

Learner Experience Committee

Agenda

Meeting reference: Learner Experience 2021-22/02
Date: Wednesday 10 November 2021 at 2:30pm
Location: Online
Purpose: Scheduled meeting

* Denotes items for discussion/approval.

Members should contact the Clerk 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 Conflict of Interest in any Agenda Item		Chair	
4	Minutes of the Meeting held on 08 September 2021		Chair	Paper 1
5	Actions arising from previous minutes		Chair	
6	Terms of Reference		Chair	Paper 2
7	Learner Experience			
7.1	HISA Perth Plan of Work 2021/22 – update 2021/22	HISA Perth	Student President	Paper 3
7.2	HISA Perth Update	HISA Perth	Student	Paper 4
7.3	National Student Survey	Quality Manager	Associate Principal	Verbal
7.4	Student Satisfaction & Engagement Survey	Quality Manager	Associate Principal	Verbal
7.5	Postgraduate Taught Experience Survey	Quality Manager	Associate Principal	Verbal
8	Curriculum			

	Agenda Items	Author	Led by	Paper
8.1	Student Completion & Progression - update		Associate Principal	Verbal
8.2	Student Recruitment - update	Head of Student Experience	Associate Principal	Verbal
8.3	Digital Poverty	Head of Student Experience	Head of Student Experience	Paper 5
9	College Policies and Strategy			
	None for this meeting			
10	Committee Minutes (for noting)			
10.1	Scholarship & Research Committee <ul style="list-style-type: none"> • 21 October 2021 			Paper 6
10.2	Student Engagement Group <ul style="list-style-type: none"> • 15 September 2021 			Paper 7
11	Date and time of next meeting <ul style="list-style-type: none"> • 02 February 2022 @ 2.30pm 		Clerk	
*12	Review of Meeting (to include check against Terms of Reference)		Chair	(Paper 2)

Academic Affairs Committee

DRAFT Minutes

Meeting reference: Academic Affairs 2021-22/01

Date and time: Wednesday 08 September 2021 at 2.30pm

Location: Online

Members present: Margaret Cook, Principal (Chair)
Andrew Comrie, Board Member
Robert Boyd, Teaching Staff Member on the Committee
Todor Pavlov-Kennedy, HISA Perth President
Lorenz Cairns, Depute Principal (Academic)(from item 7.3)
Veronica Lynch, Vice Principal (External Engagement)(from item 6.4)
Deborah Lally, Head of Student Experience
David Gourley, Head of Learning & Teaching Enhancement
Rosalind Bryce, Chair of Scholarship & Research Committee

In attendance: Penny Davis (Minutes)

Apologies: Sheena Devlin, Board Member
Ann Irvine, Board Member
Rebecca Wallace, HISA VPEE
Patrick O'Donnell, Staff Board Member
Catherine Etri, Associate Principal (Academic)

Chair: Margaret Cook

Minute Taker: Penny Davis

Quorum: 7

Summary of Current Action Items			
Ref	Action	Responsibility	Time Line
5	Matters Arising from Previous Meeting Student Destinations info paper to be distributed when available	Head of Student Experience	Next Meeting
5	Matters Arising from Previous Meeting Link to be circulated to Committee for SFC Benchmark Report on KPIs	Head of Student Experience	Next Meeting
6.4	Student Funding Update Report to next meeting of Committee.	Head of Student Experience	Next meeting
6.5	External Verification Overview Report Add report to Committee agenda on annual basis.	Clerk	Next meeting
7.1	Student Completion and Progression Circulate indicative progression KPIs	Head of Student Experience	Next meeting
7.1	Student Completion and Progression Raise use of SAAS +1 funding for students affected by COVID restrictions with Colleges Scotland	Chair	Next meeting
8.1	Risk Register Bring executive report on mitigating actions to next meeting.	Clerk	Next meeting
9.1	Addressing Racism Final draft plan to be taken to October Board	Clerk	Next meeting

Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting.</p> <p>Members noted apologies received.</p>	
2.	<p>Additions to the Agenda</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.</p>	
4.	<p>Minutes of Meeting held on 28 April 2021</p> <p>The minutes of the previous were confirmed as an accurate record.</p>	
5.	<p>Matters Arising from Previous Minutes</p> <p>4. Minutes of Previous Meeting had now been circulated.</p> <p>6.2 Student destinations - Head of Student Experience reported that data would be circulated once available.</p> <p>7.1 SFC Benchmark Report on KPIs - Head of Student Experience reported this was now on website and a link would be circulated to Members.</p> <p>8.1 Risk Register - items on agenda.</p> <p>9.1 Addressing Racism – the website had been updated that day; item on agenda.</p>	<p>Head of Student Experience</p> <p>Head of Student Experience</p>
6.	<p>Student Experience</p>	
6.1	<p>HISA Perth Update</p> <p>HISA Perth President provided a verbal report, confirming that the plan of work had been finalised. He asked Members to note that the title of Class Representative had been changed to Student Voice Representative and that self-registration had been introduced to ensure compliance with GDPR.</p>	

<p>6.2</p>	<p>OBI Report</p> <p>HISA Perth President presented Paper 2, reporting that the awards this year had been highly successful with good participation in the online event and strong nominees.</p> <p>The Chair asked that the Committee’s appreciation of HISA’s good work on the awards be recorded.</p>	
<p>6.3</p>	<p>Student Satisfaction and Experience Survey</p> <p>Head of Student Experience presented Paper 3, advising Members that the first 13 of the 27 questions were statutory questions determined by SFC for benchmarking purposes. The response rate had been 35%, which was lower than anticipated and lower than the SFC’s acceptable response rate of 50%. Engagement of HE students, at 38%, had been lower than FE students, at 56%. The cyber incident had impacted on engagement, and the use of unique e-mail links for students to access the survey was also thought to have been a factor.</p> <p>Overall satisfaction was 82%. As expected, lower levels of satisfaction had been reported on practical courses where access to facilities had been affected by COVID restrictions.</p> <p>All participating courses had received results. Analysis of results and development of action plans was underway.</p> <p>HISA Perth President asked what was being done to improve the student experience on the basis of the response to this year’s and the previous year’s survey. Head of Student Experience referred to the need to review the use of unique links which made it challenging to incentivise students to complete the survey. HISA Perth President offered HISA’s support with future surveys and suggested providing access to the survey in the library and other departments might improve engagement.</p> <p>HISA Perth President asked what was being done to ensure a better online experience for students on courses where COVID restrictions remained. Head of Student Experience provided assurance that access should not be an issue in the coming year. Two-thirds of teaching was on campus and face-to-face. Courses that remained online were courses where delivery had been online prior to COVID.</p>	
<p>6.4</p>	<p>Student Funding Update</p> <p>Head of Student Experience provided a verbal report, advising Members that arrangements for student bursaries and discretionary funds had been re-shaped and were now more streamlined. The first</p>	

