Engagement Committee

Agenda

Meeting reference: Engagement 2018 -19/02
Date: Thursday 8 November 2018 at 5.30pm
Location: Room 019
Purpose: Scheduled meeting

*Denotes items for discussion.
Members should contact the Secretary in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and Apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item		Chair	
4	Minutes of the meeting held on 30 August 2018		Chair	Paper 1
5	Actions arising from previous minutes		Chair	
6	**Student Engagement**			
*6.1	HISA Perth College Update	Student President	Student President	Paper 2
*6.2	Enhanced Student Engagement	Student President	Student President	Paper 3
*6.3	Student Partnership Agreement 2018-19	Student President	Student President	Paper 4
7	**Performance Monitoring**			
7.1	Balanced Scorecard Update	Planning and Project Manager	Depute Principal (Academic)	Paper 5
8	**External Engagement**			
8.1	External Engagement Update	Vice Principal External	Depute Principal (Academic)	Paper 6

9	**Staff Engagement**			
*9.1	HR Update	Head of Human Resources & Organisational Development	Depute Principal (Academic)	Paper 7
10	**Board Development**			
*10.1	Board Development	Secretary	Secretary	Paper 8
11	**Committee Minutes**			
11.1	EDIT • 6 September 2018	Head of Human Resources & Organisational Development	Depute Principal (Academic)	Paper 9
12	**Date and time of next meeting:** 31 January 2019		Secretary	
*13	Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Paper 10

Engagement Committee

Draft Minutes

Meeting reference: Engagement 2018-19/01
Date and time: Thursday 30 August 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, John Dare, Sharon Hammell, Prince Honeysett, Ann Irvine, David Littlejohn, Michaelangelo Philippides, Charlie Shentall

Apologies: None

In attendance: Lorenz Cairns Interim Depute Principal (Academic)
Veronica Lynch, Vice Principal - External
Susan Hunter, Head of Human Resources and Organisational Development

Chair: Sharon Hammell
Minute Taker: Maureen Masson, Secretary to the Board of Management
Quorum: 3

Summary of Action Items			
Actions from meeting			
Ref	**Action**	**Responsibility**	**Time Line**
*7.2	**Enhanced Student Engagement by HISA** Prepare an action plan to address challenges identified in student survey outcomes and to improve engagement in terms of academic business	HISA president and Vice President and College Management Team	Immediately but with a view to presenting the plan and recommendations at next EC meeting
8.1	**Balanced Scorecard Update** Further analysis of sickness absence figures presented to Committee and H&S Committee	Head of HR and OD	ASAP
*9.1	**External Engagement Update** Include a flavour of the work of City Development Board in the report	Vice Principal - External	For next meeting
*9.2	**Development Trust** Paper to go forward to the Board	Secretary	Next Board meeting
*10.1	**Board Development** Invite Principal of Forth Valley College, Ken Thomson, to a future Board development evening (possibly May 2019).	Secretary	ASAP

University of the Highlands and Islands
Perth College

Minutes

Item		Action
1	**Welcome and Apologies**	

The Chair welcomed everyone to the meeting, in particular John Dare, Support Staff Member and Michaelangelo Philippides, HISA Vice President (Education and Engagement) who were attending their first Engagement Committee meeting.

2   Additions

There were no additions to the agenda.

3   Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest in any agenda item.

4   Minutes of Meeting held on 10 May 2018

The minutes were approved as a correct record.

5   Actions Arising from Minutes on 10 May 2018

*6.2 Include consideration of the Admissions Policies on the Board agenda for its next meeting

Action update: Considered by the Board at its meeting on 13 June 2018 – **action complete**

*9.1 Investors in People (IiP) options paper to be considered by the Board at its meeting on 13 June 2018.

Check on the number of other FE Colleges who are IiP accredited

Action update: Considered by the Board at its meeting on 13 June 2018 – **actions complete**

6   Final Terms of Reference for the Engagement Committee

The Committee noted that it was working to the revised terms of Reference that had been approved by the Board at its meeting on 13 June 2018.

7	**Student Engagement**	

*7.1 HISA Perth College Update

The Committee noted the HISA Perth College update and the activity that was ongoing leading up to Freshers' Week. The Committee further noted that a part-time intern was to be recruited and that the postholder would work closely with the Marketing Department to ensure quality and consistency in output.

*7.2 Enhanced Student Engagement by HISA

The Committee noted that HISA would start work on how best to engage the student body on academic business after Freshers Week. The class representative approach provided the best opportunity to engage students to seek feedback on courses and areas of concern, and it was vital that the momentum gathered at the start of the year was carried throughout the year.

The Committee noted the relatively low ratings for HISA in the National Student Survey and discussed what factors may have contributed to that. The HISA President expressed disappointment with the ratings and the wording of the question and felt that it did not accurately reflect of the work undertaken by HISA. The Committee noted that it was not possible to change the question as it was set at a national level.

The College Management Team would support HISA representatives in taking forward an action plan to address the challenges identified, with a view to improving the HISA ratings for next year. The Partnership Agreement would also provide an opportunity for joint working.

HISA President and VP working with the College's Management Team

The Committee agreed that the action plan and recommendations should be brought to the next Engagement Committee.

8 Performance Monitoring

8.1 Balanced Scorecard Update

The Committee noted the Balanced Scorecard update. A query was raised in relation to the apparent difference in the trends shown for sickness absence between those in the update and those presented at an earlier Health and Safety Committee meeting. It was agreed that further analysis would be undertaken to clarify the apparent differences and to understand the context for absences related to the impact of change management processes and absence due to work related stress.

Head of HR and OD

8.2 and 8.3	**National Student Survey 2017-18: Key Outcomes and Student Satisfaction and Engagement Survey2017-18: Key Outcomes**

The Committee noted the very positive outcomes for the University and College in the National Student Survey against an increasing response rate. UHI secured fifth place for satisfaction in Scotland and overall satisfaction for Perth College rose to 88% with a number of questions scoring a rate of 90% or above. The Committee also noted the areas where improvement could be made.

The Engagement Committee discussed some of the outcomes in detail and that, in overall terms, that the College's core business was strong and that this presented positive opportunities in terms of advertising for recruitment and working with partners and stakeholders. The Committee was pleased that an all staff email had been sent by the Principal and that the outcomes had been discussed at a recent staff conference. The Committee wished to note formally that it was very encouraged by the outcomes.

In terms of HISA ratings, it was agreed earlier in the meeting that an action plan would be prepared to take forward some of the challenges identified.

In terms of the Student Satisfaction and Engagement Survey, the survey had a wide reach to include responses from students studying via different modes. The detailed responses were available for the Committee to review, and these would target areas for improvement and open up a dialogue via the draft action plan.

9 External Engagement

9.1 External Engagement Update

The Committee noted a paper prepared by the Vice Principal – External outlining key external engagement activities.

- Two key posts were being recruited to and those appointments would complete the restructuring process for External Engagement;

- A campaign approach to marketing had been adopted and a new approach to 'nurture' marketing had provided a new dimension to campaign based activity. As a result, recruitment numbers had remained on track;

- work on the international portfolio, business engagement activity, stakeholder engagement and the academy for Sport and Wellbeing (ASW).

In terms of business engagement it was noted that it might be worthwhile expanding the report to include the work of the City Development Board and recruitment of ambassadors. In addition, it was considered to be a pertinent time for the Board to consider BREXIT implications and risks associated with that. BREXIT would be something that would feature in the Board's development day agenda in early October.

The Committee was pleased to hear that ASW continued to look for new opportunities and was planning to exploit further the climbing wall and push for public membership. In addition, it was hoped that a number of other sports governing bodies would be encouraged to use the Academy for events, building on the netball and volleyball events that had taken place.

| | | Vice Principal - External |

9.2 Development Trust – Revised Structure

The Committee considered a paper that set out a revised structure for the College's Development Trust and Campaign Board to enable a strategic approach towards fundraising and alumni development. The Committee noted that feedback had been received from staff and Campaign Board Members in drawing up the revised structure, that it would meet GDPR guidelines in terms of alumni relations and that there would be a relatively small financial cost to updating the current trust deed.

The Committee welcomed and approved the revised new structure to the Board and the opportunity to widen membership.

Secretary

10.1 HR Update

The Head of HR and OD provided an update on various HR matters including work being taken forward to the health and safety and equality and diversity agendas. Work on HR systems continued underpinned by business process reviews.

A suite of training and development activities to support career long professional development would be launched in early September and the Value and Behaviours statement would be launched at the next Staff Conference.

The Committee noted that staff turnover was lower than last year, despite a perception that it was high.

11 Board Development
*11.1 Board Development

The Board noted a paper outlining the development events planned for 2018-19.

