

Engagement Committee

Draft Minutes

Meeting reference: Engagement 2017-18/01
Date and time: Thursday 31 August 2017 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Prince Honeysett. Ann Irvine, Lindsey McLeod, Charlie Shentall

Apologies: David Gourley, Sharon Hammell, Ian Jackson, David Littlejohn, Donald McLean, John McDonald, Nurina Sharmin

In attendance: Pam Wilson, Vice Principal Academic
Academic
Susan Hunter, Head of Human Resources and Organisational Development

Chair: Charlie Shentall (Acting Chair)
Minute Taker: Maureen Masson, Secretary to the Board of Management
Quorum: 3

Summary of Action Items			
Actions From 11 May			
Ref	Action	Responsibility	Time Line
9.1	IIP Staff Report The items arising from the report would be taken forward by the Principal and Senior Management Team.	Principal	Ongoing as part of review of SMT structures
6.2	PCSA/HISA Student Partnership Agreement Projects 2017-18 Develop the student partnership proposals and actions to deliver	HISA President/VP-Academic	
*7.1, 7.2 and 7.3	Balanced Scorecard and Student Surveys Continue with analysis of data arising from surveys and implement resulting actions arising	VP - Academic	

Minutes

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chair, John McDonald, had sent apologies and, in the absence of the Vice-Chair, Charlie Shentall had agreed to Chair the meeting in John's absence. Charlie welcomed everyone to the meeting and noted the apologies.</p>	
2	<p>Additions</p> <p>There were no additions to the agenda.</p>	
3	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest in any agenda item.</p>	
4	<p>Minutes of Meeting held on 31 August 2017</p> <p>The minutes were approved as a correct record subject to Lindsey McLeod's name being listed only once.</p>	
5	<p>Actions Arising from Minutes on 2 March 2017</p> <p>11.2 The Board Chair had completed 1:1s with all Board members.</p> <p>Action Completed.</p> <p>Actions Arising from Minutes on 11 May 2017</p> <p>2. Noted that the Community, Equality and Diversity Engagement Update had been removed from the minute.</p> <p>*6.3 PCSA/HISA Forward Proposals</p> <p>Action complete: The items raised at the last Audit Committee had been taken into account and considered by F&GP and the Board at their meetings on 31 May and 14 June 2017 respectively and the Board had approved the merger at its meeting in June 2017.</p> <p>7.2 Corporate Parenting Plan</p> <p>Action complete: The position with the ELS funding was noted – the VP for Finance and Estates had clarified that it was difficult to differentiate between HE and FE funding in ELS funding, but that</p>	

an apportionment could be made.

8.1 Partnership Engagement

Action complete: presentations were circulated.

9.1 IIP Staff Report

Action Update: the items arising from the report would be taken forward by the Principal and Senior Management Team.

9.2 Staff Conference

On the agenda for the meeting.

10 Board Development Day

On the agenda for the meeting.

6 Student Engagement

***6.1 HISA Perth College Update**

The Student President introduced the paper and provided an update on recent student activity.

The Committee noted the report. The transition/merger with HISA had concluded and the Student Association was positive about the benefits it had brought. The officers had been well supported during the transition phase and had attended training programmes related to their roles and had built a useful network of contacts through the training programmes. An additional full time administrative member of staff would be appointed who would work and support officers in their day to day roles, running events and activities and class representative structures. The postholder would also line manage the existing part-time member of staff.

The biggest Fresher's event was planned for week commencing 4 September, with many different activities on offer across the campus.

The Committee noted that the Student Vice-President had been working with Equate Scotland to set up a campaign with the aim of helping to improve the gender imbalance in Science, Technology, Engineering and Maths (STEM) subjects. The Committee welcomed this initiative.

The Chair thanked the Student President for the report and commented that the officers were welcome to discuss the structure of the report with the senior management if that was

Principal

helpful, given this was the first report that had been prepared.

6.2 PCSA/HISA Student Partnership Agreement Projects 2017-18

The Committee noted the paper which set out three specific themes to be taken forward following discussions about the priorities for the Student Partnership Agreement between Perth College UHI and HISA Perth. The three themes were:

- The development of a programme of events and clubs/ societies on offer to students to enhance the student experience, raise awareness amongst the student body of HISA Perth and reach out to students from across the College.
- Improvements to the availability of learning resources
- Strengthen the performance of the student representation system.

The Vice-Principal Academic commended the new student officers on their positive attitude and motivation in taking forward the transition arrangements and in identifying the partnership proposals. All of the proposals had featured in the manifestos of the elected officers and were important for students. The next steps would be to work with the Sector Heads and Student Services on developing the themes further and putting in place actions to deliver them.

HISA
President/VP-
Academic

In terms of last year's partnership proposals a student portal incorporating e-safety, was to be developed and would become embedded as part of 'every-day' student life.