	<p>bursary payment had been made that day for students whose attendance had been confirmed. Fewer students had applied for a bursary this year, which was a concern, but communications had gone out to make students aware of the bursary application process and the situation would be monitored. Curriculum areas where students would require to be reimbursed for kit had been identified. A written report on student funding would be brought to the Committee later in the year.</p> <p>HISA Perth President asked about the availability of emergency cash. Head of Student Experience confirmed that this was available and need was assessed on a case-by-case basis. Any delay would be the result of a logistical issue.</p>	Head of Student Experience
6.5	<p>External Verification Overview Report 2020/21</p> <p>Head of Student Experience presented Paper 4, advising Members that 9 of the planned 13 visits had gone ahead in the past year, all of which were for FE provision. This was unusual, as the majority of visits usually related to HE provision.</p> <p>Head of Student Experience highlighted that the report showed areas of good practice identified by the external verifiers in addition to actions.</p> <p>HISA Perth President asked for further information about reported lack of evidence in some areas causing delay of awards. Head of Student experience explained that this could indicate that material had not been passed on by teachers, or that it had not been handed in by students. She confirmed that students on hairdressing and accounting courses had now been awarded.</p> <p>Board Member suggested that the Committee might receive this report annually.</p> <p>Head of Student Experience assured Members that deferral of a visit would not have a knock-on effect for students and advised that only live units were assessed.</p> <p>Committee noted the fine effort of staff in their timely resulting of courses.</p>	Clerk
7	Curriculum	
7.1	<p>Student Completion and Progression Update</p> <p>Head of Student Experience provided a verbal update, advising Members that only four courses had been extended beyond the end of the last academic year. These were:</p>	

	<ul style="list-style-type: none"> • HNC Hair & Beauty, as a result of practical elements of the course; • HNC Childhood Practice, where placements at nurseries had not been accessible; • HNC Social Services, where NHS placements had not been accessible; • HNC Care and Admin Practice, where placements had not been accessible. <p>Exam boards had met last week and records were now prepared for progressing students. Of 255 students required to resit, 161 had been eligible to progress.</p> <p>Committee discussed the increase in SAAS funding entitlement by one year to a total of 5 years, and noted that students whose studies had been affected by COVID restrictions could use the additional year's funding to resit a year.</p> <p>Head of Student Experience reported that no Perth College students had been identified who had exhausted the number of years' funding to which they were entitled. KPIs on progression were still being processed. Indicative figures would be circulated once available.</p> <p>Members sought clarity on whether SAAS were taking account of the impact of COVID. Head of Student Experience advised that SAAS appeared to take account where whole courses were affected but not individual students. Members expressed concern about mixed messages being communicated to students and that individuals could be disadvantaged by this approach. Member advised that concern had also been raised at Engagement Committee. Chair agreed to raise the matter with Colleges Scotland. Members suggested that NUS might also lobby SAAS for a better outcome.</p> <p>Committee discussed the number of units that could be carried over before it was necessary to resit a year. HISA Perth President suggested a trial could be conducted to assess whether students could carry over more modules than would normally be permitted. Teaching Staff Member advised that carrying over more than three outstanding units would be too onerous, but that the matter could be raised with the UHI representative on the faculties meeting.</p> <p>Teaching Staff Member highlighted the higher than normal volume of resits and the impact on staff. Chair confirmed that staff had taken leave over the summer and had been given the option to return one week early and take an additional week's leave in October instead.</p>	<p>Head of Student Experience</p> <p>Chair</p>
7.2	Student Recruitment Update	

	<p>Head of Student Experience provided a verbal report.</p> <p>For FE, 970 students were on campus, and 1050 students were in the system, which was 32 away from target figures. College teams were updating figures daily and monitoring. The data looked optimistic at this stage.</p> <p>Two FE courses had been cancelled due to low numbers. These were HNC Acting and Performance, and NQ Holistic Therapies. Students on the latter course had accepted the offer of enrolment on the Access to Beauty course.</p> <p>For HE, the full-time target was 1952. 2083 students were currently in the system, excluding international students, which would increase the figure to 2283. Part-time HE figures looked healthy, although school intake was not as high as expected.</p> <p>It was confirmed Foundation Apprenticeships were not included in the headcount.</p> <p>Clearer data on recruitment would be available over the next few weeks and would be reported at the next meeting of the Committee.</p> <p>The Chair noted that the Open Day, the following day, may generate more intake.</p>	<p>Head of Student Experience</p>
<p>7.3</p>	<p>COVID Restart Planning Update</p> <p>Depute Principal provided a verbal update, advising that the restart had been a challenging process, with some staff having to adjust their working methods. Social distancing was no longer mandated. Face masks were still mandated, but there had been a shift in Scottish Government language and greater focus on ventilation, CO2 monitoring and updated protocols. Flexible working had been introduced and the return to work had been phased. Additional risk management and controls were in place. Measures currently exceeded requirements.</p> <p>Staff and students had responded to the need to come into College, although there was some resistance from students. External factors were affecting the number of cases among students.</p> <p>Board Member enquired about the approach to vaccinations. Vice Principal (External) reported that NHS Tayside did not have a mobile vaccination facility available but would be visiting College the following day to discuss coming onto campus to deliver vaccinations.</p>	

