

Board of Management

DRAFT MINUTES of the MEETING of the LEARNING, TEACHING AND RESEARCH COMMITTEE held via Microsoft Teams, on Tuesday 16 March 2021

- PRESENT:** Kelly Mackenzie, Chris O'Neil, Tina Stones, Robyn Kennedy, Samantha Cribb, Ruth McFadyen, Vivienne Mackie, Arvinder Kainth, Russell Edwards
- CHAIR:** Tina Stones
- APOLOGIES:** Depute Principal, Planning and Student Experience
- ATTENDING:** Depute Principal, Academic Development
Director of Curriculum
Assistant Principal – Student Experience & Quality
Assistant Principal – Academic & Research
Board Secretary

The Committee welcomed Tina Stones as the new Chair of the Committee.

No Declarations of Interest were noted.

1. MINUTES

The Minutes of the meeting of the Learning, Teaching and Research Committee held on 17 November 2020 were **AGREED**, and **APPROVED** for signature by the Chair.

2. POLICY FOR APPROVAL – COMPLAINTS POLICY

The Assistant Principal – Student Experience & Quality advised that this is an IC Complaints Policy but highlighted that the tertiary common procedure has been developed across the partnership. The Committee noted that the policy had been updated to ensure transparency of the process and to reflect the SPSO review of the Model Complaints Handling Procedure.

Decision: The Committee **APPROVED** the policy and **RECOMMENDED** it be taken to the next Board of Management meeting for final approval.

3. **UPDATE REPORT ON IMPACT OF AND RESPONSE TO COVID-19**

The Depute Principal – Academic Development spoke to this extensive report which outlines our plans with regards emerging from lockdown and cyber security. The Committee was advised that an increase in capacity to 2.5% went smoothly with protocols continuing to be monitored. A further increase in capacity to 5% highlighted some areas for improvement which were put in place immediately. The Committee welcomed the increase in capacity and noted that students had feedback that the campus was well signed posted and that they had found all processes easy to follow.

Discussions took place with regards further potential increases in capacity as we move into Tier 3 in May and SMT members explained to the Committee how we prioritise which students will be brought back into campus. The Committee noted that the Dockside Building which we hope to lease will assist us to increase the number of students having face-to-face teaching.

The Committee noted the challenges that we have faced due to the cyber incident with access to some systems unavailable. The Committee gave their thanks to all involved and commended them on their work throughout both Covid-19 and the cyber incident.

Ruth McFadyen joined the meeting at this point.

4. **STUDENT RETENTION 2020/21**

The Committee was advised that SMT have been unable to produce this report due to the cyber incident.

5. **STUDENT RECRUITMENT 2020/21 & 2021/22**

The Committee was advised that although some information was not accessible due to the cyber incident we have been able to produce some background information which anticipates that we will not meet our FE credit targets for this year. It is however anticipated that we will exceed our HE credit targets. The

Item 01

Committee discussed HE Student Progression Levels and the challenges we face to get SITS back online.

The Committee was advised that with regards this year's student recruitment we are facing additional challenges from the cyber incident as we are currently unable to handle applications however we can still accept applications via the UCAS system. The Committee noted the closing date for school pupil applications is 22 March 2021.

6. CURRICULUM PLAN 2021-22

The Director of Curriculum provided the Committee with the background to the planned cycle, which began in November 2020, the function of the plan and how it feeds into EO.

The Committee noted the tables within the report which shows the targets for 21/22, the targets per school and the staffing per school.

7. STUDENT EXPERIENCE AND STUDENT PARTNERSHIP UPDATE

The Assistant Principal – Student Experience & Quality provided the Committee with a background to the Student Partnership Agreement.

The Committee noted that both staff and HISA are responding to emerging priorities as circumstances change. It was reiterated to the Committee that there was a high level of compliance among students who were back on campus.

The Committee was advised that students are continuing to be supported with regards their mental health and wellbeing with the development and launch of a resilience toolkit, signposting to other relevant partners, a spreading kindness campaign and the possible launch of a Peer Support Group.

The Committee noted that for students suffering financial hardship that an additional discretionary fund had been made available and that the finance team have been making manual bursary payments to students as a result of the cyber incident. The Committee discussed the issue of digital poverty among students and how the reopening of the LRC should assist this.

Item 01

The Committee was advised that the Refreshers Fayre in January 2021 had been successful with HISA running this remotely. The Committee also welcomed news that the class representative numbers had increased by 30% and that there had been an increase in HISA nominations.

The Committee gave their thanks to both SMT and HISA.

8. HALF YEARLY COMPLAINTS REPORT

The Committee noted the contents of this report.

9. AOCB

The Chair advised that we would be reviewing the Committee structure going forward to ensure that agendas have space for creative time. Comments are welcome from all and should be sent to the Board Secretary.

10. DATE OF NEXT MEETING: TUESDAY 08 JUNE 2021 AT 4.30 P.M.

Signed by the Chair: _____ Tina Stones _____

Date: _____ 08.06.21 _____