

LEARNING, TEACHING & STUDENT EXPERIENCE COMMITTEE

MINUTES OF MEETING OF 17 MAY 2024

Meeting held via Microsoft Teams, 14:00hrs

Present: Annette Chapman; Audrey Cumberland; Becky Duff; Lorraine Farquharson; Alan Holligan; Ross Laird (Chair); Skye Marriner; Carole Paterson; Eleanor Sim

In attendance: Jon Buglass; Gail Graham; Jakki Jeffrey; Jonny Pearson; Anna Vogt; Marcus Walker (Clerk)

1. WELCOME & APOLOGIES

- 1.1 Apologies were NOTED from Hunia Arshad, Jon Craig, Daniel Holland, Liz McIntyre, Luna Morrison and Ryan Quinn.
- 1.2 The Chair welcomed Alan Holligan (Lecturer, Art & Design) to his first meeting of the LTSE Committee as a Member. The Committee NOTED that Mr Holligan had joined the Board of Management, on 1 February 2024, as the Nominated EIS-FELA Board Member.
- 1.3 The Chair welcomed Jakki Jeffrey, Assistant Principal Curriculum, to the LTSE Committee to co-present Item 5.1, alongside the Vice Principal Education & Skills.

2. DECLARATIONS OF INTEREST

- 2.1 No declarations of interest were received.

3. MINUTES OF PREVIOUS MEETING

- 3.1 The Committee APPROVED the minutes of the LTSE Committee on 22 March 2024 as an accurate record of the meeting.

4. MATTERS ARISING REPORT

- 4.1 The Committee NOTED that actions from the previous meeting were either complete, overtaken or on the agenda.

4.2 *Education Scotland 'You said, we did' Communications [Ref. 8.5/19.05.23]*

The Committee NOTED an update on communications to students relating to improvements implemented in response to Education Scotland Annual Engagement Visits, students' satisfaction survey feedback, and Class Reps engagement. The Vice Principal Innovation, Planning & Performance informed the Committee that the College had undertaken several substantive improvements to communicate to students what developments had arisen in response to feedback.

5. HOW GOOD IS OUR LEARNING & TEACHING

5.1 EDUCATION SCOTLAND ANNUAL ENGAGEMENT VISIT REPORT: PROGRESS, REFLECTIONS & FUTURE DEVELOPMENTS

5.1.1 The Committee NOTED a presentation from the Vice Principal Education & Skills and the Assistant Principal Curriculum entitled '*Improving Performance in the Curriculum*'. The Vice Principal Education & Skills advised the Committee that the purpose of the session was to reflect on a period of time when the College had made significant improvements to its learning and teaching outcomes, which included progress into the upper quartile of the national student attainment league tables.

5.1.2 The Committee NOTED that the College had moved 'back to basics' by putting student performance at the centre of curriculum team meeting agendas and by refreshing the self-evaluation Microsoft Teams site - to include key information such as KPI data, student survey feedback, and evaluation reports / action plan. The Assistant Principal Curriculum advised the Committee that team meetings and self-evaluations now provided the opportunity for colleagues to share data and discuss areas of best practice across the College.

5.1.3 The Committee NOTED that the three Assistant Principals and the Assistant Principals Student Experience and Quality and Improvement were currently meeting every week to discuss curriculum pathways and the integration of support services.

5.1.4 The Committee welcomed the approach undertaken to improve curriculum performance and DISCUSSED the following:

- (i) The administrative burden, if any, of holding regular structured meetings at various levels, from Curriculum Teams through to the Assistant Principals.
- (ii) The role of critical friends to support and challenge Curriculum Team Managers, Heads of School and Assistant Principals in the curriculum planning process.
- (iii) The importance of consistency across Schools and Curriculum Teams, as highlighted in the Education Scotland Annual Engagement Visit Report.

- (iv) The significant improvements to learning and teaching over recent years, due to a laser focus placed on both student outcomes and quality enhancement.

5.1.5 The Committee AGREED that it would welcome further updates on matters of learning and teaching, specifically focussed on showcasing students' achievements.

Alan Holligan joined the meeting

6. STUDENT EXPERIENCE REPORT

6.1 ECSA STUDENT LIFE SURVEY SPRING 2024 REPORT

6.1.1 The Committee NOTED the 2024 ECSA Student Life Survey, which focussed on aspects of student life including housing, finances, and travel. The ECSA Student President advised the Committee that this year's Survey also included several questions on belonging and students' general experiences at the College.

6.1.2 The Committee NOTED that the Survey was launched in February 2024 and opened for a period of six weeks, The ECSA Student President informed the Committee that 629 survey responses had been received, which was the highest return rate for an ECSA student survey in several years.

6.1.3 The Committee welcomed the opportunity to view the survey results and NOTED the following key headlines:

- (i) Most respondents felt safe and happy in their current living situation.
- (ii) Most respondents had access to a digital device that they can use for online learning.
- (iii) Most respondents felt that they belong at Edinburgh College.
- (iv) Most respondents felt that Edinburgh College was a welcoming place.
- (v) Most respondents felt positive about the College's facilities.

