*(C/P) Confirmed minutes will be published on College Website;*

*(P) – Paper will be published on the College Website;*

*(R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website*

***RESERVED ITEMS ON THE NEXT PAGE***