	<p>Teaching Staff Member reported that students in the residence were acting responsibly. It was agreed that efforts should continue to promote opportunities for vaccination.</p> <p>HISA Perth President noted the challenge and all the work done by College management to facilitate restart.</p>	
8	Risk, Compliance & Performance	
8.1	<p>Risk Register – Academic Affairs Committee</p> <p>Chair presented Paper 5, reporting that work had taken place over the summer to ensure that the risk aspect was relevant to the Committee. There remained some overlap with Engagement Committee risks.</p> <p>Board Member commented that focus should be on what action the Committee should take now to turn around areas of high risk.</p> <p>The Chair advised that the Executive Committee were looking at risk actions and a report would be brought to the next Committee meeting.</p>	Chair/Clerk
8.2	<p>Balanced Scorecard update</p> <p>The Chair presented Paper 6.</p> <p>Head of Student Engagement provided clarification of the figure for TQFE qualifications, explaining that the SFC only report data for full-time, permanent staff.</p>	
9	Policies & Procedures	
9.1	<p>Addressing Racism</p> <p>Board Member provided a verbal update on the Addressing Racism project, reporting that a draft plan had been taken to the June Board. The Board had recognised the need for further time to finalise the plan. A meeting was scheduled for the following day to discuss HISA involvement and the working group would meet on 23 September with a view to bringing a final draft to the October Board.</p>	Clerk
10	<p>Committee Minutes (for noting)</p> <p>There were no Committee Minutes for noting.</p>	
11	<p>Date of Next meeting</p> <p>Wednesday 10 November 2021 at 2.30 pm</p>	

12	Review of Meeting Committee had been provided with Terms of Reference. No points were raised for discussion.	
-----------	--	--

DRAFT

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

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 2018. 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 2018? **Yes** **No**

Board of Management Learner Experience Committee

Membership

- Principal – Chair
- No fewer than 2 Representatives of the Board of Management (one to be Vice-Chair)2 Academic Staff Representatives (Board Teaching staff representative plus one other nominated teaching staff representative)
- 2 Student Representatives nominated by HISA PerthDepute Principal (Academic)
- Vice Principal (Engagement) Associate Principal (Academic)
- Chair of Scholarship and Research CommitteeHead of Student Experience
- Head of Learning and Teaching Enhancement

By invitation

Student Services Manager, Student Records Manager, Quality Manager

Quorum

The quorum shall be 7 including the Chair or Vice Chair and must include one Board of Management Member

Frequency of Meetings

Normally 3 times per academic session, and as required.

Terms of Reference

1. To maintain an overview of academic quality assurance and outcomes by reviewing reports from the Quality Assessment Committee and other relevant internal and external sources including feedback and evaluation from student and stakeholder surveys.
2. To consider the implications of reports and updates from other relevant College and UHI Committees and, where appropriate, act to ensure the relevance and currency of the academic offer.
3. To review and approve College's policies and strategies that relate directly to the student experience.
4. To receive regular reports from Management and HISA Perth on progress with student engagement in the operation of the College.

Perth College UHI

Paper No. 3

Committee	Learner Experience Committee
Subject	HISA Perth Indicative Plan of Work (Revised) 2021/2022
Date of Committee meeting	10/11/2021
Author	Anna Templeton – Student Voice Manager
Date paper prepared	01/11/2021
Executive summary of the paper	Update on HISA Perth Activities and Plans – Full Plan to follow due to staff shortages.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications	No

Perth College UHI

<p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>Click or tap here to enter text.</p>
<p>Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u> Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u> Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give details:</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Open Business

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

HISA Perth Indicative Plan of Work 2021/2022

Introduction

Below is the indicative team and operational objectives for HISA Perth during academic year 2021/22. It will give indication of the individual and team objectives for the student officer team as well as operational plans for the year including events and recurring activities in the HISA Perth calendar. A fuller plan of work with clearer timelines and objectives will be developed and shared in due course to be ratified by the Student Representative Council (SRC) in its first meeting of the academic year and to inform Perth College UHI of the organisation's intentions for the year.

The return to campus for a significant number of our students in wake of coronavirus restrictions being lifted presents a unique challenge to us as a students' association in offering a blended approach to our services and activities so the indicative plans below reflect work that we believe to be achievable in an online and face to face capacity with our students' safety at the heart of what we do.

Officer Objectives

Each officer has been working on developing preliminary objectives linked to the manifesto that they were elected on by the students at Perth College UHI. Below are the officers' main objectives for the year:

HISA Perth President

- Enhancing the Library – students being able to access the library and its resources when needed, increasing the resources available and working in partnership with the library team
- Promoting socialising outwith course – creating new social spaces and events for students so they can meet one another in a safe space
- Raising awareness of mental health – Hosting a dedicated event focusing on creating an awareness of mental health and its impact on students
- Promoting HISA Perth – increasing our presence across campus and making sure students are aware HISA Perth is there for them and a place to get involved

Vice President Activities and Welfare

- Clubs and societies – improving how clubs and societies can register with HISA, hosting regular meeting for leaders and improving the promotion of clubs and societies across campus
- Engaging and accessible events – planning a range of diverse and inclusive events that represent our student body that are engaging, and that our students are happy with. Promoting them widely through a monthly calendar of events
- Issues concerning students – gathering feedback on issues that have affected students (Brexit, impact of COVID-19, etc), providing more information around these issues and supporting national campaigning efforts

- Mental Health Services – promoting existing PCUHI/UHI services for students so they know where to get support and looking to implement a peer support system at PCUHI

Vice President Education and Engagement

- Student Employability post study – students being aware of the careers available to them and providing more workplace opportunities for students to help develop their skills in the workplace
- More control of learning – students having more of a say over what and how they are taught, exploring what influence students have over choices and looking at different ways students can be taught
- Student Voice Reps – getting reps recruited across PCUHI and trained as quickly as possible as well as having regular meetings with reps with good turnout
- Gathering Feedback from students – finding new ways of gathering the student voice and implementing these suggestions in order to improve engagement with students

Team Objectives

The HISA Perth student officer team have also developed three objectives that they wish to complete as a team. A summary of these objectives are as follows:

- Sustainability – working in partnership with PCUHI to make our campus greener by encouraging all to reduce, reuse and recycle all aspects of campus life
- Inclusivity – supporting all our students from diverse backgrounds, including our international students and continuing our work with PCUHI on the anti-racism and racial harassment action plan. Focusing on holding a short visual campaign at Perth College campus promoting Black Lives Matter and standing up to racism including holding Anti-Racism Workshops which would talk about what racism is and how we can come together to combat it.
- Communicating with students – creating a monthly HISA newsletter, and ensuring our online and in person communications share what HISA is up to for our students

Operational Plan

Along with the individual and team objectives, HISA Perth have developed an operational plan consisting of activities that occur yearly within the organisation – either pre-existing or new additions. These are detailed below:

- HISA Perth input during Inductions
- Freshers Week activities, working with local companies/organisations/charities and integration with regional Freshers' activity
- Promote the Early Experience Survey, Student Satisfaction and Engagement Survey & the National Student Survey to help improve participation and HISA Perth scores
- Promote and run HISA elections, having all local positions filled and contested as well as maintaining high turnout
- Achieving good attendance of PCUHI students to HISA Con