A session on innovation and connectivity would be useful and the

Secretary

Principal of Forth Valley College would be invited to provide some insight to the innovative work being undertaken there.

12   Committee Minutes

12.1   EDIT 12 June 2018 – noted

13   Date and Time of Next Meeting

- 8 November 2018

14   Review against Terms of Reference

The Committee agreed it had discussed business in line with its terms of Reference.

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

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** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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

Engagement Committee

Paper for Consideration

Subject: HISA Perth College Update
Author: PC Student President
Date of paper: 31 October 2018
Date of meeting: 8 November 2018

Action requested of committee:

(Tick as appropriate) For information only:
For discussion: ✓
For recommendation/approval:

Cost implications:
(Tick as appropriate) Yes: No: ✓

Executive Summary:

The paper provides an update on the work of HISA Perth College since the last meeting.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Status of Papers   Open ☑   Closed

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   **Yes**   ☐   **No**   ☑

HISA PERTH UPDATE

Activity Fund

The HISA Perth Lit Activity Fund is now active and all Perth UHI students are eligible to apply for funding for their events or trips.

There are 4 available awards:

- 400 x 1
- £200 x 2
- £100 x 5
- £40 x 5

Focus Groups

HISA Perth are currently working alongside Perth UHI on improving the student learning experience. We aim to achieve this by having focus groups with several groups of students in each of the curriculum areas, gathering information on the current status of their course and where they wish improvements can be made.

Class Rep Training/ First SRC

From 22nd October, the HISA Perth officers and Perth UHI quality team began training sessions for Class reps. Training is still underway and all reps are expected to be trained in time for our first Student Rep Council on 6th November.

Clubs & Societies

We are also now part of a sports working group with the ASW sector managers. HISA Perth believe this group will aid us in acquiring more fixture for our sports teams and also provide them with strips, something the student association has not really had a lot of success with in the past.

Engagement Committee

Paper for Consideration

Subject: HISA Perth College Student Engagement
Author: PC Student President
Date of paper: 31 October 2018
Date of meeting: 8 November 2018

Action requested of committee:

(Tick as appropriate) For information only:
For discussion: ✓
For recommendation/approval:

Cost implications:
(Tick as appropriate) Yes: No: ✓

Executive Summary:

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Status of Papers   Open ☑   Closed

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   **Yes** ☐   **No** ☑

HIGHLANDS AND ISLANDS STUDENTS' ASSOCIATION

HISA PERTH | PLAN OF WORK 2018-19

Introduction

1. The HISA Perth plan of work 2018-19 sets out the priority objectives of the HISA Perth Executive Officers for the current academic year.

2. The plan of work is formed from the officers personal objectives developed since their election in March 2018, existing feedback from students through surveys and the Student Representative Council (SRC) and work from the previous academic year.

3. This the first time that HISA Perth has produced a plan of work, both to articulate the work of the students' association and the role it plays in the work and life of the college, and as a working internal document to further professionalise the organisation. The success of the 2018 elections and OBI awards are a good indication of the impact that HISA has had on the operation of student representation at Perth College UHI. This plan of work sets in place a means in which to measure the impact HISA Perth has and the progress it makes over several years.

4. HISA Perth began providing student representation within Perth College UHI in session 2017-18. Prior to then, Perth College Students' Association (PCSA) was the students' association representing Perth College UHI students within the local community and to the college. HISA represented Perth College UHI students to the University of the Highlands and Islands and to national sector agencies since its establishment, and the de-establishment of UHISA in 2015.

5. HISA Perth's representation structure continues the structure of PCSA. There are three elected student officers that operate an activity budget. HISA has employed a full-time Student Association Coordinator to add to the part-time administrator. Both staff are employees of HISA.

Purpose

6. This paper is submitted to the Engagement Committee and Board of Management to inform of the work that HISA Perth will be undertaken in line with the strategic objectives of HISA, and to complement the strategic objectives of Perth College UHI and the Student Engagement Framework.

7. The plan of work will also be presented to the Student Representative Council to inform HISA Perth members of the work that the executive committee shall be pursuing.

8. The work of HISA Perth is relevant to all aspects of students' lives, inside and outside of the classroom. This plan of work demonstrates the role HISA Perth will have in influencing the student experience relating to their education, welfare and activities.

Structure

9. There are three parts of the plan of work contained within this paper: the priority plan of work, the executive plan of work and the continual plan of work.

10. The priority plan of work is the agreed priority project which each executive officer shall work together on implementing. It will be implemented by the whole officer team and led by the President.

11. The executive plan of work is the primary area of work that each of the individual officers shall pursue over the course of the year. Each officer will set their objectives and targets and work with the HISA Perth staff to implement.

12. The continual plan of work outlines area of work that is considered standard operation for the students' association that happens year-to-year alongside the priorities of the elected officers. These include elections, Freshers, societies and sport clubs, raising revenue, class representation and engagement, the OBI awards and providing advice for students.

Benchmarking and reporting

13. Evaluating the 2018-19 plan of work will be important to set benchmarks for future years. Targets have been included as part of this plan of work and is based on experience of the first year of HISA Perth and the work of Perth College Students' Association (PCSA).

14. These targets will form the HISA Perth operational plan which are held internally.

15. At the end of the academic year, HISA Perth will produce an impact report which will contribute to the HISA regional impact report. The benchmarking in this plan of work will inform the development of the impact report. This shall be submitted to the Student Representative Council, HISA Executive Committee and to the Board of Management.

Strategic alignment

16. To ensure HISA Perth works to develop its own aims and objectives, and works in partnership with the college, the work which the HISA Perth officers have developed key strategic plans. These are detailed within this document.

17. The strategies the plan of work aligns to are:
    a. Highlands and Islands Students' Association Strategic Plan
        i. Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation
        ii. Key Strategic Objective 2: Student Representatives at the heart of the Partnership representation system
        iii. Key Strategic Objective 3: Class Representatives at the heart of HISA
        iv. Key Strategic Objective 4: Independent advice for students and campaigns
        v. Key Strategic Objective 5: Club and Society Development
        vi. Key Strategic Objective 6: Developing accreditation for HISA volunteering
        vii. Enabling Objective 1: Transparent Communication with Students
        viii. Enabling Objective 2: HISA People
        ix. Enabling Objective 3: Finances
        x. Enabling Objective 4: Physical Resources
        xi. Enabling Objective 5: Effective Governance and accountability
        xii. Highlands and Islands Students' Association Strategic Plan

b. Perth College UHI Strategic Plan
    i. 1: Inspire and empower our students, regardless of background, to recognise and achieve their potential
    ii. 2: Work in partnership to foster and drive positive change and growth in local, national and international communities
    iii. 3: Provide dynamic learning and research experiences within a curriculum that meets economic and societal needs and aspirations
    iv. 4: Optimise the sustainable use of our systems, processes and resources to provide the best possible student experience and outcomes
    v. 5: Have talented, confident and inspirational staff who contribute to and make vital difference to the success of students, the life of the College, the University and our communities
c. Student Engagement Framework
    i. The Five Key Elements of Student Engagement
        1. Students feeling part of a supportive institution
        2. Students engaging in their own learning
        3. Students working with their institution in shaping the direction of learning
        4. Formal mechanisms for quality and governance
        5. Influencing the student experience at national level
    ii. Features of Effective Student Engagement
        1. A culture of engagement
        2. Students as partners
        3. Responding to diversity
        4. Valuing the student contribution
        5. Focus on enhancement and change
        6. Appropriate resources and support

Priority plan of work

1	Lit Activity Fund	
1.1 What we will achieve	It is the view of HISA Perth that events and other activities are essential to student life alongside learning and teaching and support services. The impact of providing students with strong social opportunities as part of their college experience is relevant to the growth, development and wellbeing of students. In the 2017-18 UHI scheme Healthy Happy You, the theme was 'community'. HISA Perth felt it was most appropriate to promote opportunities to students through its scheme of societies and sport clubs. HISA Perth ascertained that opportunities through clubs and societies can combat social isolation and promote friendships to foster amongst the student population. A common subject for students that visit the HISA Perth office during the first two weeks after induction is opportunities to meet people outside of their classes. Societies and clubs also provide opportunities for students to develop skills in a more 'authentic' environment, outside of the controlled supervised nature of the classroom. Students show initiative by conceiving ideas for a society, leadership in determining its aims and objectives, responsibility for finances, time management and project management skills, and opportunities to practice liaison with external stakeholders (such as college staff and third-party organisations). NUS (2013) found that students' association events also lead to deeper participation in students' association activity. A challenge identified by NUS is that perception of who a students' association is 'for' can act as a barrier to wider opportunities in a students' association. However, through activities led by the students' association, opportunities to participate in elections or access to support, advice and advocacy is accessed once students have initial contact with their representative body through activities. A strategic aim of Perth College UHI (2016) is to "empower" students. Opportunities through activities, as outlined in paragraph 9, compliments this aim. The college's strategic plan outlines within this aim that they shall "empower and support students to develop personal resilience, career management and entrepreneurial skills". HISA Perth's activities	

	in student activities complements this work closely. Clubs and societies provide opportunity for some valued activity. The opportunity that the Lit Activity Fund will provide is for groups of students to work on projects that doesn't limit them to being part of a society. Work on an activity fund in previous years have shown that there are cohorts of students not committed long-term to a society that are enthused about organising events for others in the student community. This fund shall provide for those students, and for students outside of the project organisers to participate in.	