7 Performance Monitoring

***7.1, 7.2 and 7.3 Balanced Scorecard**

The Vice-Principal - Academic introduced this item noting that the three items presented to the Committee should be considered in parallel as enclosures 5 and 6 provided evidence against the balanced scorecard.

Enclosure 5 - the National Student Survey - was published in August 2017 and although Perth has its own report, the overall information is collated for all partner UHI Colleges.

Enclosure 6 - the Student Satisfaction and Engagement Survey was an exit survey undertaken in April and collated the views of students undertaking FE to HNC level courses. Ten questions in the survey were set by the Scottish Funding Council and were compared nationally against other Colleges.

The Committee noted a number of key statistics. In relation to

the National Student Survey the response rate was lower this year but still higher than the sector average. Concern was expressed that ongoing participation in surveys is usually linked to confidence that feedback will lead to action. It was acknowledged that there may have been some confusion among the student population related to the transitional arrangements moving to HISA. However, the Student Association had plans to raise its profile amongst the student body locally and, working with the Student Representative Council, to undertake more activities to promote the work of the brand, profile and wider understanding of the work of the Student Association.

The Committee also discussed the overall statistics at UHI level which was a summary of partner colleges' performance. The nature of the dispersed learning community and multi-campus nature of UHI and the challenges that brought to each individual partner college were noted. The Committee noted that partner college was reviewing the statistics and were identifying action plans to address areas of concern.

The Committee noted the data at programme level and areas of success for the College. In addition areas where results had deteriorated were further noted and it was acknowledged that there may be local factors which contributed. Efforts would be made to identify improvements needed for example in course organisation and management or improvements to the network quality. At UHI level, the Principal was leading work to understand the collective challenges in terms of on organisation, management and the learning community. The Dean of Students had good insights into the challenges.

In terms of the Student Satisfaction and Engagement Survey the Committee noted the key statistics and the overall satisfaction rate of 95%. Particular strengths related to the manner in which students felt supported and treated, however learner satisfaction had dropped in a number of areas. One such area was use of PCs where it was recognised that there were network issues last year that may have affected students. Work was ongoing to review the results and understand the lessons and improvements to be put in place.

VP-Academic

8 External Engagement

8.1 Partnership Engagement

The Principal reported that she would be attending partnership Council on 13 September and would meet senior staff as part of an ongoing induction programme. The Principal had also been invited to participate in a short life working group to review additional credits. Although these would not be taken up at Perth

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College, it would, nevertheless, be helpful to engage with other Partnership Council members.

8.1 Draft Perth and Kinross Council Annual Report 2015-16

The Vice Principal Academic introduced the paper. The Report was based on a single outcome agreement that is reported on annually and the plan now included commentary from community planning partners. The College had contributed to the document and the key areas of activity from a College perspective had been highlighted.

The Committee commented positively on the joint working approach that had now been adopted by the Council, and noted the wide ranging contribution by the College to the achievement of objectives and the key role the College plays a wider local area context.

8.2 Perth and Kinross Community Plan Consultation 2017

The Vice Principal Academic introduced the paper which set out how the Council would work towards achieving its vision for improved local outcomes. Five strategic objectives had been identified and the College had a part to play in delivering each of these key outcomes.

The Committee noted the College's response to the Plan and the opportunities for the College to contribute towards achievement of the strategic objectives. The Committee also welcomed the various fora for engagement and consultation.

A further draft of the plan would be prepared and it would be included in the agenda for discussion at the Board Development Day on 23 September 2017.

A query was raised by a Board Member about the opportunity for the financial contribution of the College to the city's economic sustainability to be included in the report. At present the financial contribution made by the College had not been quantified, but given a new Council leader was now in post there would be an opportunity to get insight into his expectations.

9 Staff Engagement

***9.1 Staff Conference – Update**

The Principal provided an update on the recent staff conference held on 29 August 2017. The Principal had addressed staff and had used a text wall for 'Q&A' which had worked well. David Scott from Sparqs presented a session and the Student President

VP-Academic
Secretary

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had also addressed all staff. A series of workshops had been held for staff in the morning and afternoon.

A copy of the Principal's address would be circulated to Board members for information.

Secretary

10 Board Development Day

The Board Secretary circulated the latest iteration of the agenda for the Board Development Day on 3 June. Some changes would be made as a result of the discussion on the Community Plan. A revised agenda would be circulated in due course.

Secretary

11 Committee Minutes

11.1 EDIT 22 June 2017 - noted

11.2 Staff Consultation Forum – 31 May 2017 –noted

12 Date and Time of Next Meeting

- Thursday 9 November 2017

*13 Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)

Agreed the meeting met the TOR.

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Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes **Open** **Closed**

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A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1988. It is important that fact, rather than opinion, is recorded.

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Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988? Yes No