- OBI Awards – reviewing the nomination form and timeline of awards as well as achieving nominations from every sector in each category, improving nomination numbers and celebrating winners
- Increase nomination numbers in HISA Awards and Sporting Blues
- Promoting support from HISA Perth to students and monitoring/recording student queries

Events and Activities

Below is a list of the current events and activities HISA Perth wish to undertake during the current academic year in either a physical or online environment, depending on which is safe. A full calendar of events is to be confirmed but below are the events that are confirmed to be taking place this academic year:

- Freshers - September
- Black history Month - October
- Halloween event- October/November
- Christmas event - December
- Refreshers – January/February
- Chinese New Year - January
- LGBTQ History Month - February
- Women’s History Month - March
- OBI Awards - May

Perth College UHI

Paper No. 4

Committee	Learner Experience Committee
Subject	HISA Perth Update, November 2021
Date of Committee meeting	10/11/2021
Author	Anna Templeton – Student Voice Manager
Date paper prepared	01/11/2021
Executive summary of the paper	The purpose of the paper is to give an update of some the work being done by HISA Perth
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications	No

Perth College UHI

<p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>Click or tap here to enter text.</p>
<p>Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u> Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u> Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give details:</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Open Business

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

HISA Perth Update 1st July – 1st November 2021

New Team

On Wednesday 1st July the new HISA Perth officer team took office. They will be in their roles until 30th June. The new officers' details are as stated below:

- HISA Perth President – Todor Pavlov-Kennedy
- HISA Vice President of Activities and Welfare – Maddie Brown
- HISA Vice President of Education and Engagement – Rebecca Wallace

Induction

The new HISA Perth officer team have received significant training and induction meetings since starting their roles. They have attended Executive Training with the collective local and regional HISA officers, SPARQS That's Quality, NUS Scotland's Lead and Change and SPARQS (student partnerships in quality Scotland) inspired HISA-led Train the Trainer as a team. They have also had induction meetings with all members of the Senior Management Team, Corporate Management Team, Sector Development Directors, Student Engagement Staff, Clerk and Chair of Board of Management and Education Scotland. The team have also received specific skills training around IT, working from home, time management and governance to name a few.

Partnership Project

Consultation on the Perth Partnership Project closed on 30th June and received 102 responses from students across Perth College UHI. Based on the top three most voted for themes – Mental Health, Extra Curricular Opportunities and Building the Student Community - HISA Perth have now created a proposed action plan with support from the Head of Student Experience and the Perth College Student Engagement Group for implementing and embedding into regular reporting for the committee. Each officer will take responsibility for a theme – Todor has Building the Student community, Maddie has Mental Health and Rebecca has Extra Curricular Opportunities – and will work with relevant departments across PCUHI to create specific actions and implement the Partnership Project. This has been approved at Board of Management Committee.

Planning our Year

HISA Perth student officers and HISA Perth staff have finalised our plan of work for academic year 2021/2022. This consists of individual officer objectives linked to their manifesto, team objectives, an operational plan of work and a list of events that will take place. This will be taken to the first SRC meeting for Student Voice Reps to ratify the officer's plan of work for the year. The HISA Perth President and Vice President of Activities and Welfare have also been in communication with the SDDs in regard to working together to set up a Mentoring Programme for new students.

Returning to Campus

HISA Perth have been working in partnership with the college in preparation for students and staff returning to campus, contributing to the staff and student guides that have been created, having membership on the various short life working groups attributed to this line of work and contributing to discussions around communicating with students in the run up to returning to campus. HISA Perth have been on campus with a rota system in place so that no more than 2 people will be in the office at one time, with guidance changing we plan to increase this to 3 people. Arrangements have also

been made for students wishing to come and speak to HISA Perth on campus. The HISA Perth team has also been actively encouraging students to follow government guidelines regarding face coverings and vaccinations. This and all measures are being kept under regular review in line with Scottish Government guidelines.

Facebook Group

Following discussions, HISA Perth and the Marketing Team made changes to the Welcome to Perth College UHI 20/21 Student group on Facebook. The group changed its name to Perth College UHI Student Group (Official). This group is open to all students - current, prospective, and alumni as a place to make friends, chat about courses, get advice, and more. Students are accepted onto the group after answering set questions about their student status, what they are studying and how they found out about the group as well as agreeing to the rules of the group that are linked to the Student Code of Conduct. The Marketing Team and HISA Perth are monitoring the group. We currently have 308 members.

Student Voice Reps

HISA Perth has once again started regular meetings with the Perth Quality Team and Student Engagement staff to look at Student Voice Rep recruitment and training. Last year a pre-recorded session was created locally for those who could not attend, and this will be looked at regionally this year, as it was discussed at the regional Student Voice Rep Group and recognised as good practice that should be replicated. Due to time constraints and recruitment numbers, the training workbook is being updated to 'flip the classroom' and provide a training resource linked to drop-in sessions for reps to attend, where HISA Perth and Perth Quality Team will be on hand to discuss key elements of the Student Voice Rep role and answer any questions. The training workbook will be distributed by week beginning 1st November and drop-in sessions will begin thereafter. Recruitment is currently underway with communications being sent out to PATs and the role actively promoted on social media. During Induction Week, we spoke at 57 inductions to approximately 550 students. HISA Perth Officers have also made an additional 42 class visits to promote the Student Voice rep role, and plan to continue visits or re-visit where reps are still required. The Student Voice Rep toolkit, created by HISA in partnership with APs across UHI through working groups has been updated over the summer, with tools for promoting the role, recording rep details and a working agreement between the AP and HISA to ascertain who has responsibility for tasks relating to the Student Voice Representative role. Current rep numbers are 111 and growing, following a big change this year asking the reps to self-register via an online form to link with GDPR and data sharing. Registrations have been slower, but we hope this will reflect reps who are keen to self-register rather than PATs passing on a name, and that these reps are students who are enthusiastic and pro-active in the role.