1.2 Strategic alignment	**HISA Strategic Plan**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 5: Club and Society Development
	Perth College UHI Strategic Plan	Strategic Aim 1.5 Strategic Aim 2.2 Strategic Aim 2.3 Strategic Aim 3.4
	Student Engagement Framework for Scotland	1 A culture of engagement 4 Valuing the student contribution 6 Appropriate resources and support

1.3 Indicators	**Output**	**Date**	**Indicator**	**Target**	**Notes**
	Preparation of the fund	Sept 18	Draft up guidance document and application form		
		Oct 18	Prepare promotion materials and logo		
		Oct 18	Create webpage to host documentation for the fund		
	Promotion	Nov 18	All-student email		
		Nov 18	Display poster on noticeboard		
		Nov 18	Meet students in social areas		

		Nov 18	Post on social media		
		Nov 18	Utilise HISA Perth volunteers		
	Judging	Nov 18	Arrange time and dates for judging panel		
		Nov 18	Approach Perth College UHI student engagement team for a judge		
		Nov 18	Approach SRC for a class rep to be a judge		
	Support applicants	Nov 18	Offer feedback to all successful and unsuccessful applicants		
		Nov 18	Advise successful applicants on requirement for a risk assessment		
		Nov 18	Keep database of contacts of all project teams		
	Fund use	Jun 19	All funding has been distributed		
		Jun 19	Number of students participating as project leads		
		Jun 19	Number of projects funded		

Executive plan of work

2	Increase engagement through representation	**Officer lead**: Vice President for Education and Engagement
2.1 What we will achieve	Fundamental to the performance of HISA Perth is the effectiveness of student representation and engagement at the college. A primary area of work is the system of course representation. Course representatives provide students with a voice at classroom level and also populate the HISA Perth student representative council. We will develop our work in course representation and develop a course representation strategy focusing on recruitment, training, activity and retention. This shall be developed alongside the class representation workstream of the 2018-19 UHI/HISA student partnership agreement. Alongside other means of measuring engagement, such as attendance of course reps at training and SRCs, we will engage with the work on the National Student Survey (NSS) and the Student Satisfaction and Engagement Survey (SSES). The HISA strategic plan includes the aim of developing the credibility of the organisation and the NSS and SSES provides useful indicators on students' perception of representation and its effectiveness.	

| **2.2 Strategic alignment** | **HISA** | Key Strategic Objective 2: Student Representatives at the heart of the university representation system
Key Strategic Objective 3: Class Representatives at the heart of HISA
Key Strategic Objective 4: Independent advice for students and campaigns
Enabling Objective 5: Effective Governance and accountability | |
| | **Perth College UHI** | Strategic Aim 1.1
Strategic Aim 1.5
Strategic Aim 1.7
Strategic Aim 2.1
Strategic Aim 3.1
Strategic Aim 3.2 | Strategic Aim 3.4
Strategic Aim 3.5
Strategic Aim 4.2
Strategic Aim 4.7
Strategic Aim 5.3 |

	Student Engagement Framework	1) Students feeling part of a supportive institution 2) Students engaging in their own learning 3) Students working with their institution in shaping the direction of learning 4) Formal mechanisms for quality and governance				
2.3 Indicators	**Output**	**Date**	**Indicator**	**Target**	**Notes**	
	HISA Perth Course Rep strategy	Apr 19	Develop themes for HISA Perth course representation strategy			
		Jun 19	Complete first draft of course representation strategy			
	NSS and SSES surveys	Jun 19	Improve HISA Perth specific response to NSS			
		Jun 19	Improve HISA Perth specific score in NSS Q26			
		Jun 19	Improve HISA Perth specific score in SSES			
	Student Representative Council	Apr 19	Meetings take place			
		May 19	Attendance record kept for all meetings			
		May 19	Attendance rate measured for future benchmarking			
	Regional Council	Feb 19	All delegation spaces filled			
	Engagement focus groups	Nov 18	HISA Perth action plan for engagement focus groups agreed with SMT			
		Feb 19	Focus groups take place for all sector areas			
		Jun 19	All sector areas receive feedback from focus groups			

3	Increase engagement with clubs and societies		Officer lead: Lennox Francis; Vice President for Activities and Welfare		
3.1 What we will achieve	This serves as an important goal, as students look towards extra-curricular activities as a form of stress relief and a manner in which to meet individuals who share common interests. By mentioning engagement it refers to the involvement on the part of the student body and the task of increasing this interest by any suitable means. The clubs and societies are student-run and gives them a sense of ownership and responsibility. • Creation of a student friendly environment giving comfort and sense of worth. • Becoming motivated to attend college/ university as they look forward to participating. • Meeting new individuals and creating bonds that may last forever. • Maintaining both a healthy physical and mental state.				
3.2 Strategic alignment	**HISA**	Key Strategic Objective 5: Club and Society Development Key Strategic Objective 6: Developing accreditation for HISA volunteering			
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.4 Strategic Aim 1.5 Strategic Aim 1.7 Strategic Aim 3.4		Strategic Aim 4.4 Strategic Aim 5.3	
	Student Engagement Framework	1) Students feeling part of a supportive institution 1 A culture of engagement 3 Responding to diversity 4 Valuing the student contribution			
3.3 Indicators	**Output**	**Date**	**Indicator**	**Target**	**Notes**
	Number of societies	May 19	Increase number of societies from five at beginning of academic year		
	Staff working group	Dec 18	Set up working group with ASW, sport curriculum department and HISA		
		Jun 19	Meetings set up during year		

	SSS College Sport Award	Jun 19	Achieve Bronze award		
	HISA Perth activity strategy	Apr 19	Develop themes for activity strategy		
		Jun 19	Finalise first draft of activity strategy		

4	**Increase engagement with student support**		**Officer lead**: Prince Honeysett; President		
4.1 What we will achieve	In this workstream, we will work to develop awareness of support opportunities for students. Health and wellbeing can be a barrier for students pursuing their studies. The objective of our work will be to increase numbers of students needing support to access available services. To pursue this, we will work with the Student Support team of Perth College UHI. We will develop our work in 2017-18 where we supported the Healthy Happy You and Healthy Body Healthy Mind Awards schemes.				
4.2 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 4: Independent advice for students and campaigns			
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.3 Strategic Aim 1.6 Strategic Aim 3.2			
	Student Engagement Framework	1) Students feeling part of a supportive institution 3 Responding to diversity			
4.3 Indicators	**Output**	**Date**	**Indicator**	**Target**	**Notes**
	Health & Wellbeing group	Dec 18	Officer membership of Health & Wellbeing Group with Perth College UHI Student Support team		
	Here to Help stall	Nov 18	Establish times for pop-up clinics		

	Student Mental Health Agreement	Mar 19	Establish HISA Perth and Perth College UHI Student Mental Health Agreement 2018-19		

Continual plan of work

5 Representation and engagement							
5.1 Strategic alignment	**HISA**	Key Strategic Objective 2: Student Representatives at the heart of the university representation system Key Strategic Objective 3: Class Representatives at the heart of HISA Key Strategic Objective 4: Independent advice for students and campaigns Enabling Objective 5: Effective Governance and accountability					
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.5 Strategic Aim 1.7 Strategic Aim 2.1 Strategic Aim 3.1 Strategic Aim 3.2			Strategic Aim 3.4 Strategic Aim 3.5 Strategic Aim 4.2 Strategic Aim 4.7 Strategic Aim 5.3		
	Student Engagement Framework	1) Students feeling part of a supportive institution 2) Students engaging in their own learning 3) Students working with their institution in shaping the direction of learning 4) Formal mechanisms for quality and governance					
5.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
5.3 Course representation system	Recruitment	Nov 18	WM	PH	Recruitment of course representatives take place		
	Handbook	Sept 18	WM	PH	HISA Perth edits to course representation handbook submitted		
5.4 Intermediary representation	Come up with proposal	Jun 19	WM	PH	Draft proposal for intermediate-level representation at HISA Perth drafted		

