# logo_colourBOARD OF MANAGEMENT

**Learning, Teaching and Quality Committee**

**Wednesday 1 November 2023**

***Draft***

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 1 November 2023 at 5.00pm in Room A625 Kingsway campus and via Microsoft Teams.

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| **PRESENT:** | N Lowden | S Hewitt |
|  | K Ditcham | M Beattie |
|  | M Williamson | D Fordyce |

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| **IN ATTENDANCE:** | S Taylor (Vice Principal / Secretary to the Board) |
|  | J Grace (Vice Principal Curriculum & Attainment) |
|  | J Roscoe & S Toms (Directors of Curriculum and Partnerships) |
|  | K Baxter (Learner Engagement & Community Partnerships Manager) |
|  | A Monks (DASA Team Leader) |
|  | P Muir (Board Administrator) |

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|  | **WELCOME**  N Lowden welcomed Committee members and welcomed M Beattie to his first Learning, Teaching & Quality Committee meeting. |
|  | **APOLOGIES**  Apologies were received from L O’Donnell, S Middleton, D Smith, C Ogilvie, H Honeyman, F Khan, L Crichton, and L Lappin. |
|  | **DECLARATIONS OF INTEREST & CONNECTION**  There were no declarations of interest or connection. |
|  | **MINUTE OF THE PREVIOUS MEETING**  The minute of the meeting held on Wednesday 13 September 2023 was approved as an accurate record. |
|  | **MATTERS ARISING**  There were no matters arising. |
|  | **CURRICULUM REPORT – COLLEGE COMMUNITY COLLABORATIVE & CREATING SUPPORTED PATHWAYS INTO COLLEGE**  N Lowden welcomed K Baxter to the meeting.  K Baxter presented her College Community Collaborative (CCC) report. She highlighted the commitment of Dundee & Angus (D&A) College to individuals who have encountered barriers to the conventional pathways to learning.  K Baxter highlighted the ever-increasing network of c40 partners who have fostered inclusive and empowering learning experiences for individuals from our communities. K Baxter noted having a presence in these third sector organisations has allowed more engagement with students; utilising appropriate community partners to nurture and empower learners and support enhanced transition pre-college.  K Baxter highlighted that Dundee & Angus College Community Collaborative (CCC) has developed innovative and creative approaches to engage, support, and empower community learners through embracing the power of Service Design. Thirteen outcomes were agreed to strengthen the partnership working and provide better outcomes for our young people. To fulfil the outcomes, it was agreed that meetings would be held every quarter to work through a packed agenda, tailoring the journey to each person.  K Baxter explained that by widening the access, and working in collaboration with the community, more than 150 young people are studying full-time college courses, 39 have secured employment, 18 are pursuing further training, and 2 have progressed to university. The commitment offered and provided to these individuals has engaged and empowered them to embark on their own D&A College journey despite the challenges of the post-Covid landscape.  D Fordyce commended the report and the ongoing story of young people making a difference within Dundee & Angus College. D Fordyce asked if there were any gaps that made these journeys more difficult or were hampering progress. K Baxter noted that the funding had created new pathways for students, however, this was time limited, and the model used did not fit well within the normal credit-based funding system.  S Hewitt highlighted how Dundee & Angus College were using mixed funding to support the work and stated that there are ongoing discussions with the funding council around the credit-based funding model to better support different types of provision.  M Williamson asked if there is anything more the Community Planning Partnerships can do. K Baxter stated that there were good links with the employability forum, but that funding was always a challenge. J Grace confirmed that the funding was restricted, with this often very focused directly on employment outcomes, rather than study.  K Ditcham queried how the local community partnerships work, and if this is reflected in the Community Learning & Development plans in each area? K Baxter highlighted the recent HMI inspection of CLD which highlighted the value in the work being undertaken.  K Baxter noted that the team were cautious of not over promoting the work they do as they are a small team and don’t have the capacity. K Baxter also highlighted the benefit achieved from the Northwood Trust funding, which would support the work through until the end of March 2024, with discussions around future potential funding. S Taylor highlighted the fragmented funding across all of the child poverty and related service and outlined work the College was trying to progress to better align shorter programmes with the third sector to fit into the College recruitment cycle, maximising partnership working and seeking to minimize gaps in provision.  N Lowden praised the report and highlighted how essential work of this type was. |
|  | **STUDENTS’ ASSOCIATION REPORT**  A Monks presented this report given the absence of C Ogilvy and F Kahn. She stated there has been a recruitment of over 240 class reps from every department with over 185 class reps already fully trained.  A Monks highlighted the success of the DASA induction video which gave students an insight into D&A College, A Monks stated it worked well, with just under 400 individual students engaging with the quiz and 280 classes engaged as a group.  A Monks emphasised the success of the Feedback Friday - utilizing the My D&A Life App to all students. Feedback shared with relevant teams and any issues flagged and action taken/questions answered.  The Students Association Team are continuing their initiatives under the Thrive Project to support students and staff. Breakfast clubs have reopened to students, in the hope of expanding these times more frequently during the week.  N Lowden praised the Students Association report and thanked Amy Monks for her input to the 10th anniversary dinner the previous evening. N Lowden also praised the students’ association and their continuous, never- ending hard work and achievement over three campuses. |
|  | **CURRICULUM & PARTNERSHIPS REPORT**  J Grace presented the report for noting.  Figures for full-time course recruitment have remained similar to figures of 2022-23. Early retention is more positive than at the same point last year with support services continuing to provide personal phone calls to support students to return to College.  J Grace highlighted the official launch of ‘The Skills Academy’ in partnership with Dundee and Angus College and Michelin Scotland Innovation Parc was held on 24 October 2023. The event was well-attended with just under 200 people from industry, public and education sectors in attendance.  J Grace highlighted the positive work of the NHS Tayside collaboration, highlighting the new initiative: the implementation of a Professional Development Award (PDA) in Acute and Community Care. This PDA is tailored for Healthcare Support Workers operating in various departments within NHS Tayside. Its primary aim is to upskill their existing expertise and competencies and enable them to advance to a Band 4 Assistant Practitioner position.  The first cohort, celebrating the successful completion of the award in August, saw 35 newly qualified assistant practitioners, now actively serving in both community and mental health, as well as acute care units across NHS Tayside.  J Grace highlighted the success of prize-giving and graduation.  The report was praised and welcomed by the Committee. |
|  | **STRATEGIC RISK REGISTER**  The strategic risk register was noted, although there were changes made, there were no immediate impact on the Learning, Teaching and Quality Committee and no changes proposed to the risks allocated to the Committee. |
|  | **LT&Q METRICS**  The range of LT&Q metrics were noted.  S Taylor highlighted that the 2022/23 performance indicators were almost finalised (as they had been delayed by the resulting boycott) and suggested that an update to the metrics be issued, rather than wait until the next meeting. This was agreed. **S Taylor to progress.** |
|  | **DATE OF NEXT MEETING**  Wednesday 7 February 2024 at 5.00pm in room A625 Kingsway campus. |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| Circulate update of LT&Q metrics | S Taylor | 17 November 2023 |