

# Learner Experience Committee

## Minutes

**Meeting reference:** Learner Experience 2022-23/02

**Date:** Wednesday 23 November 2022

**Location:** Boardroom (Braham Room 019)

**Members present:** Margaret Cook, Principal (Chair – From Item 7.1)  
Lorenz Cairns, Depute Principal (Deputised as Chair for Items 1-6.1)  
Sheena Devlin, Board Member  
Fiona Martin, Board Member  
Patrick O'Donnell, Staff Board Member  
Todor Pavlov-Kennedy, Student Board Member  
Catherine Etri, Vice Principal (Academic)  
Robert Boyd, Teaching Staff Member on the Committee  
David Gourley, Head of Learning & Teaching Enhancement

**In attendance:** Ian McCartney, Clerk to the Board

**Apologies:** Jenny Hamilton, Board Member  
Liam Fowley, Student Board Member  
Veronica Lynch, Vice Principal (External)  
Rosalind Bryce, Chair of Scholarship & Research Committee  
Deborah Lally, Head of Student Experience

**Chair:** **Margaret Cook**

**Minute Taker:** Ian McCartney

**Quorum:** 7

**Minutes:**

Item		Action
1.	<p><b>Welcome and Apologies</b></p> <p>Vice Chair welcomed everyone to the meeting, and noted apologies.</p>	
2.	<p><b>Additions To The Agenda</b></p> <p>None</p>	
3.	<p><b>Declaration of Conflict of Interest in any Agenda Item</b></p> <p>None</p>	
4.	<p><b>Minutes of Meeting held on 27 April 2022</b></p> <p>The minutes were approved as being an accurate record of the meeting.</p>	
5.	<p><b>Matters Arising from Previous Minutes</b></p> <p><b><u>6.2 Safeguarding Policy &amp; Procedure</u></b>  <b>Action:</b> Head of Student Experience to prepare annual report on safeguarding issues for each Cycle 4 LEC, then feeding to June Board  <b>Status:</b> Not complete – due Cycle 4</p> <p><b><u>7.2 Perth Partnership Project 2022-23</u></b></p> <p><b>Action:</b> Chair requested that Partnership Project be reviewed to reflect Cost of Living and resubmitted for approval, and that the HISA Perth Plan of Work be forwarded to Clerk for circulation to Committee members as soon as possible.  <b>Status:</b> On Agenda under Item 7.2</p> <p><b><u>8.2 Student Recruitment</u></b>  <b>Action:</b> SMT to prepare a discussion document for future options for a subsequent LEC meeting  <b>Status:</b> On Agenda as Item 8.2</p>	<p>Head of Student Experience</p>
6	<p><b>Strategy &amp; Policy</b></p>	
6.1	<p><b>Curriculum Strategy</b></p> <p>Vice Principal (Academic) presented Paper 2, which Committee were advised had been in abeyance for a period while work was completed on the College Strategy.</p>	

	<p>Vice Principal (Academic) noted that the Curriculum Strategy presented was in line with other UHI Partners' strategies, and linked to the College's Learning &amp; Teaching Strategy. The Strategy is intended to support learners in meeting their potential and the needs of a national workforce, and all Government priorities in these areas are catered for.</p> <p>Vice Principal (Academic) advised that Government policy was regularly being updated, but at time of presenting the Strategy was in line with current policies, and would be regularly reviewed to continuously keep up to date.</p> <p>Board Member queried lack of reference to International Students beyond core objectives. Vice Principal (Academic) responded that the Strategy did not differ around fulfilment methods as the curriculum should encompass all modes rather than "mainstream" FE and HE students, However, Vice Principal (Academic) advised that a separate International Strategy was under development.</p> <p>Teaching Staff Member queried whether recruitment issues superseded the curriculum review. Vice Principal (Academic) agreed that recruitment is currently the most important issue affecting the College and the sector, however all curriculum areas have known the difficulties were coming so should have been working with key agencies. The review has highlighted gaps, but work has taken place to fill those gaps in the curriculum, and there is no point filling gaps with "what we can do" rather than "what do people want/need" – the Strategy better aligns with the review and gaps.</p> <p>Teaching Staff Member queried potential impact on staffing due to skills mix. Vice Principal (Academic) responded that change was not new to the sector which is continuously evolving, and we need to be more agile in this regard. Teaching Staff Member advised that pace of change may be quicker than has been known in the past. Depute Principal noted that staff will have seen the shortfall over the last couple of years and will know that student numbers are not in Perth College's gift.</p> <p>Committee <b>APPROVED</b> the Curriculum Strategy.</p>	
<b>7</b>	<b>Student Experience</b>	
<b>7.1</b>	<p><b>HISA Perth Plan of Work 2022-23</b></p> <p>Student Board Member presented Paper 3, apologising for the delay in the Plan of Work being presented. Student Board Member highlighted the success of the Student Voice Rep recruitment process generating good numbers.</p>	