	External practice	Feb 19	WM	PH	Research into structures of other institutions completed		
5.5 National Student Survey	Promotion	Jun 19	WM	MP	Support promotion of the National Student Survey, maintain 2017-18 completion rate		
	HISA Perth question	Jun 19	WM	MP	Improve HISA Perth-specific score		
5.6 Student Experience and Satisfaction Survey (SSES)	HISA Perth question	Jun 19	WM	MP	Improve HISA Perth-specific score		
5.7 Class talks	Class talks take place	Oct 18	WM	PH	HISA Perth officers introduce the organisation to classes around the college		
5.8 Student Partnership Agreement	2018-19 SPA	Feb 19	WM	PH	Student Partnership Agreement for 2018-19 signed		
	2019-20 consultation	Apr 19	WM	PH	Consultation takes place with students and elected officers for themes in SPA		
	2019-20 SPA	Jun 19	WM	PH	Agreement with Perth College on 2019-20 SPA themes and action plan		

6 Societies			
6.1 Strategic alignment	**HISA**	Key Strategic Objective 5: Club and Society Development	
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.4 Strategic Aim 1.5 Strategic Aim 1.7 Strategic Aim 3.4	Strategic Aim 4.4 Strategic Aim 5.3
	Student Engagement Framework	1) Students feeling part of a supportive institution 1 A culture of engagement 3 Responding to diversity 4 Valuing the student contribution	

6.2 Workstream	Output	Dates	Staff lead	Officer lead	Indicator	Target	Notes
6.3 HISA Perth societies	Active societies	Jun 19	WM	LF	Number of active societies are improved on 2018-19 number		
6.4 HISA regional engagement	Regional policies	Jun 19	WM	LF	Reporting and engagement takes place with HISA regional for societies support		

7 Student support							
7.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 4: Independent advice for students and campaigns					
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.3 Strategic Aim 1.6 Strategic Aim 3.2					
	Student Engagement Framework	1) Students feeling part of a supportive institution 3 Responding to diversity					
7.2 Workstream	Output	Dates	Staff lead	Officer lead	Indicator	Target	Notes
7.3 Student Support team	Induction meeting	Sept 18	WM	PH	Induction meeting takes place between HISA Perth officers and Student Support team of Perth College		
7.4 Engagement with Student Services	Induction meetings	Sept 18	WM	LF	Induction meeting with key student services teams take place		
	Signposting	Jun 19	WM	LF	Students with enquiries to HISA Perth are signposted to appropriate student service throughout year		

8 Sport clubs							
8.1 Strategic alignment	**HISA**	Key Strategic Objective 5: Club and Society Development					
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.4 Strategic Aim 1.5 Strategic Aim 1.7 Strategic Aim 2.2 Strategic Aim 3.4 Strategic Aim 4.4					
	Student Engagement Framework	1) Students feeling part of a supportive institution 3 Responding to diversity 4 Valuing the student contribution					
8.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
8.3 Clubs	Number of active clubs	Jun 19	WM	LF	Maintain number of active clubs on 2017-18 number		
8.4 Competition	Matches played	Jun 19	WM	LF	Each club to play at least one match against another college or university team		

9 Events		
9.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 2: Student Representatives at the heart of the university representation system Key Strategic Objective 5: Club and Society Development
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.4 Strategic Aim 1.7 Strategic Aim 2.2

					Strategic Aim 3.4		
	Student Engagement Framework				1) Students feeling part of a supportive institution - A culture of engagement - Responding to diversity - Valuing the student contribution - Appropriate resources and support		
9.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
9.3 Freshers 2018	Dates agreed	Jul 18	WM	PH	Dates and agenda confirmed and communicated with HISA and Perth College		
	Promotion	Aug 18	WM	PH	Freshers leaflet sent to new and returning students with college communication		
	External organisations	Sept 18	WM	PH	External organisation presence on all three days of Freshers 2018		
	Pop-up bar	Sept 18	WM	PH	Pop-up bar supplied by local promotion for all three days in the Union		
	HISA regional	Sept 18	WM	PH	HISA regional officer present on all days		
	Funfair	Sept 18	WM	PH	Funfair ride to be place outside Union building		
	Funfair day	Aug 18	WM	PH	Inflatables for one day of Freshers		
	Barbecue	Sept 18	DW	PH	Barbecue day for one day of Freshers		
	Freshers' finale	Sept 18	WM	PH	Hold evening event on final day of Freshers		
9.4 OBI awards	Dates	Dec 18	WM	PH	Agree and communicate dates of OBI awards		
	Nominations	May 19	WM	PH	Improve on 2018 nomination levels		
	Event	May 19	WM	PH	Event takes place		

10 Regional engagement within HISA framework							
10.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 2: Student Representatives at the heart of the university representation system Key Strategic Objective 3: Class Representatives at the heart of HISA Enabling Objective 1: Transparent Communication with Students Enabling Objective 5: Effective Governance and accountability					
	Perth College UHI	Strategic Aim 1.7					
	Student Engagement Framework	1) Students feeling part of a supportive institution 2) Students engaging in their own learning 3) Students working with their institution in shaping the direction of learning 4) Formal mechanisms for quality and governance 5) Influencing the student experience at national level 1 A culture of engagement 2 Students as partners 3 Responding to diversity 4 Valuing the student contribution 5 Focus on enhancement and change 6 Appropriate resources and support					
10.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
10.3 HISA Executive meeting attendance	Meeting attendance	Jun 19	WM	PH	HISA Perth attendance at each meeting		
10.4 Sports Day/Adventure Weekend	Promotion	May 19	WM	LF	Posters, all-student email and social media posts are actioned		
	Delegation	May 19	WM	LF	HISA Perth delegation filled		
10.5 Green Week	Event takes place	Oct 18	WM	MP	Local sustainability schemes promoted		

	Sustainability survey	Oct 18	WM	MP	Survey of students undertaken		
10.6 Health Body, Healthy Mind Awards	Award	Jun 19	WM	PH	HISA Perth participation in award		
	Certification	Jun 19	WM	PH	2018 college award is maintained		
Environment and Sustainability Group	HISA Perth involvement	Jun 19	WM	LF	Student nominated from Perth College to the group		
	Survey	Feb 19	WM	LF	Sustainability audit submitted to ESG		
10.7 Regional Council	Officer delegation	Feb 19	WM	PH	All HISA Perth officers attend event		
	Student delegation	Feb 19	WM	PH	2018 HISA Perth student delegation maintained		
10.8 Executive Training	Attendance	Aug 18	WM	PH	All HISA Perth officers attend regional executive committee training		
10.9 Student Engagement Group	Attendance	Jun 18	WM	MP	HISA Perth officer attendance in meetings		

11 Sector engagement		
11.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 2: Student Representatives at the heart of the university representation system Key Strategic Objective 3: Class Representatives at the heart of HISA Enabling Objective 1: Transparent Communication with Students Enabling Objective 5: Effective Governance and accountability
	Perth College UHI	Strategic Aim 1.4 Strategic Aim 1.7
	Student Engagement Framework	1) Students engaging in their own learning 4) Formal mechanisms for quality and governance 5) Influencing the student experience at national level

					1 A culture of engagement 3 Responding to diversity 5 Focus on enhancement and change 6 Appropriate resources and support		
11.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
11.3 Attendance of national events	NUS events	Jun 19	WM	PH	Maintain 17-18 attendance		
	Sparqs	Jun 19	WM	PH	Maintain 17-18 attendance		
11.4 Participation of national campaigns	Campaigning	Jun 19	WM	PH	Officer team engage students in NUS campaign		To be updated with release of relevant NUS campaign, number of students participating to be measured

12 College governance		
12.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 2: Student Representatives at the heart of the university representation system Enabling Objective 1: Transparent Communication with Students Enabling Objective 2: HISA People Enabling Objective 5: Effective Governance and accountability
	Perth College UHI	Strategic Aim 1.7
	Student Engagement Framework	1) Students feeling part of a supportive institution 2) Students engaging in their own learning 3) Students working with their institution in shaping the direction of learning 4) Formal mechanisms for quality and governance - A culture of engagement - Students as partners

					- Valuing the student contribution - Focus on enhancement and change 6 Appropriate resources and support		
12.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
12.3 Meeting attendance	Attendance	Jun 19	WM	PH	Attendance of every Board of Management, Engagement and Academic committee by a HISA Perth officer		
12.4 UHI partnership and integration	Attendance	Jun 19	WM	PH	Attendance of every programme board		
	Membership Engagement	Jun 19	WM	PH	Student Representative Council to have briefing and update session at two meetings		

