



Learning, Teaching and Quality Committee
Draft Minutes of Meeting held on
Thursday, 16 March 2023
At 1330 hours in the Boardroom and via MS Teams

Present:

Hugh Hamilton (Chair)
 Liz Hudson
 David Patterson

Dave McCallum
 Rebecca Dewis (via MS Teams)

In Attendance:

Eleanor Melton (Clerk & Minutes)
 Kenny McAlpine
 Derek Duncan
 Heather Sharp
 Sam Bright (via MS Teams)
 Jackie Andrews

Michele Smith
 Rosemary McCormack
 Jodie Salmon
 Malcolm Clark (via MS Teams)
 Katy Beck (via MS Teams)
 Toni McIlwraith (via MS Teams)

Item		Action	Date
LTQ.23.01.01	(i) Resignations		
1.1	Resignations have been received from Elaine Sutherland		
	(ii) Appointments		
1.2	There have been new appointments of Eleanor Melton as Clerk to the Board of Management		
	(iii) Introductions		
1.3	All committee members introduced themselves and briefly explained their job role.		
LTQ.23.01.02	Apologies for Absence		
2.1	Apologies for absence were received from Jacqui Stevenson, Aaron Wappler, Jacqui Taylor, Melissa Carr and Alistair Fowlie		
LTQ.23.01.03	Any additional declarations of interest including specific items on this agenda		
3.1	There were no additional declarations of interest.		
LTQ.23.01.04	Draft Minutes of Learning, Teaching and Quality Committee Meeting held on 10 November 2022		
4.1	The minutes of the Committee Meeting held on 10 November 2022 were accepted as a true and accurate record, Proposed: Heather Sharp Seconded: Kenny McAlpine		
LTQ.23.01.05	Matters Arising from Learning, Teaching and Quality Committee Meeting held on 10 November 2022		

5.1	All Matters Arising/Actions have been noted as complete. Jacqui Taylor was unable to attend todays meeting therefore an evaluation of the open days will be circulated following the meeting.		
ACTION	Circulate open day evaluation paper	EM	ASAP
LTQ.23.01.06	Format and Structure of Committee		
6.1	Members discussed the current structure and format of the committee and whether it is working as effectively as possible and whether the relevant people are being invited. The Terms of Reference are going to be reviewed along with all Board committees.		
ACTION	Meeting to be set up out with LTQ to further discuss membership and committee – KM/HH/DM/HH	EM	ASAP
LTQ.23.01.07	Principals Report		
7.1	Following the update previously, regarding the visit from HMI, David informed members that the report has now been received. The current focus is on student retention and looking at next academic year, application numbers and potential enrolments. Kenny will update throughout the Learning and Teaching Report.		
	<u>Learning, Teaching and Research</u>		
LTQ.23.01.08	Learning and Teaching		
	(i) Learning and Teaching Update		
8.1	Kenny supported the reports provided, this including the audit carried out on student retention and the HMI visit that took place in January. Members discussed contributing factors and what action is being taken to mitigate these factors. Academic Partners have a dedicated Student Engagement Officer.		
ACTION	Kenny to look into issues experienced with HISA and SVR recruitment	KM	June 2023
	Kenny highlighted key points throughout the student retention audit report. Jackie followed by providing context on reasons behind withdrawals and how these are recorded, both by UHI Moray and external agencies. Dave explained how data is compiled at SDS		
ACTION	Dave to look in to how we gather specific information from SDS	DM	June 2023
	(ii) Application and Enrolment Update		
8.2	A detailed report was provided and supported by Kenny. FE applications are currently up 20% on this time last year. HE activity is slightly lower, being 2% down on this time last year. It is looking positive that the FT FE enrolment target will be met, however, the withdrawal rate for this time of year is up to 23%.		

	HE enrolments are lower, roughly 90 FTE down on target. Withdrawals being almost double last year's numbers. Members discussed further.		
	(iii) Sharing of Good Practice – Implementation Procedure		
8.3	A paper was prepared and provided by Jodie. The procedure has been developed in consultation with Quality, the Deputy Principal and SCT. It is being presented to LTQ for comment. Kenny expressed his thanks to Jodie for the work that has gone in to prepare this.		
	<i>Break 15.05pm – 15.10pm</i>		
LTQ.23.01.09	Research and Practice		
	(i) RIKE Report		
9.1	A report was provided for noting. Malcolm briefly highlighted points within.		
	<u>Curriculum</u>		
LTQ.23.01.10	(i) UHI Curriculum Review		
9.1	Kenny provided a paper outlining a summary of outcomes relating to the first 2 phases of the UHI 24 Curriculum review. This was provided for noting.		
	<i>Rebecca Dewis left at 15.35pm</i>		
LTQ.23.01.11	CAMP Report		
11.1	The report was provided to members and supported by Heather.		
	<u>Academic Standards</u>		
LTQ.23.01.12	Quality Cycle		
	(i) Quality Cycle Update		
12.1	A verbal update was provided. Subject review meetings have been held with discussions being very helpful and feedback positive. The Student Satisfaction and Engagement Survey is due to be launched soon. This will be reported on and submitted to the SFC.		
	(ii) MORAGAA Report		
12.2	There was nothing to report. MORAGAAs are ongoing.		
LTQ.23.01.13	Early Student Experience Survey		
13.1	Data has been provided by Heather for information. Outcomes are a useful benchmarking tool and are benchmarked cross-partnership.		
	<u>Marketing</u>		
LTQ.23.01.14	Marketing Report		
14.1	Unfortunately, Jacqui was unable to provide a report for this meeting. Kenny briefly updated members on the recently held Moray Game Jam. There was collaborations with local		

	businesses (food/resources etc). It was a testament to all involved. Sam informed members about the upcoming STEM week – primary schools are attending the college on the Friday.		
	<u>Equalities</u>		
LTQ.23.01.15	Policies and Procedures		
	(i) Placement and Externally Supported Learning Policy		
15.1	Derek supported the document provided. It is being presented to this committee for approval and is supported by SLT. Academic Partners have adopted this policy which replaces two existing ones. Following implementation, staff will be briefed. The committee approved.		
	<u>Student Engagement</u>		
LTQ.23.01.16	HISA Update		
16.1	HISA were not in attendance.		
ACTION	Heather to discuss HISA attendance at committee meetings	HS	ASAP
LTQ.23.01.17	Emerging Issues/Any Other Business		
17.1	The committee were made aware there have been over 600 school applications for 2023/24. The w/b 31 March, the Equality, Diversity and Inclusion and Student Experience Audits will be carried out.		
LTQ.23.01.18	Date of Next Meeting		
18.1	The date of the next meeting is 15 June 2023		
	<i>Meeting closed at 16.15pm</i>		