	<p>Board Member queried the degree of stretch in some of the target timelines, and that a number of targets were not defined. Student Board Member noted the comments and advised that these would be included by the next version presented to Committee. Chair advised that it would be helpful to issue the updated version to Committee prior to February 2023.</p> <p>Board Member queried whether the targets were pushing HISA Perth far/hard enough. Student Board Member responded that previous year's numbers were used as the baseline for 2022/23, however targets for Semester 2 may be reviewed based on Semester 1.</p> <p>Committee <b>NOTED</b> Paper 3.</p>	Student Board Member
7.2	<p><b>Perth Partnership Project 2022-23</b></p> <p>Student Board Member provided a verbal update on the Perth Partnership Project, noting that, while the Project Paper is written it was decided to suspend the process as HISA Perth determined that the Project is not ready to be taken forward due to capacity issues and Officers focusing on manifesto pledges, however the key themes of the Project are still being acted upon.</p> <p>Chair expressed disappointment in HISA Perth's decision, and advised that earlier engagement with SMT would have helped in this regard, and as advised previously a focus on Cost Of Living would be a suggested area of focus for joint working. Student Board Member thanks Chair for this input and stressed that HISA Perth were keen to work with the College to resolve the issue.</p>	
7.3	<p><b>National Student Survey</b></p> <p>Vice Principal (Academic) summarised Paper 4, noting disappointment at the Learning Community score, which should improve as increased face-to-face teaching continues to come on stream, and advised that action plans will be generated for all areas where scores were below 80%.</p> <p>Board Member queried how these action plans were overseen. Vice Principal (Academic) advised that the College's Quality Team manage the process of monitoring these action plans.</p> <p>Teaching Staff Member queried whether SSES surveys were shared between Academic Partners. Vice Principal (Academic) advised that this matter had been discussed at various committees and should be resolved.</p> <p>Committee <b>NOTED</b> Paper 4.</p>	

7.4	<p><b>Postgraduate Taught Experience Survey</b></p> <p>Vice Principal (Academic) presented Paper 5 and advised Committee that UHI perform significantly better than the Scottish sector average, and noted that poorer-scoring areas relate in large part to resources issues resulting in courses being taught online-only.</p> <p>Committee <b>NOTED</b> Paper 5.</p>																					
8	<p><b>Curriculum</b></p>																					
8.1	<p><b>Student Completion &amp; Progression – update</b></p> <p>Depute Principal presented an update on Student Completion and Progression on behalf of Head of Student Experience, noting the following data:</p> <table border="1" data-bbox="236 763 1241 981"> <thead> <tr> <th>Category</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>Full-time FE</td> <td>61.90%</td> <td>61.52%</td> <td>66.78%</td> <td>66.18%</td> </tr> <tr> <td>Part-time FE</td> <td>74.89%</td> <td>59.84%</td> <td>80.85%</td> <td>71.90%</td> </tr> <tr> <td>Higher Education Awards (Graduated)</td> <td>1470</td> <td>1400</td> <td>1222</td> <td>1232</td> </tr> </tbody> </table> <p>Board Member queried the reasons for not completing or retaining students. Depute Principal advised that there were a number of reasons, including students being on the wrong course for them, academic failure, lack of learning support, and financial issues, including the increase in employment opportunities.</p>	Category	2021-22	2020-21	2019-20	2018-19	Full-time FE	61.90%	61.52%	66.78%	66.18%	Part-time FE	74.89%	59.84%	80.85%	71.90%	Higher Education Awards (Graduated)	1470	1400	1222	1232	
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8.2	<p><b>Student Recruitment – update</b></p> <p>Depute Principal presents Paper 6 on behalf of Vice Principal (External) advising that the Paper looks at the levers utilised by Perth College in an effort to address the shortfall in student numbers, as requested at the previous meeting of LEC. The Paper also looks at future years' activity and focus.</p> <p>Depute Principal noted that a cross-UHI response is also being developed, however Perth College had not yet had sight of this.</p> <p>Board Member queried the future risk re student number allocation. Principal responded that numbers will be benchmarked against previous attainment and there is a danger that UHI could lose out as a result. Principal advised that there is also a time-lag to take into consideration due to UCAS application dates, meaning a “lost” year is likely.</p> <p>Committee <b>NOTED</b> Paper 6</p>																					

9	<p><b>Committee Minutes</b></p> <p>Committee <b>noted</b> the following minutes:</p> <ul style="list-style-type: none"> <li>• Scholarship &amp; Research Committee, 07 November</li> <li>• Student Engagement Group, 28 September 2022</li> </ul>	
10	<p><b>Date of Next meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 08 February 2023</li> </ul>	
11	<p><b>Review of Meeting</b></p> <p>Committee confirmed the business of the meeting had been consistent with the Terms of Reference.</p>	

DRAFT

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

### **Status of Minutes – Open**

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**