13 Commercial							
13.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 5: Club and Society Development Enabling Objective 3: Finances Enabling Objective 4: Physical Resources					
	Perth College UHI	Strategic Aim 1.7 Strategic Aim 4.3					
	Student Engagement Framework	6 Appropriate resources and support					
13.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
13.3 Phone accessory shop	Sales of products	Jun 19	DW	PH	Sales of phone accessory products selling throughout year		
13.4 Hoodie sales	Sales of products	Jun 19	WM	PH	Sell HISA Perth hoodies		
13.5 NUS Extra sales	Sales of products	Jun 19	WM	PH	Improve on income of NUS Extra/Totum sales in 2017-18		

13.6 Advertising revenue	Policy	Nov 18	WM	PH	Draft HISA Perth advertising policy including ethical guidelines		
	Product list	Dec 18	WM	PH	Revenue raised from external advertising		

14 Advocacy, advice and guidance							
14.1 Strategic alignment	HISA	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 4: Independent advice for students and campaigns Enabling Objective 2: HISA People					
	Perth College UHI	Strategic Aim 1.1 Strategic Aim 1.3 Strategic Aim 1.6 Strategic Aim 1.7 Strategic Aim 3.2					
	Student Engagement Framework	1) Students feeling part of a supportive institution 1 A culture of engagement 3 Responding to diversity 5 Focus on enhancement and change 6 Appropriate resources and support					
14.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
14.3 Training in complaints, academic appeals and disciplinary procedures	Attendance	Sept 18	WM	PH	HISA Perth officer team and Co-ordinator attend induction to procedures		
14.4 Recording of advocacy cases	Guidance	Jun 19	WM	PH	Agree with HISA method of recording casework		
14.5 Advocacy supporting	Provide support	Jun 19	WM	PH	All casework completed to final resolution or end of process at request of student		

15 Communication							
15.1 Strategic alignment	**HISA**	Key Strategic Objective 1: Establishing HISA as a recognised and credible organisation Key Strategic Objective 4: Independent advice for students and campaigns Enabling Objective 1: Transparent Communication with Students Enabling Objective 4: Physical Resources					
	Perth College UHI	Strategic Aim 1.7					
	Student Engagement Framework	2) Students engaging in their own learning 4) Formal mechanisms for quality and governance 1 A culture of engagement 2 Students as partners 6 Appropriate resources and support					
15.2 Workstream	**Output**	**Dates**	**Staff lead**	**Officer lead**	**Indicator**	**Target**	**Notes**
15.3 Recruitment of Design and Communication Intern	Appoint intern	Oct 18	WM	PH	Intern appointed and inducted into role		
15.4 Social media	Facebook likes	Jun 19	WM	PH	HISA Perth Facebook page to reach 1000 likes		
	Facebook	Jun 19	DW	PH	At least one original post to be posted on HISA Perth Facebook per week		
15.5 Displays and noticeboards	Updating displays	Jun 19	DW	PH	All noticeboards and displays updated at least once a week during term		

Engagement Committee

Paper for Consideration

Subject: Student Partnership Agreement 2018-19
Author: Prince Honeysett, PCSA HISA President
Date of paper: 1 November 2017
Date of meeting: 9 November 2017

Action requested of committee:

(Tick as appropriate)   For information only:
                         For discussion: √
                         For recommendation/approval:

Cost implications:
(Tick as appropriate)   Yes: No: √

Executive Summary:

This paper sets out the proposed Student Partnership Agreement (SPA) projects for 2018-19.

_____

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Status of Papers   Open ☑   Closed

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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.

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   **Yes** ☐   **No**   ☑

HIGHLANDS AND ISLANDS STUDENTS' ASSOCIATION

HISA PERTH | PROPOSED AREAS FOR STUDENT PARTNERSHIP AGREEMENT

Student activities and events

This area of work will see the HISA Perth officer team work with student engagement to provide events and activities for students to make use of the Perth College UHI campus. There is a potential with the space and facilities available to develop the student community and provide opportunities in line with Perth College UHI strategy and schemes such as Healthy Happy You.

Representation and engagement

This area of work will aim to enhance the performance of representation and engagement. The college has obligations to support the student voice, and there is also guidance for colleges to support student representation with the sector-devised Student Engagement Framework and Framework for the Development of Strong and Effective Students' Associations in Scotland. HISA Perth will work with the Quality on this area.

HISA Perth and Quality will also look to identify gaps in student voice at the college. We have identified a number of students in areas of Perth College UHI we believe to have significantly lower levels of representation and involvement, in particular SVS and STEM. This is also proven in the numbers of class representatives that these students have in comparison to other curriculum areas.

We would like to work alongside Quality to improve this by visiting their areas and exploring different ways that we can interact with them. Increased student voice will bring about a better student experience for them and increase the strength of representation we have as well. To tackle issues such as attainment, retention and social isolation, we will offer opportunities for these students in departments with low representation through engagement and representation and involving them with focus groups and events.

Perth College Sport

Sport at Perth College UHI developed in 2017-18 with the basketball team, men's football team and women's football team playing competitively and winning matches against other institutions. The Academy of Sport and Wellbeing provides an opportunity to develop the provision of sport opportunities and earn points in the British Universities and College Sport (BUCS) rankings.

Currently there are three student-led teams that are successfully running and have regular training sessions every week. They are:
- Men's basketball
- Women's field hockey
- Men's football

Further support is required for them to ensure that they are sustainable. HISA Perth will work with the ASW to expand sport opportunities for students. We will work to increase in the number of games against other universities hosted here at Perth to take advantage of the facilities here, increase the number of clubs being formed as a result of increased student interest, and ensure the clubs increase their activity with matches and regular training.

Engagement Committee

Paper for Consideration

Subject: Balanced Scorecard Update
Author: Simon Fleming, Planning and Project Manager
Date of paper: 31st October 2018
Date of meeting: 8th November 2018

Action requested of committee:

(Tick as appropriate)   For information only: x
                              For discussion:
                              For recommendation/approval:

Cost implications:
(Tick as appropriate)   Yes: No: x

Executive Summary:

The attached paper is the Balanced Scorecard, aligned with the aims and measures for the strategic plan Vision 2021. Baseline data has been obtained from data collected for 2015-16. Where this data is only indicative of progress so far and not finalised this has been highlighted in the comments section. Measures are categorised as Red (worsening), Amber (stable) or Green (improving) based on current performance.

Measures that exceeded target included a 5% rise in the National Student Survey (% for the overall University) as well as a significant decrease (4.4%) in staff turnover % (placed in the lower end of the national average).

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Status of Papers   Open ☑   Closed

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No	Vision 2021 Scorecard Measure	Measure	Baseline 2015-16	2016-17 Target	2016-17 Current RAG	2016-17 Trend	2017-18 Target	2017-18 Current RAG	2017-18 Trend	Comments
Students and staff achieving their potential										
3	Staff:	Staff:								
	a)Number of staff days spent on CPD/year	a) Number of staff days spent on CPD/year (average per head)	5.3	6.5d	4	↓	6.5d	4.8d	↑	Although there has been an improvement from the previous year the number of staff days spent on CPD/year fell short of target by 1.7, work will continue on in 2018/19 to improve the figure and meet target.
	b)Proportion of staff with teaching qualifications	b) % of permanent staff with TFQE or equivalent.	84%	↕	88%	↑	↕	83%	↓	Based on the calculation of teaching staff (excluding fix term/p/t and HP staff) I have a list of 202 staff who are teaching. Of these 34 have no recorded teaching qualification. This means 17% not teacher trained. NB for this exercise we count staff with the HEA fellowship as teacher trained.
	c)Numbers of staff presenting papers at conferences and number of publications	c) Numbers of								
		staff presenting papers at conferences	19	↕	19	↔	↕	5	↓	Values for 2017-18 are indicative of progress and are accurate up to Aug 2018 and based on data received from the current Research Activity Co-ordinator and from HR CPD database.
		number of publications	8	↕	8	↔	↕	14	↑	
Student satisfaction										
4	Track FE and HE student satisfaction through national student surveys:	The proportions of students overall satisfied with college experience in:								
	a) Student Satisfaction and Engagement Survey	a) Student Satisfaction and Engagement Survey	93%	↕	95%	↑	↕	95%	↔	Result for Q1 of SSES questions remained stable from 2017-18 in the percentage of students agreeing that they are overall satisfied with their college experience.
	b) National Student Survey	b) National Student Survey	76%	↕	80%	↑	↕	85%	↑	Overall satisfaction for the University has increased by 6% from 2017 results to 85%. This is 2% above the University's benchmark, and the biggest increase within the Scottish sector. The University's score for Overall Satisfaction is 2% above the Scottish sector meaning that we have achieved the target figure for the Student Satisfaction Critical Performance Indicator (CPI 3a) within the University's Strategic Vision and Plan.
6	End of year Student survey outcomes:	Proportions of students that agree or mostly agree with the statements from the End of Year Student Outcomes (SSES) :								
	a) Course/achievement	i)The course was what I expected (prev. I am satisfied with my course)	84%	↕	89%	↑	↕	89%	↔	Rating baseline: (i) 72, (ii) 75. Satisfactionwith course and achievement remained stable from theat in 2016-17.
		ii) I am achieving what I set out to do	91%		92%	↔		92%	↔	
	b) Destination	i) I am aware what I can do after my course	92%	↕	91%	↔	↕	91%	↔	Rating baseline: (i) 76, (ii) 73. Satisfaction in outcomes relating to destination of colleges leavers also remained stable from 2016-17, with a 1 percent decrease for feeling prepared to take the next step.
		ii) I feel prepared to take my next steps	91%		90%	↔		89%	↔	
	c) College	i) I would recommend the College to a friend	92%	↕	94%	↑	↕	95%	↑	Rating baseline: 81. There was a small increase in 2017-18 by 1 percent of students agreeing that they would recommend the college to a friend.
Sustainability										
11	Staff rates of turnover (a) and sickness absence (b)	Track:								
		a) Staff turnover (%) to be maintained below national average (20.5)	15.4%	20.70%	0.2	↓	20.5%	16.1%	↓	Staff turnover for 2017-18 was on the lower end of the national average, it decreased by 4.4% from the previous year.
		b) No days staff absent on sick leave (average sick days per head)	9.2	↓	7.6	↑	↓	14.5	↑	The number of days staff spent on sick leave almost doubled in 2017-18, it grew by 6.9 days (on average) compared to the previous year.
13	Number of businesses that engage with Perth College UHI	Number of business on Contacts Database recorded as having had an interaction with Perth College UHI	965	↕	965	↔	↕	980	↑	The number of businesses havoing been recoreded as an interaction grew for the first time in 2017-18 by 1.5%.