Perth College UHI

Paper No. 05

Committee	Learner Experience Committee
Subject	Digital Poverty (Digital Support) Scheme
Date of Committee meeting	10/11/2021
Author	Deborah Lally – Head of Student Experience
Date paper prepared	02/11/2021
Executive summary of the paper	The purpose of this paper is to inform the committee of the support the College has provided to our learners with regards to digital support
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	N/A
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes/ Ne Staffing resource to co-ordinate, monitor and track collection and return of equipment on loan Financial resource for purchasing and supporting the costs of internet connection
Risk implications	Yes/ Ne

Perth College UHI

<p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>Financial risk and future expectations on the volume of support of this kind. Reputational risk with regards to chasing returns and ultimately trying to recover our costs.</p>
<p>Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Strategic Plan – Aim 1 and Aim 4 (supporting our students), allowing students to achieve their potential; student satisfaction; positive impact on retention and attainment</p>
<p><u>Equality and diversity</u> Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>Yes/ No</p>
<p><u>Data Protection</u> Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give details:</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Non - Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ No

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Perth College UHI

Digital Support Scheme

Perth College is committed to improving access to digital technologies for all students. We want to ensure every student has access to a modern, flexible, easily accessible, digital learning environment providing an inclusive, supportive learning experience.

Feedback received from students informed us that they were uncomfortable and did not like being associated with the word 'poverty'. To the extent where some students refused and turned down the offer of loaned equipment. We therefore renamed our Digital Poverty Scheme to Digital Support Scheme.

The Digital Support Scheme provides equipment (laptops and dongles) out on loan to those students who don't have adequate digital technology in the home that would effectively allow them to engage with online learning and teaching.

In addition to the introduction of a Digital Support Scheme, we do promote BYOD (Buying Your Own Device), including promoting our WEEE Centre who refurbish, resell and recycle e-waste.

Brief Background

Initially at the start of the pandemic when the entire nation went into lockdown, our first priority was to ensure that students (and staff) had access to technology, at home, which would allow them to continue to engage with their studies. We gathered all laptops from our laptop trollies and any other laptops that were in stock and handed them out accordingly.

As lockdown continued, and in time for the new academic year (2020-21), we sent out a survey to all our students to gauge the demand for our digital equipment. The responses received informed us of the need to purchase additional laptops and dongles. We introduced a process where equipment loaned was then logged onto our Library Management System (LMS) to help monitor and track collections and returns.

Academic Year 2021-22

In preparation for this academic year, and again to gauge demand, we introduced short questionnaires for all our students. In some instances, resulting in extending the loan agreement for those progressing students.

To date we have a total of 579 laptops out on loan, a further 93 awaiting collection and are chasing 112 returns from individuals who completed or cut short their studies last academic year.

To date we have a total of 57 dongles out on loan with an additional 40 in the process of being loaned.

Recently replenishing our stock, we have managed to support all students where a request has come forward for loaned equipment.

Deborah Lally

Head of Student Experience – 2 November 2021

Perth College UHI

Paper Nos. 6 & 7

Committee	Learner Experience Committee
Subject	Committee Minutes
Date of Committee meeting	10/11/2021
Author	Various
Date paper prepared	02/11/2021
Executive summary of the paper	<p>The following committee minutes are presented for noting:</p> <ul style="list-style-type: none"> • Paper 6 - Scholarship & Research Committee – Draft Minute of 18 October 2021 • Paper 7 – Student Engagement Group – Draft Minute of 15 September 2021
Consultation How has consultation with partners been carried out?	n/a
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes / No
Risk implications (If yes, please provide details)	Yes / No Click or tap here to enter text.

Perth College UHI

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>n/a</p>
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Yes/No</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non Confidential</p>

Perth College UHI

Freedom of information	Yes/ No
Can this paper be included in "open" business?*	

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Perth College Scholarship and Research Committee (SRC)

Draft Minutes

Meeting reference: 1 of 3 in AY 2021-22
Date: 18 October 2021 at 1100
Location: By Microsoft Teams

Present: Rosalind Bryce (Chair), Lorenz Cairns, Kathleen Connor, Margaret Cook, David Gourley, Donna Heddle, Veronica Lynch, Christiana Margiotti, Patrick O'Donnell, Alex Sanmark

Apologies: Robert Boyd, Andrew Comrie, Ronnie Dewar, Lynne Griffin, Katy Lees, Henry Nicholson, Michael Rayner, Keith Smyth

Minutes: Angela Paterson

No.	Minutes	Action
1	<p>Welcome, apologies & membership R Bryce welcomed everyone to the meeting. Apologies noted as above</p>	
2	<p>Minutes of the previous meeting held on 31 March 2021 Minutes approved</p>	
3	<p>Update on actions and matters arising Rename Agenda Item 'SFC Innovation funds' to 'Perth College Innovation update', changed for this meeting</p>	
4	<p>Sector Managers' Research Sub-Group (Ronnie Dewar) As R Dewar unable to attend meeting, no update available Action: R Bryce to meet with R Dewar/Sector Managers sub-group for update Action: it was agreed it would be good to have 2 representatives for this area. Action: R Bryce to liaise with M Cook, D Gourley & C Margiotti</p>	RB RB/ MC/ DG/ CM
5	<p>Research & Scholarship Coordinator Update (including REF-related activity in Perth College UHI) (Patrick O'Donnell)</p> <p>P O'Donnell's report was circulated in advance (Paper 2); points raised included:</p> <ul style="list-style-type: none"> • Ongoing work to get a database of who is research active and being supported. Decentralised process and there are staff doing research/scholarship activities without any supported remitted time. • Practical guide for securing support/funding flowchart not yet been implemented • Staff on the current list have not had a Professional Development Review for Building Research Capacity • The Professional Development Review is being looked at, at UHI level, in relation to The General Teaching Council for Scotland (GTCS) requirements • Nuffield bid submitted – if successful Perth College would be the PI for this £68k, 18-month project. Will know outcome by December 2021 • Research and Innovation Hub: room now set up with posters in place. Hoping that Mark Murphy, University of Glasgow could give a talk at Hub in early 2022. • Good year to be working on publications; this could be one of the topics in the research hub to ensure sure momentum from the last REF period can be maintained and further outputs produced • P O'Donnell/K Fabian discussing ideas for bids; will update at next meeting 	

Perth College Scholarship and Research Committee (SRC)

