**Minute of the Learning, Teaching and Quality Committee Meeting
Held by Hybrid Attendance at Kilmarnock Campus and via Microsoft Teams
Thursday 06 March 2025**

Present:

Alison Sutherland	Chair LTQC
Sharon Morrow	Vice Chair LTQC
Jason Currie	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member
Chris Boyce	Elected Member, EIS/FELA
Lisa Keggans	Elected Member, Support Staff
Darcie Hamilton	Elected Member, Student President
Connor Skipsey	Elected Member, Student Vice President
Angela Cox	Principal, Ex-officio

In attendance:

Anne Campbell	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
Linda Corbett	Student Association Advisor (to Item 7)
Wendy McColl	Head of Student Experience
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, and confirmed with members that they were in agreement that Wendy McColl is welcome to attend for the entire agenda.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

Norman Bone has now left the Board, thus was not at this Committee meeting. The Chair gave thanks on behalf of the Committee for Norman's very valuable contributions over the last few years. The Committee vacancy will be recruited to for AY 2025-26.

2. Apologies

Apologies were received from Jane Grant, Non-Executive Board Member, Doreen Wales, Assistant Principal, Student Experience & Quality Enhancement, Gavin Murray, Assistant Principal, Skills and Innovation, Alistair Rodgers, Director of Enterprise Development, Janette Steel, Elected Member, Curriculum Staff.

3. Minutes of the previous meeting held on 28 November 2024 *(Paper 1) (C/P)*

The minutes of the meeting held on 28 November 2024 were approved as a correct record.

Proposed: Gillian Longmuir **Seconded**: Connor Skipsey

3.1 Action Tracker *(Paper 1a)*

The Committee noted that there were no outstanding actions.

4. Student Support (Presentation) (P)

Wendy McColl, Head of Student Experience, gave a detailed presentation on the role of the Student Experience teams.

The Committee noted:

W McColl provided an overview of the four Student Experience teams: Information Hub, Education Support, Careers & Employability, and Engagement & Wellbeing. There has been a noted increase in referrals to Education Support and in the number of Personal Learning Support Plans (PLSPs). Additionally, key priorities and a new streamlined approach to workload were highlighted.

Discussion took place around the 'In Their Shoes' sessions and it was agreed that this programme is important for both curriculum and support staff to support confidence in engaging with these students.

It was also noted that championing for male mental health is important, and Members were pleased to see this embedded within the priorities of the Student Experience teams.

The PowerPoint presented by W McColl will be circulated to Members.

5. Student Association Report Q3 (Paper 2) (P)

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

The Committee noted:

Refreshers events held in February across all campuses were well-received, with positive feedback and increased student registration for clubs and activities offered by the Student Association.

LGBTQIA+ history month was celebrated through various activities, including a movie club on each campus.

The Association is now focusing on Neurodiversity Week, providing limited edition wristbands and fidget toys, and featuring a podcast episode by C Skipsey on his own neurodivergent experience.

Future campaigns will include Care Experienced Week, Deaf Awareness Week and Mental Health Awareness Week.

The Student Association Funding Scheme closed in early February, approving 23 out of 25 applications, which is 10 more than last year.

The Virtual Reality Students Association project is progressing, with GDPR and Equality Impact Assessment due diligence completed, and the virtual platform purchased, aiming for an April 2025 launch.

> **The Committee welcomed the report and noted informative updates. Members noted the report as presented.**

7.First Impressions Survey (Paper 3) (P)

A Campbell highlighted the outcomes from the First Impressions Survey and advised that the survey captures data on student's first impressions of the College.

A Campbell noted an increase in participation levels and advised the survey was also opened to school pupils to gather data on their first impressions.

The results revealed that 20% more individuals feel they can apply for and receive student funding in time for their course start, compared to last year's data.

Additionally, there was a 25% increase in students who reported easy access to Wi-Fi which positively reflects investments in IT infrastructure and student laptop lockers.

Awareness of the Student Association and its activities rose by 10%, now at 78%. A Campbell congratulated the Student President and Student Vice President on this result.

Students satisfied with their overall College experience decreased by 1% to 94%. A Cox noted that the 2024-25 industrial action may have impacted this change.

The data will be further analysed and reviewed per curriculum area to ensure all opportunities for improvement are explored and actioned.

The Committee noted the report and data as encouraging and positive to see.

8.2024-25 Performance Dashboard

A Campbell provided an overview of the Performance Dashboard.

The Committee noted:

- The credit position is currently noted as at risk as it is below expected target, however, there has been an increase of approximately 1,000 since the last recorded figures which indicates progress in the right direction. Acknowledging the tolerance from Scottish Funding Council, it is crucial that the College achieve the target, and therefore contingency plans are in place to ensure success in meeting these objectives.

- Retention rates are showing a positive trend, except for part-time Further Education (FE) students, who represent a diverse group. Moving forward, the focus for the remainder of the academic year will be on improving student attainment and achieve positive outcomes upon completion.

The Committee noted the verbal update.

10. Student Support Funds Update *(Paper 6) (P)*

A Ritchie introduced the Student Support Funds paper and provided an update on the 2024-25 financial position and risks.

The Committee noted:

There are no issues with overall funds and risks have been minimised at this time.

The application system is currently being de-supported; however, a solution is in progress to resolve this issue.

S Morrow queried the future number of care-experienced students but the College does not anticipate a significant increase. It is worth noting that Ayrshire College have a higher-than-average declaration rate among large colleges, which is positive as it indicates awareness and transparency.

The Committee welcomed the paper and updates, noting the report as presented.

11. AOB

A Campbell informed Committee Members of the bid tendered to the AC Foundation. The Foundation has agreed to fund two mixed reality visualisation suites in Kilmarnock and Ayr, prioritising the Engineering and Advanced Manufacturing sectors. There are also plans for expansion into other domains, such as Construction and Care. Durham College from Canada will offer assistance with various aspects of the setup.

Date of Next Meeting: Thursday 29 May at 4.00pm in Partnership Centre, Kilwinning Campus.

(*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