Definitions:

Current (R/A/G) = Red, Amber or Green, status at the time of reporting

Expected (R/A/G) = Red, Amber, Green, status expected once final data have been confirmed

Trend = improvement, worsening or no change (↔) in performance compared to previous reporting period

NM = New Measure for 2016-17

pp = percentage points

Engagement Committee

Paper for Consideration

Subject: External Engagement Update
Author: Vice Principal External
Date of paper: 31 October 2018
Date of meeting: 8 November 2018

Action requested of committee:

(Tick as appropriate)   For information only:X
                         For discussion:
                         For recommendation/approval:

Cost implications:
(Tick as appropriate)   Yes: No: X

Executive Summary:

This paper provides an overview of the External Engagement activities for the period from September to October 2018.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Status of Papers   Open x   Closed ☐ (tick as appropriate)

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   Yes   ☐   No   **x** (tick as appropriate)

ENGAGEMENT COMMITTEE   **PAPER FOR INFORMATION**

EXTERNAL ENGAGEMENT UPDATE   **31 OCTOBER 2018**

INTRODUCTION

This paper provides an overview of the External Engagement activities for the period from September to October 2018.

EXTERNAL ENGAGEMENT STRUCTURE

A recruitment process will shortly be underway to appoint a Head of Business Development and a Head of Marketing and International. These appointments will enable the structures within these teams to be finalised.

Staff feedback has identified an opportunity for closer collaboration between the Curriculum and the External Engagement Teams. Work has already been done to encourage closer collaborations which has led to joint Public Sector Contract bids and a joint Flexible Workforce Development Fund Process. More formal mechanisms for joint planning, customer relationship management and project development and delivery will be created across the teams through a revised Curriculum and Business Planning Group as part of the Curriculum Review and a broader reorganisation of the College meeting structures.

Co-location of the Business Engagement, Marketing and International Teams is underway and should be completed by end November.

MARKETING

A campaign based approach for student recruitment to support the curriculum and student experience teams continues to be implemented across multiple channels including social media, bus and radio advertising, press, attendance at fairs, events, city centre pop-ups as well as hosting open days and drop in sessions.

The introduction of nurture marketing has provided a new dimension to the campaigns and will be more fully implemented during the upcoming recruitment for 2019/20. Campaigns undertaken for 2018/19 recruitment have worked well with recruitment numbers largely maintained across all delivery modes within an extremely competitive marketplace.

A revised 2019/20 prospectus is now available with its first use during the College's October Open Day. Feedback has been extremely positive with the highest number of visitors (590) attending any Open Day with 100% stating they are more likely to apply after their visit and 100% rated their experience as either excellent or good. The attendees also highlighted the friendliness of our staff.

The College is continuing to work closely with UHI Marketing colleagues to undertake some further development work of the UHI brand aimed at raising its profile, particularly within schools where there can often be a clash of College and UHI messaging. In recognition of this key target audience, a Schools Marketing and Communications Plan has been developed by the College to align our messaging to key target segments. Alongside this, a School's Prospectus for the Senior Phase provision, including Foundation Apprenticeships is in development.

INTERNATIONAL

A review of viability and delivery models for our existing international partnerships are being undertaken in order to inform our International Strategy. Alongside this, partnerships in China and India are continuing to be developed.

The opening of the UHI Micro-Campus within Hunan Institute of Engineering (HIE) will take place on 5 November 2018. Professor Clive Mulholland and Dr Margaret Cook will undertake the opening followed by the Graduation ceremony for our 105 Mechanical and Electrical Engineering students. This visit programme will include discussions with HIE partners over the proposed future vision and structure of the Micro Campus as well as a visit to Bangor University's Micro Campus in Changsha.

The College's first Tier 2 city partner Zhengzhou University of Aeronautics (ZUA) was given Chinese Ministry of Education approval in September 2018 and was one of only 2 UK partnerships to be approved the other being Cranfield University. A visit to ZUA will be included in this itinerary as will a visit to existing partner Zhoukhou Normal University to discuss a next stage MOU for Music and Music Business collaborations.

The College hosted visiting staff from Hunan Institute of Engineering (HIE) and Henan University of Urban Construction (HUUC) in September and October. These CPD visits were extremely successful and work well to further deepen the relationships with our Chinese partners both at staff and at institutional level.

Within the India market, Articulation Agreements are being progressed with university partners RIMT and SGU in the area of Aircraft Engineering. These agreements are aimed at attracting students to join years 3 and 4 of the BEng Aircraft Engineering. A visit to partner institutions is scheduled for mid-November.

The College successfully retained our UKVI Tier 4 license for 2018/19 and we are continuing to deliver a pan UHI shared service approach on behalf of other Academic Partners.

A review of our Tier 4 student experiences took place in September 2018. An Effective grading from Education Scotland has been awarded. This has enabled them to issue our Statement of Assurance for this activity as part of the Home Office reassurance of the quality of our learning and teaching approaches to Tier 4 students.

BUSINESS ENGAGEMENT

The Scottish Government's Flexible Workforce Development Fund for Levy Payers continues to be delivered by Colleges. An updated process and criteria has been created to ensure Perth College increases our drawdown of 2017/18 level of £100k to support those Levy paying customers.

A programme of events targeting businesses continues to be developed. Scheduled events include Perth College UHI students actively delivering elements of the Scottish Apprenticeship Awards at Perth Concert Hall on 15 November. The College has a Business Engagement table as well has having a student who has been shortlisted for a Modern Apprentice of the Year Award. One of our own Modern Apprentices has been nominated for a Star Award at the Perthshire Chamber of Commerce Awards on 23 November. We are also hosting a Chamber breakfast and a Hospitality Industry Forum during November. More of these opportunities are being generated to bring more businesses into the College to increase our industry connections and overall engagement.

Work has been done in partnership with Marketing to update the College website with Increased visibility of the range of services to business. Preparation for a Business Prospectus is also underway. A review of the potential for including additional functionality such as Book and Pay online within the College's website is also being explored with UHI Marketing Team.

ACADEMY FOR SPORT AND WELLBEING

The ASW continues to have challenging income targets. All revenue streams show an upward trend from the same period last year as the customer base continues to be built. Gym membership has grown to 1027 (227 higher than the previous quarter). This requires continual marketing activity.

Sports governing bodies continue to be courted and as a result, many of the national squad training sessions are hosted at ASW. This coupled with the hosting of regional sports clubs training is proving productive alongside the collaboration between ASW and the curriculum is leading to an increased growth in demand for full time courses.

The Climbing Wall has grown in stature over the last 6 months with the operation more efficient and effective for our customer base reflecting a strong performance during the 'off-season' for climbing.

The September Staff Conference was hosted at ASW and the UHI Research Conference is Scheduled for December 2018 and the College Expo for June 2019.