No.	Minutes	Action
6	<p data-bbox="225 338 580 369">College Research Update</p> <p data-bbox="225 405 876 436">Ros Bryce Centre for Mountain Studies (CMS):</p> <ul data-bbox="225 479 1385 1682" style="list-style-type: none"> • Challenging Upland Futures in-person event held in Perth on 5/6 October 2021: 85 delegates, excellent range of speakers and diverse participation. CMS will explore the possibility of holding a conference every two years or so with support by PKC. Will be developing outputs from this and exploring ways of taking forward priority actions identified. • New research projects: <ul style="list-style-type: none"> • ETRAC cluster project – looking at ethical tourism recovery in arctic and peripheral areas. • Application to NPA bridging project on circular economy and regenerative tourism. • Horizon Europe application, working with Anna Lawrence, forestry resilience with Europe and China. WP lead. Submitted w/c 11/10/2021 – £10M – led by University Molise, Italy • Anna Lawrence now a research professor affiliated with CMS • Transatlantic platform proposal – building on the <u>COVID</u> recovery SFC uplift project. International collaboration with South Africa and Canada, led by Vicky Johnson from Centre for Remote and Sustainable Communities and with colleagues from across UHI including D Heddle and the Institute for Northern Studies. • South African Doctoral programme is progressing well, visit to SA tentatively planned for March. Supervising 2 of the students enrolled in programme. Alex has a further student • Bobby Macaulay part of team awarded funding for Acquisition of land for carbon project - Safari funded project led by SRUC • Bobby Macaulay awarded place on British Academy/Nuffield – Understanding communities programme. Series of workshops for 50 research participants where they make connections, build consortia and project proposals and submit to a fund of £1M. Bobby has involved himself with 4 of these so we hope they will lead to some funded opportunities – all to be submitted for the end of the year • PhD students: <ul style="list-style-type: none"> • Since our last meeting, we have had a further student pass his viva with minor corrections – Alasdair Bachell. • R Bryce will be on the supervisory team for a new student starting this month – Leonie Chalton funded by AHRC Collaborative doctoral award on creative practice approaches for deer management • CULTIVATE, SCITOUR, continuing successfully. <p data-bbox="225 1722 863 1753">Alex Sanmark, Institute for Northern Studies:</p> <ul data-bbox="225 1798 1378 2042" style="list-style-type: none"> • Successful application for Knowledge Exchange (KE) award with S Timoney to work with Ceteran Ecomuseum, just started and to finish January 2022 • KE award with S Timoney to work with PKC Heritage Trust; meeting in 2 weeks' time to see what they would like us to do for them and we can then move forward; will result in a CPD module through Perth College • Workshops for the Kingship project completed, held online. Website being developed, along with talks, publications and a book to be published 	

Perth College Scholarship and Research Committee (SRC)

No.	Minutes	Action
	<ul style="list-style-type: none"> • Involved with South African Doctoral supervision, going well and hope to visit SA in 2022 • Application submitted for a Marie Curie fellowship with person to be based at Perth if successful; highly competitive • Applied for an Apex Award last year; shortlisted but did not get funding. May submit another application. • Seminar series with Perth Museum – hopeful these can continue • Colleague Oisin Plumb currently based in Orkney moving shortly to Perth, to be based in the CMS offices 	
7	<p>Update on UHI Research and Impact (Donna Heddle)</p> <p>Update from Donna Heddle, Acting Vice Principal (Research and Impact) until 13 May 2022:</p> <ul style="list-style-type: none"> • REF brings in 1/5th of all the research funding for the University. Official results from REF-2021 available on 12 May 2022 • Next REF is 2027; looking to go forward with something along the same lines of units of assessment as 2021 • Full steering group meeting to be held in November 2021, invites to be issued • 6 new target areas – including Engineering • REF audit to be held yearly to look at staff contracts and funding coming in, to include an equipment audit. • Regular feature to be included in the Research Newsletter • The institutional environment statement was graded for the first time in the 2021 REF - needs to be improved for the next REF. • Looking at how we can support UHI Studentships, full budget details not known yet but a more strategic approach to this is needed and we are looking at how we can move this forward now • Keen to look at staff contracts – how we can support staff to have time to do research • Research impact – likely to be priority again in next REF; UHI has strength in this area • Invited UKRI to give us a training package on how to write bids and articulate with funding bodies. Many other Universities have a member of staff to look out for bid opportunities and deadlines • KE Team restructured from w/c 18/10/21, now part of the Research Office. Also plans to include a part-time REF manager • Chairship of the Scottish School for Arts and Humanities Graduate School will now move between universities; UHI to be next Chair • Contracts – gave a presentation at the researchers' forum; looking at an early career research rolling contract with performance reviews at the end of each year; currently these staff get short-term contracts • Looking at how we can communicate better with the rest of the academic partners, in the case of research - need for more direct communication and succession planning. • Feedback re REF - some academic partners did not feel part of the process • Writing a new research strategy which will be circulated for input; to be sent to research committees for comments • The importance of EO investing money into research/early career researchers was highlighted 	
8	<p>Research Clusters Update (Michael Rayner)</p> <p>Action: As M Rayner unable to attend this meeting, to provide update at next meeting</p>	MR

Perth College Scholarship and Research Committee (SRC)

No.	Minutes	Action
	<ul style="list-style-type: none"> • UHI staff student conference 13/14 January 2022 – closing date for abstracts for presentations is 22 October • Funding made available to the clusters £100K across the clusters, currently putting in place mechanism to allocate this money • Research seminar series being launched for HARC and SILK on Wonder and Enchantment theme for 2022 	
9	<p>Perth College Innovation Update (Veronica Lynch)</p> <ul style="list-style-type: none"> • In discussions with EO colleague in the KE team on a potential innovation voucher - hydro turbine project with an energy company • Working on 2 college projects: <ul style="list-style-type: none"> • Automotive renewables one (£25K) no progress yet • Critical engineer 4.0 project – progressing but at a much slower pace than hoped • Development Trust work ongoing in attracting scholarships for students; estimate 40 scholarships for students this year • Curriculum planning group on innovation and how this interfaces with the research hub • Interest from international partners on research collaborations through Hunan, currently with S Gibb. May be an opportunity for this to progress further – opportunities for UHI researchers across renewable areas to collaborate with our partners in China <p>Action: R Bryce/V Lynch to discuss KE partnerships</p>	RB/VL
10	<p>Moving forward with research post-REF 2021(David Gourley)</p> <p>Discussion paper (Paper 3) circulated prior to the meeting; points raised included:</p> <ul style="list-style-type: none"> • Developing a new research strategy; the college will be writing its overall strategy soon and the research strategy will be one of these strategies that will underpin this. Need to look at what our drivers/ priorities and our vision for research will be. • Research and innovation hub: <ul style="list-style-type: none"> • Facility will be good to support early and mid-career researchers. One of the main challenges is researchers working in isolation and this should lead to better synergy and support. It will also give the opportunity to work more closely and maximise working with the research and impact office, helping with funding, etc. • The opportunity to look for external funding, external to the college and UHI, will be very important, working closely with research and impact office and inviting them to hold workshops • Launch event for the hub to be on 1 December 2021 • Potential High priority Areas for Research includes, CMS, Engineering (critical re Tay Cities Region Deal for the Aviation Academy), Business & Management and Education. • Submitting a bid for an LTA grant to look at hybrid learning and the impact of this. • Working with the college development network, in discussions with them to have better research in further education • The college is currently in the process of identifying consultants to work with us on 	