6.1.4 The Committee NOTED that, although responses overall were positive, students expressed concerns relating to the challenges they faced due to the cost-of-living crisis. The Student President advised the Committee that difficulties with finances, precarious living situations and long commutes were damaging to students' mental health, wellbeing, and their ability to study.

6.1.5 The Committee DISCUSSED the following in relation to the ECSA Student Life Survey:

- (i) The excellent, and rich, data provided through the Survey.
- (ii) The average age of Edinburgh College students, many of whom relied on public transport and part-time employment to access their studies.
- (iii) National campaigning by NUS Scotland in relation to free train and bus travel for students.
- (iv) The data provided and how it could be linked to future student recruitment and retention.

(v) The potential development of shared KPIs between ECSA and the Student Experience Team.

6.1.6 The Committee NOTED that the Survey Report would be considered by the Senior Management Team in due course, then published on the ECSA website.

6.2 STUDENT EXPERIENCE UPDATE

6.2.1 The Committee NOTED an update from the Assistant Principal Student Experience on a recent realignment of the Student Experience Team, in April 2024, with a view to improving the student journey and experience, exploring workload allocation across the management team, acting upon feedback from colleagues at both the College and Education Scotland in relation to partnership working and LDTs, and identifying opportunities for in-year and future efficiencies. The Assistant Principal Student Experience advised the Committee that five Managers remained within the Student Experience Team, but the new structure allowed for both improved succession planning and service design activity.

6.2.2 The Committee NOTED that work was underway to review several policies and procedures within the College that related to students. The Assistant Principal Student Experience informed the Committee that the review would focus on making the Student Agreement an anchor document that focused on creating and inclusive College environment for all.

6.2.3 The Committee NOTED that the Health & Wellbeing Strategy remained under development. The Assistant Principal Student Experience advised the Committee that the Strategy would be presented to the Senior Management Team in due course, prior to a draft coming forward to the LTSE Committee in early 2024/25 for review.

6.2.4 The Committee DISCUSSED the development of Student Experience case studies to help connect stakeholders and partners with the wide range of working being undertaken across the Department. The Assistant Principal Student Experience highlighted that it was important that case studies were authentic and well-rounded, to provide a true illustration of individual students' experiences. The Committee NOTED that draft case studies would be presented to the LTSE Committee at its next meeting.

7. STUDENT SATISFACTION SURVEYS

7.1 COLLEGE LEAVERS DESTINATION SURVEY UPDATE

7.1.1 The Committee NOTED that, due to the late release of SFC guidance in relation to the College Leaver Destination (CLD) Survey, the 2022/23 survey of graduates had only recently commenced. The Assistant Principal Quality & Improvement informed the Committee that the College was required to report the outcomes of the CLD Survey to the Funding Council by 30 June 2024.

7.1.2 The Committee NOTED that a CLD Survey Report would be presented to the LTSE Committee at its next meeting - for noting.

7.2 INDUCTION SURVEY 2024 UPDATE

7.2.1 The Committee NOTED that the 2023/24 Learning and Teaching Survey closed in early May 2024, with approximately 3,800 responses received. The Assistant Principal Quality & Improvement informed the Committee that the College was currently in the process of collating and analysing both qualitative and quantitative responses.

7.2.2 The Committee NOTED that once data from the Learning and Teaching Survey had been reviewed, the Quality & Improvement Team would finalise the content of the 2024 Induction (and 'Early Experience') Survey. The Assistant Principal Quality & Improvement advised the Committee that the draft Induction Survey would be presented to the next meeting of the Committee, for approval, prior to its dissemination in October 2024.

8 REVIEW OF COMMITTEE OPERATION 2023/24

8.1 The Committee NOTED that at the end of each academic year the LTSE Committee was required to review its annual activity. The Chair advised the Committee that the same evaluation form, which asked members to consider the committee's operation and its performance monitoring and strategic roles, would be completed by all committees of the Board.

8.2 The Committee AGREED that its operation was compliant with its terms of reference, as outlined in 'Part 1' of the evaluation form.

8.3 The Committee DISCUSSED its performance over the academic year and AGREED that members' feedback should be relayed directly to the Chair and the Clerk, prior to a finalised version of the report being recirculated to the Committee (out with the meeting cycle) for approval.

9. ANY OTHER COMPETENT BUSINESS

9.1 DEPARTURE OF COMMITTEE MEMBERS

9.1.1 The Committee NOTED that the one-year terms of Student Sabbatical Officers, Skye Marriner, Luna Morrison, and Jon Craig would end on 30 June 2024. The Chair, on behalf of the Committee thanked all three Sabbatical Officers for their significant contribution to the Committee over the past year.

9.2 BOARD COMMITTEES RESTRUCTURE

9.2.1 The Committee NOTED that the Board of Management was currently reviewing its committee structure, in line with recommendation from the 2024 Board Effectiveness Review. The Clerk advised members of the Committee that an update on the restructure, and its impact on co-opted membership, would be provided at the start of the academic year 2024/25.

10. FOR INFORMATION

10.1 COMMITTEE PROGRAMME OF WORK 2024/25

10.1.1 The Committee NOTED its proposed programme of work for the academic year 2024/25.

11. DATE OF NEXT MEETING

11.1 To be confirmed.

The meeting closed at 15:35