Ongoing engagement with HISA continues to offer opportunities for students within ASW. With an increasing number of students with mental health issues, ASW are supporting these students with a health and fitness solution towards relieving anxieties and increasing their wellbeing and resulting performance at College.

STAKEHOLDER ENGAGEMENT

Relationships with regional Tay Cities Deal partners continue and decisions on which projects can be supported within the 350m pounds should shortly be announced.

The College is a member of the City Development Board, the Executive Officers Group, and other associated sub-committees. With the Summer recess and a new Chief Executive, there were no meetings during the last quarter. A strong relationship is being built with the new Chief Executive of Perth and Kinross Council (PKC), Karen Reid. Potential collaborations including a Leadership Development Programme for PKC staff, as well as the potential for a workbased learning Health and Social Care partnership to support the skills demands of the regional partnership are being discussed.

Greater strategic collaborations between the College, PKC Education, Skills Development and Scotland are underway to inform and shape the curriculum review and ensure the College's Senior Phase provision continues to provide strong pathways for progression for young people.

Minister for Education, John Swinney MSP visited the College to discuss the recently launched Gender Based Violence campaign. A good representation of staff and students attended the event and the Colllege is creating a plan to roll out training for staff and increase student's awareness on the impacts of abusive behaviours and how they can be supported if incidents of this nature occur.

Engagement Committee

Paper for Consideration

Subject: HR Update
Author: Susan Hunter, Head of Human Resources and Organisational Development
Date of paper: 27 October 2018
Date of meeting: 8 November 2018
Action requested of committee:

(Tick as appropriate)   For information only:
                         For discussion: ✓
                         For recommendation/approval:

Cost implications:
(Tick as appropriate)   Yes: No: ✓

Executive Summary: The paper provides and an update on HR matters.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Status of Papers   Open ☐✓   Closed ☐ (tick as appropriate)

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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 and papers about living individuals, under the terms of the Data Protection Act 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   Yes   ☐   No   ☐✓ (tick as appropriate)

Engagement Committee HR Update

Prepared by: Susan Hunter, Head of Human Resources and Organisational Development

Date: 8 November 2018

HR Structure

We have appointed to our 2 vacancies (maternity cover HR&OD Business Partner and HR Adviser).

Organisational Leads

<u>HR Systems</u>

We have a fixed term appointment in place to provide processes for the employee life cycle. The recruitment and on boarding process is almost complete and next stage is to review the leavers framework.

<u>Learning and Development</u>

A staff survey was undertaken to establish what training staff would like to have, this was supplemented with meetings with line managers to understand their requirements. We are in the process of establishing budget to schedule this for semester 2.

The Head of Learning and Teaching Enhancement and I submitted a paper on Career Long Professional Development which contributed to our Enhancement Plan. As an organisation we identified general skills gaps by speaking with CMT e.g. digital skills and diversification and these will form part of the Enhancement Plan.

We have agreed to pilot a research professional review to support staff undertaking research and our REF submission.

Staff Conference Day

November 2018

The theme of this conference self evaluation and as such the afternoon will be spent in teams preparing the annual evaluation documentation.

In the morning the Chair will present and introduce himself to the staff population, we will also have presentation on Gender Based Violence and the Curriculum Review.

National Bargaining

Lecturers

We have worked closely with the JNC to agree new contract clauses to be compliant with national bargaining terms. We are also in the process of agreeing updated terms and conditions that represent the agreement through national bargaining.

Support

We have worked with the JNC to agree the implementation of the new holiday year for support staff. We took the opportunity to move staff to holidays in hours to make it easier for part time staff to take their full allowance.

National Job Evaluation has an implementation date of 1 September 2018, however, as per the last update received, the contract has not been signed, as such HR reporting has been developed to ensure we will be in the best position to deliver this when the implementation model is agreed. This means we are in the process of negotiating an extension to our current system.

The 2018/19 pay deal has been received and this covers the cost of living increase as well as all other types of payment (including; overtime, stand by allowances and shift allowances) and terms and conditions including salary conservation and permanisation. This is a significant change to pay and terms and conditions and consultation will need to take place at the JNC to agree implementation. These will have an impact (financial and other). As such, this will likely take more than one payroll run.

We are also in the process of agreeing updated terms and conditions that represent the agreement through national bargaining.

Contracts

A contract review project and working group have been established. The first part of this was to move staff, where possible, from bank/zero hour contracts to fixed term contracts. This was undertaken by assessing who had regular hours and working with Sector Managers to deliver a change in contractual status. This has also meant a reduction in timesheets across the college, leading to resource savings in staff time, line management time and payroll time.

Engagement Committee

Paper 8

Paper for Consideration

Subject: Board Development
Author: Board Secretary
Date of paper: 30 October 2018
Date of meeting: 8 November 2018

Action requested of committee:

(Tick as appropriate)   For information only: ✓
                          For discussion:
                          For recommendation/approval:

Cost implications:
(Tick as appropriate)   Yes: No: ✓

Executive Summary: The paper provides information on the development activities undertaken or planned during 2018-19.

The Engagement Committee is invited to note the activities that have taken place during the Academic Year to date and the planned events for the remainder of the year. Engagement Committee members are also invited to inform the Chair/Secretary of any topics that they would like to see covered in the future.

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Status of Papers   Open ☐✓   Closed ☐ (tick as appropriate)

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   Yes   ☐   No   ☐✓ (tick as appropriate)

Perth College UHI – Board of Management Development Plan
Academic Year 2018-19

Strategy/Development Days

Date	Topics	Participants
6 October 2018	Scenario Planning and BREXIT discussion	All Board members plus Senior Management Team
30 March 2019	Topics to be agreed	All Board members plus Senior Management Team

Development Evenings

Date	Topics	Participants
22 November 2018	Tayside Schools collaborative and other Council/College engagement activity Overview of *Think Positive's* two projects: • Healthy Body Healthy Mind Awards • Student Mental Health Agreement project	Sheena Devlin Executive Director, Education and Children's Services, Perth and Kinross Council Katie Gowing Student Health Project Consultant, National Union of Students
8 May 2019	Innovation and enterprise Dr Ken Thomson, Principal of Forth Valley College	All Board members plus Senior Management Team

Local Induction for new Board Members

Date	Topics	Participants
26 November 2018	Agenda with a focus on the Perth College structure, local context, committee organisation and operation, and governance aspects	New Independent Board members, new Staff and Student Members Principal and Senior Management Team, Chair and Secretary

Other events:

Dates for CDN

<u>Board Induction Workshops</u>

The sessions are as follows:

- Thursday 21 February 2019, University of the Highlands and Islands, Executive Office, Inverness
- Thursday 14 March 2019, City of Glasgow College
- Thursday 25 April 2019, Edinburgh College
- Thursday 09 May 2019, New College Lanarkshire
- Evening Session: Thursday 16 May and Thursday 30 May 2019, Glasgow Kelvin College (Springburn Campus)

EDIT Committee Meeting 6 September 2018
Minutes

Date and time: Thursday 6 September 2018 09.30
Location: Room 019, Brahan

Members present:

Susan Hunter, Head of HR
Catherine Etri, Sector Development Director, Business,
Management, Computing and Leisure
Charlie Collie, Subject Leader SVS
David Gourley, Head of Learning and Teaching Enhancement
David Snowden, AST Examinations Manager
Gerald McLaughlin, Additional Support Team Leader
Ian Bow, Health, Safety and Well-being Adviser
Les Hutchison, Estates Officer
Stuart Hall, Equality and Diversity Adviser
Winston Flynn, Support Officer ICT
Lennox Francis, Vice President for activities and welfare

Apologies: Sara O'Hagan
Tony Grant
Gilbert Valentine

In Attendance: Les Hutchison represented Gilbert Valentine

Note Taker: Gwen Perry

Minutes

Item		Led By	Action
1.	**Welcome and Apologies**		
	SH welcomed everyone – welcomed Stuart Hall as his first meeting		
	Apologies were accepted from Sara O'Hagan and Tony Grant		
2.	**Additions to the Agenda for AOCB**		
	• Guide Dog users • Introduction to Equality and diversity for students • Minibus • Terms of Reference for this meeting		

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3.	**Minutes from the previous meeting on 12 June 2018**	
	The Minutes were approved.	
	A couple of amendments were pointed out and will be changed.	
4.	**Matters arising not included elsewhere on the agenda / review of actions from previous meeting:**	
	a) **Accessibility – Update**	
	Useful to get group of staff and students together to discuss any further requirements. Suggested that Stuart Hall should take this forward. A drop in session will be set up for interested parties. Stuart also to visit specific departments. GM wanted Stuart to speak at forum.	SHa
	b) **Commemoration of E&D Days**	
	There is a calendar of events which is extensive so Stuart Hall was to come up with a proposal selecting them by religion.	SHa
	c) **External Partnership Working**	
	Catherine had kindly passed over a list to Stuart. He is going to get in contact with them. A number of extras had come through.	SHa
	d) **Lift Signage**	
	There was discussion that the signs weren't what was agreed and therefore a need to investigate that and come up with something more suitable. It was agreed that people should be encouraged to use the stairs if they are capable. We are trying to get away from exclusive practices. We need to assume that people wish to talk about their disability/mobility issues. It is part of our social environmental responsibility to offer lift passes.	
	e) **Sport England Guidance**	
	Sharon had shared the guidance and it was agreed it will be used as part of the accessibility group.	SHa

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Action: SHa to work with GM and SH to send out an email to look fo rmembers

f) Menopause Policy

This was raised by Jane Edwards previously, SH acknowledged this was a good idea and agreed to include this in her plan for our policy work but acknowledged this is not an immediate priority. Will come back at next Committee meeting with a proposal.

g) SFC Intensification

SH said she had reviewed the document and could see EDIT taking this forward. SH explained that we are already living wage accreditation and have our gender gap and are working on our race and disability gap. New appointments have been made so we have a good gender balance on the Board. The gender gap analysis had gone to SMT.