Perth College Scholarship and Research Committee (SRC)

No.	Minutes	Action
	refreshing the College strategy. – all the underpinning strategies are very important and will be factored into the process	
11	AOCB None	
12	Date of next meeting Monday 17 January 2022 @ 1100. Wednesday 30 March 2022 @ 1000	

Draft

Student Engagement Group Meeting

Minute

Date and time: Wednesday 15 September 2021, 11.00am – 1.00pm

Location: By MSTeams VC

Members present: Jessica Borley (JB), Kathleen Connor (KC), Lisa Findlay (LF), Kevin Lynch (KL), Gerald McLaughlin (GMcL), Sam Monie (SM), Maureen Paris (MP), Lesley Sutherland (LS), Todor Pavlov-Kennedy (TPK)

Apologies: Lesley Connaghan (LC), Ray Crabb (RC), Aimee Cuthbert (AC), Nick Green (NG), Anna Maria Kaczmarek (AMC), Mandy MacDonald (MM), Gareth McKenna (GMcK), Sharon Porter (SP), David Stewart (DS), Rebecca Wallace (RW)

In Attendance: n/a

Chair: Deborah Lally

Note Taker: Lorna Matheson

Summary of Actions

Ref	Action	Responsibility	Time Line
4	Ensure Student Representation from Priority Groups is kept on the Agenda.	LM	Ongoing
4	Fostering a Learning Community Online. Contact Suzanne Miller and Angela Barrie and report back.	JB	Next meeting
7.2	Issue regarding Students taking lateral flow tests in unsuitable places situated around the College to be raised with the COVID response group to seek suggestions on how to take further	DL	Next meeting
11	Student Engagement Strategy to be added to the agenda for the next meeting.	LM	Next meeting
11	Suicide Intervention Policy to be added to the Agenda as a standing item.	LM	Next meeting
	Policy to be distributed to Student Engagement Group.	GMCL	Next meeting

Minute

Item	Action
1. Welcome and Apologies	
DL welcomed the Committee members.	
Apologies were noted.	
2. Additions to the Agenda for AOCB	
None	
3. Minutes of the Previous Meeting – Paper 1	
The minutes of the meeting held on 16 June 2021, were approved as an accurate reflection of the discussions that had taken place.	
4. Review of actions from previous meeting / Matters arising <u>that are not included elsewhere on the agenda:</u>	
Ensure Student Representation from Priority Groups is kept on the Agenda.	LM
DL will look at representation and put a call out for students. JB is meeting with HISA Perth and Anna Templeton student voice manager from HISA.	
Sam Monie and Apryll Mackie are key contacts for priority groups.	
TPK added with regard to student voice representation, students register themselves therefore if anyone has any ideas with regards to presentations please say.	
Fostering a Learning Community Online	
Unfortunately, LC is not currently in College. JB offered to contact Suzanne Miller and Angela Barrie and report back at the next meeting.	
5. Safeguarding – update	JB
No new updates, DL informed the meeting GMCL is Depute safeguard lead along with Scott Robertson.	
DL and GMcL will undertake NSPCC training course. NSPCCs method of delivery was face to face, but they are now delivering this training online.	

Item	Action
<p>6. Student Engagement Team – update</p> <p>Student Induction Talks</p> <p>SM informed he had around 1100 people booked to have students face to face induction with 748 attending and feedback has been very positive.</p> <p>Currently rolling out workshops and talks and first mentor training has taken place.</p> <p>With regards to UniBase, the 2 good 2 go app will be promoted amongst students.</p> <p>Perth College UHI were awarded The Going Further for Student Carers: Recognition Award and DL congratulated SM and the team for all their hard work towards obtaining the award.</p>	
<p>7. COVID-19 Updates:</p> <p>7.1 Student Residences Update</p> <p>DL informed there have been a few instances where students have felt ill but PCR tests results have been negative. One student's result came back positive, where the student and the household were supported accordingly by the College and in line with Government guidance.</p> <p>So far, the support provided to students in our residences has been very successful.</p> <p>7.2 Student Asymptomatic Testing Update</p> <p>Lateral flow testing, both students and staff are required to collect these from HR however, HR have given a supply of these to the residences. DL informed there doesn't seem to have been a big uptake of people doing lateral flow tests.</p> <p>KL added the NHS were keen to have a mobile portable unit for vaccinations on Campus, however, due to upcoming boosters and 12–15-year-olds being asked to come forward for vaccination this hasn't come to fruition.</p> <p>DL highlighted she is aware there are concerns within the College with regards to wearing of masks etc. Some staff are quite concerned students aren't wearing masks in classes etc saying they are exempt, SM reminded students about sunflower scheme</p>	

Item	Action
<p>Communications have gone out to students to remind them about the requirement of wearing masks. Some staff have asked what the procedure is if a student doesn't wear a mask in class and doesn't have a reason why along with what the protocol is with regards to sending a student home who is displaying symptoms of COVID.</p>	
<p>TPK praised the team for planning everything out so well, it's reassuring to know students are so well looked after.</p>	
<p>GMcL gave an update on the Sunflower scheme, stocks are running low and waiting on more coming in. Students are asked to be open and honest with regards to their underlying conditions that prevent them from wearing masks etc however, they are not required to show proof of this.</p>	
<p>TDK arranged a barbecue for new students arriving at the residences, this received such a positive response and is something to be looked at for future years.</p>	
<p>JB suggested adding a few COVID related questions to the student survey such as "I am assured the College is putting things in place to make me feel safe on campus". Possibly ask about vaccination status of student. These questions will not be mandatory, however.</p>	
<p>KL informed of a situation where a cleaner reported she had seen 4 girls on the floor of the lady's toilet doing their lateral flow tests. After some discussion on the protocol of where to get tests and where students and staff should be taking the tests it was agreed for DL to raise this at the COVID response group to seek suggestions on how to take further.</p>	
<p>7.3 Group Member Updates</p>	
<p>none</p>	
<p>8. Digital Poverty</p>	<p>DL</p>
<p>DL informed this will now be known as Digital Support Scheme as students didn't want to be made to feel impoverished.</p>	
<p>DL gave an update on how this Academic Years requirements have been rolled out and further laptops are on order with an expected delivery date of November. The College Procurement Department is helping us to source laptops we could possibly get quicker. We have also ordered more dongles but have not received an update on expected delivery date for these.</p>	