Student mental health agreement is a huge topic on its own. This has to agree with Scottish Government guidelines. Richard Ogston's team working on this. An update with be provided at the next meeting. Stuart is going to work with managers to embed E&D in team meetings.

5. **UHI Equality, Diversity and Inclusiveness Policy – update**	
This is one policy which will be drafted by UHI. Each college has then to tailor it to deal with their responsibilities. SHa will take forward to get policy in place. The document needs to be diluted to make it easily usable.	SHa
6. **Internal Audit**	
Audit was undertaken in May – are we meeting our obligations? Need to have an inclusive culture. More recommendations to be taken from document and a three year strategy plan should be produced. We are asking other colleges to share their information with us. Stuart has produced an equality tool and will bring this to the next meeting for comments. Training and guidance on this can be provided. Need to follow the action plan provided by the auditors.	SHa

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7.	**British Sign Language – update**	
	Information was to be provided to reception staff and student representatives. We need to understand BSL and a BSL language user has offered to give training to staff. We will raise awareness of this throughout the College. Suggested that a student survey would be useful to establish what the needs are. There is a large amount of information in the Government Plan.	SHa
8.	**LGBT Charter Update**	
	This needs to be done by 1st October however we will not meet this deadline – SHa going to ask for an extension. Champions group to be set up to address the issues involved in this. No LGBT network exists within the College. The group agreed it was more important to follow the principles than get the badge. To be kept on the agenda for the next meeting to review progress.	SHa
9.	**Equality & Diversity Adviser Introduction**	
	Stuart introduced himself and provided information about what he does. Culture is most important – lot of work can be undertaken without any cost implications.	SHa
10.	**Cross College Hearing Equipment**	
	An audit has been carried out to see what was required. Now have to go to procurement. Some equipment is already in place however current system is about 12 years old. We rent an induction loop system every time we have a need in ASW, a solution will be sourced.	SHa
11.	**Mental Health**	
	It was agreed that this should be a standing item on the agenda. SHa speaking on behalf of AS. AS will relaunch the Health and Well Being Group. Please contact AS if you want to be involved.	Chair
12.	**Wow Festival**	
	SO had raised the Wow Festival. SHa has been dealing with MC who is going to speak at the Festival alongside an aero	SHa

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engineering. SHa advised that he had promotional material should anyone require it. Event takes place over Friday/Saturday/Sunday. Stuart will check if a cost is involved in this event.

13.   Equality Impact Assessment

Stuart Hall has been working on a new impact assessment, which will be circulated for comment.   SHa

14.   Deputies

Please provide deputies to Susan Hunter by the end of September.   Chair

15.   EDIT Members Updates

Members were asked to provide details of what they had been doing recently.

DS – Japanese student visiting. Something that is on-going.

LH – Estates department has been quiet. Been working on one stop shop and new home economics classrooms. Have purchased a two piece therapy couch and provided new accessibility times.

WF – looking at Menopause Policy. Would like a discussion about this. People should not be losing time off work.   All

CC – Two piece therapy couch which will make a difference to the students. A height adjustable desk had been sourced.

DG – Team had been set up for accessible learning and teaching. Strategically operational discussions as how to go through with this. Need to extend the reach.

GM - Looking at assessment strategies – assessment criteria set by bodies e.g. SQA. Need to consider inclusive assessment strategies. Far from inclusive at the moment. DG – we are going back the way. Assessment probably back for 20 years. Information about this should be given to Colleges' Scotland. SQA are always concerned about the integrity for examinations. We

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need to work and influence the way forward. Exceptionally busy. Getting information in place for students.

LF – Working with students to establish difference engagements. Lennox to work with Stuart Hall.

SH – SHa and SH have been working on what we want to deliver. Hopefully have strategy and plan for next meeting.

IB – Putting together an evacuation plan for the building. Currently no information available for any members of staff that require assistance. Need to include these in the plan – those who have medical conditions. If members of staff declare that they have a medical situation they would need more than a first aider e.g. mars bar etc. Duty of care to make sure we have all avenues covered. GDPR is OK with this information being stored.

CE - Waiting on the hard work DM has been doing – waiting to implement. Ian has assisted getting work station assessments – need to have work stations for disabled students. . A visit from a group of Chinese visitors was very positive.

SHa– accessibility issues – opportunity to ask people for their input. Need to ensure that people are catered for. Well-being needs to be looked at. Safe Working Group – looking to emphasise this.

16.   **AOCB**

Terms of Reference

SH –will develop and share with the group, but will need to be approved by the board.

Guide dog users – need a plan for clearing up, IB will look into this.

Minibus

CC pointed out the need for a larger minibus to accommodate wheelchair users. At the moment has 12 students and a wheelchair user. Need a 17 seater minibus to accommodate this.

Equality

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SAH advised that, due to recently returning to work after an operation, there was no remaining timetable provision for delivering an EDI session at student inductions. As such, the panel discussed the potential use of PAT time to deliver a timetabled provision to individual classes.

SAH to contact Sector Development Directors to take forward, and to discuss approaching classes to join Equality Networks (eg. Accessibility Network). CC advised he is happy to support this, and others were happy for SAH to take this forward. From 2019, SAH expressed desire to incorporate EDI sessions into student induction

17. **Dates and times of future meetings:**

   - 6 December 2018
   - 21 March 2019
   - 20 June 2019

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Engagement Committee Terms of Reference

Membership

Chair of Academic Affairs Committee (ex officio)
No fewer than 3 other Board of Management members, to include one staff member.
2 student members nominated by HISA/Perth College

In attendance
Depute Principal (Academic)
Vice Principal (External)
Head of Human Resources and Organisation Development

Quorum
The quorum shall be 3 members

Frequency of Meetings
The Committee shall meet no less than three times per year.

Terms of Reference

This Committee is responsible for four main aspects of College business: Student Experience and Engagement, External Stakeholder Engagement, Human Resources and Staff Engagement and Board of Management development.

Student Experience and Engagement

1. To ensure the Board is working proactively to ensure effective Board level engagement with the student experience.

2. To ensure the Board engages proactively and work collaboratively with HISA having oversight of key HISA developments and governance arrangements.

3. To receive regular reports from Management and Students on progress with student engagement in the operation of the College.

External Stakeholder Engagement

4. To provide direction on strategic external engagement priorities for the College.

5. To contribute to the College awareness of its market position in Perth and Kinross through dialogue with the Board of Management members' own external, government and private and third sector contacts.

6. To review the College's external environment and interpretation of relevant information with the purpose of providing leadership on the currency of strategic direction

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7. To work with and influence a range of key external stakeholders (e.g., the Perth and Kinross Young Work Force Group, the Perth and Kinross Community Planning Partnership, Perth City Development Trust, the Outcome Delivery Group).

8. To represent the College with peers across the UHI Academic Partners.

Human Resources and Staff Engagement

9. To oversee the development and auditing of organisational engagement strategies including monitoring staff survey outcomes.

10. To monitor progress of our general and specific duties under the Equalities Act through review of reports and action plans.

11. To ensure the Board is taking an active and planned approach in its responsibility to staff.

12. To receive reports from the Equality, Diversity and Inclusion Team (EDIT) Committee.

Board of Management Development

13. To develop procedures for the induction and ongoing training and development of Board members

14. To ensure Board Members are able to operate effectively and to develop into the roles of Chair of Committee and Vice Chair as appropriate.

15. To ensure effective self evaluation of the Board and its Standing Committees

16. To develop an annual programme for Board Development activities.

Approved by the Board of Management on 13 June 2018