Item	Action
<p>Students may have been told incorrectly Dongles boost internet quality when this isn't actually the case. As a result KC informed the meeting a lot of students have come back to say they don't need the Dongle any longer.</p> <p>TDK added his appreciation on how digital poverty is being addressed at Perth College UHI.</p>	
<p>9. HISA Updates:</p>	
<p>Most updates are all included in the papers shared for the meeting.</p>	
<p>9.1 PPP 2021-22: 9.1.1 PPP 2021-22 Consultation Findings – Paper 2 9.1.2 PPP 2021-22 Agreement – Paper 3 9.1.3 PPP 2021-2022 Proposed Action Plan – Paper 4 9.1.4 PPP 2021-2022 - Action Plan Progress Summary – Paper 5 9.1.5 HISA Perth Indicative Plan of Work 2021-22 – Paper 6</p>	
<p>9.2 Freshers & Induction Update This year's freshers fair was very well attended, some activities more than others. Overall, it was a massive success considering lots of students are still feeling concerned with regards to COVID.</p>	
<p>9.3 Student Voice Reps Update Currently recruiting and most classes coming to say class reps have been elected.</p>	
<p>The team are so pleased lecturers etc have included HISA in their inductions, they have spoken to lots of students, and all seem to be very engaging.</p>	
<p>DL commented the action plans are very ambitious and might take longer than they thought they would and to please seek support if and when required.</p>	
<p>TPK thanked DL for her support adding with AC being absent the officers are looking at the plans again to ensure they are still achievable.</p>	
<p>JB added the papers were really interesting to see, good to see the thought process of the team and supported DLs comment with regards to any support they may require including taking forward any findings to relevant committees etc to help them help you. Allie Scott is UHI Mental Health & Counselling Manager will be supportive of this also.</p>	
<p>10. Student EG Member updates – not included elsewhere on the agenda</p>	

Item

Action

GMcL – Student Services update

The team are concentrating on recruitment, we have a new wellbeing support officer, Nicky Henderson who will be based in the Goodlyburn building.

Becky Angus was promoted temporarily with backfill from Rachel Weir.

Fiona Morrison recruited this summer; she was initially to be in 3 days and now 5 days per week.

GMcL informed of Scottish Funding Council money to support the recruitment of a health and wellbeing co-ordinator. JB suggested it would be helpful to have information on website including designation/responsibilities of the team.

KC informed the group the Study Centre and Library are now open from 8am – 9pm Monday-Friday and there are 60 study spaces. Library inductions have been really busy and it is fantastic to see the students engage. So far the team have had 753 students through library for induction this year with the careers team having undertaken 60 careers induction.

DL gave an update with regards to the funding team. The roles within the funding team have been re-established. The team have also worked on developing systems which will ease the process when applying for a bursary which is a big step going forward. Early indications show we haven't received as many applications as in previous years.

Scott Young is currently sending out reminders to students with regards to applying for bursary as there may be the odd student who isn't aware they have to apply.

Discretionary funding is now open to all students.

LS gave an update on the MIS team, online enrolment support drop-ins, been very successful and have covered a lot of students at this time. DL added that there were still a few students with a provisional record, and she will be giving an update later today.

JB informed the group with regards to delivery and assessment of qualifications it is business as usual. As long as students are gaining access onto the College Campus it is back to normal unless an individual assessment is required. JB stressed the importance of professional services being made aware of this also.

SQA has indicated it will be business as usual apart from graded units for higher national awards which will be continuing with the COVID arrangements put in place and students need to be made aware of this.

Item		Action
11.	<p data-bbox="263 302 1173 336">KC completed a mental health first aid course a few weeks ago.</p> <p data-bbox="263 347 367 380">AOCB</p> <p data-bbox="263 414 774 459">Student engagement strategy JB</p> <p data-bbox="263 492 1308 571">The student engagement strategy was due for renewal last year and was put on hold, this is being renewed now.</p> <p data-bbox="263 604 1300 683">DL asked what the group would like to do with regards to keeping this as a standing Agenda item for this year?</p> <p data-bbox="263 716 1316 817">DL added this is something she has commenced looking at a few months ago. DL looking to start a draft soon. Student Engagement Strategy to be added to the agenda for the next meeting.</p> <p data-bbox="263 862 1236 929">DL added for information the College has put a delay on the College Strategic Plan.</p> <p data-bbox="263 1008 686 1041">Suicide Intervention Policy</p> <p data-bbox="263 1086 1260 1187">GMcL informed the group of the Suicide Intervention Policy which is a policy pulled together by UHI distributed to individual colleges to be contextualised by various colleges and put to student body etc.</p> <p data-bbox="263 1232 1316 1332">GMcL would like this to be a standing item on the Agenda. GMcL emailed HISA last week to inform policy comes as two parts. GMcL will distribute policy to group.</p> <p data-bbox="263 1377 1324 1512">DL commented the policy is really thorough and very detailed in how this is positively assisting students. It is beneficial to a framework to follow and is robust enough to give staff the confidence to support them in what they are doing.</p> <p data-bbox="263 1556 1252 1668">JB added this is a really valuable policy and is key for quality matters updates. JB offered her assistance with contextualising the policy for approval etc.</p> <p data-bbox="263 1713 1324 1780">DL enquired if it would be possible for GMcL to deliver a session for PATs with regards to students having suicidal thoughts etc.</p>	<p data-bbox="1348 750 1404 784">LM</p> <p data-bbox="1348 1232 1436 1299">LM/G McL</p>
12.	<p data-bbox="263 1825 678 1870">Date of next CMT Meeting: 29 September 2021</p>	
13.	<p data-bbox="263 1926 1029 1971">Date of next Student Engagement Group Meeting: Friday 5 November 2021, 11.00-13.00</p>	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). There are certain limited exceptions, but generally all information contained in minutes is liable to be released if requested.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

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

DRAFT