

Learner Experience Committee

Minutes

Meeting reference: Learner Experience 2022-23/04

Date: Wednesday 26 April 2023

Location: Boardroom (Braham Room 019)

Members present: Margaret Cook, Principal
Lorenz Cairns, Depute Principal
Patrick O'Donnell, Staff Board Member
Liam Fowley, Student Board Member
Rosalind Bryce, Chair of Scholarship & Research Committee
David Gourley, Head of Learning & Teaching Enhancement
Robert Boyd, Teaching Staff Member on the Committee

In attendance: Ian McCartney, Clerk to the Board

Apologies: Jenny Hamilton, Board Member
Alistair Wylie, Board Member
Todor Pavlov-Kennedy, Student Board Member
Catherine Etri, Vice Principal (Academic)
Veronica Lynch, Vice Principal (External)
Deborah Lally, Head of Student Experience

Chair: **Margaret Cook**

Minute Taker: Ian McCartney

Quorum: 7

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Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting, and noted apologies.</p> <p>Chair noted that meeting was not quorate due to there being no Independent Board Members present, therefore any decisions reached would not be binding until approval at the next Board of Management meeting on 07 June 2023.</p>	
2.	<p>Additions To The Agenda</p> <p>None</p>	
3.	<p>Declaration of Conflict of Interest in any Agenda Item</p> <p>None</p>	
4.	<p>Minutes of Meeting held on 08 February 2023</p> <p>The minutes were approved as being an accurate record of the meeting.</p>	
5.	<p>Matters Arising from Previous Minutes</p> <p>6.2 Safeguarding Policy & Procedure</p> <p>Action: Head of Student Experience to prepare annual report on safeguarding issues for each Cycle 4 LEC, then feeding to June Board</p> <p>Status: Not tabled – to be followed up for June Board</p>	<p>Head of Student Experience</p>
6	<p>Strategy</p> <p>Chair tabled Paper 2, and advised that the HMI would be in attendance at the June Board meeting to present the findings contained therein.</p> <p>Depute Principal noted the strengths listed and advised that there were no major points for action arising from the report.</p> <p>Committee NOTED Paper 2</p>	
7	<p>Learner Experience</p>	
7.1	<p>HISA Perth Plan of Work 2022-23</p> <p>Student Board Member presented Paper 2, highlighting a number of recent and ongoing activities and campaigns. Principal noted the positive movement in areas where concerns had been previously expressed.</p>	

	<p>Student Board Member summarised the appendix to Paper 3, which provided a brief summary on the recent HISA elections ahead of a full analytic report to be subsequently tabled, noting that Perth voting had increased on 2022, but was still very low. There was some confusion over the total numbers of valid voters which was exacerbated by the Data Sharing Agreement with UHI meaning that HISA was not in control of this data.</p> <p>Depute Principal queried whether moving to target-driven performance measures re levels of feedback from and engagement of Student Voices Reps would be worth considering. Student Board Member responsibility noted that clarity would need to be provided around accountability as HISA Perth does not retain control over the systems in use and are required to direct matters via Quality; the ideal solution would be fully delivered by HISA Perth with a level of support from Quality, that way 100% responsibility would be married against 100% control.</p> <p>Chair queried how other Academic Partners deal with the control v responsibility issue. Student Board Member advised that Moray was similar to Perth, Inverness have full control, and some other APs are fully controlled by the College, so it's not a straightforward picture to compare and contrast within the Partnership, however HISA Perth were looking at other College SA's to find out what works elsewhere.</p> <p>Committee NOTED Paper 3.</p>	
<p>7.4</p>	<p>Perth Partnership Project 2022-23 - update</p> <p>Depute Principal introduced Paper 4, noting that a Short Life Working Group had reviewed the local Student Partnership Agreement (SPA) and concluded that Perth should not proceed with a localised SPA and instead adopt the Regional SPA. This was mainly due to capacity issues around the delivery of multiple workstreams.</p> <p>Committee AGREED with the recommendations in Paper 4. Chair noted that approval would be required at the June Board of Management, however Committee's recommendation would be noted to the Board.</p>	
<p>7.3</p>	<p>Student Destinations</p> <p>Depute Principal referred to Paper 5, which had been prepared by the Head of Student Experience, advising that the Paper was part of a statutory return, and comprised of data for FE students only.</p> <p>Depute Principal highlighted the 87% response rate, and advised that the report will be correlated against the Regional Outcome Agreement.</p>	

	Committee NOTED Paper 5.	
8	Curriculum	
8.1	<p>Student Recruitment</p> <p>Depute Principal presented Paper 6, noting that UHI Perth had met and surpassed its 2022/23 FE credit target, however HE FTE numbers were 400 behind target.</p> <p>Depute Principal further noted that SFC had announced a reduction in FE credit targets for UHI. Confirmation from UHI re the funding impact of this for Perth was still awaited, particularly given that Perth had surpassed 2022/23 targets. 2023/24 HE targets will be reduced from previous year, however Perth are still likely to provide around one-third of targeted HE numbers across UHI.</p> <p>Depute Principal advised that HE application numbers were encouraging, however conversion rates need to be looked at given previous experiences.</p> <p>Teaching Staff Member queried whether virement was a possibility for Perth. Chair confirmed that it is, but that it is in the gift of the Regional Strategic Body to allow virement.</p> <p>Head of Learning & Teaching Enhancement suggested that Perth should explore options around reverse articulation and targeted promotion of HND options.</p> <p>Head of Learning & Teaching Enhancement queried the figures on Page 66 of the Papers as it appears there is no consistency in the usage of target figures (both 1818 and 761 have been used in data tables. Depute Principal agreed to check and follow up on this.</p> <p>Committee NOTED Paper 6.</p>	Depute Principal
8.2	<p>Curriculum Review</p> <p>Depute Principal summarised the main findings noted by the Vice Principal (Academic) in Paper 7, and advised that a mapping process re credits still needs to take place around the recommended actions. In addition, the Vice Principal (Operations) is conducting a course profitability exercise as financial constraints will have an impact on courses offered.</p> <p>Committee NOTED Paper 7.</p>	

9	Committee Minutes Committee noted the following minutes: <ul style="list-style-type: none"> • Student Engagement Group, 19 January 2023 	
10	Date of Next meeting <ul style="list-style-type: none"> • tbc 	
11	Review of Meeting Committee confirmed the business of the meeting had been consistent with the Terms of Reference.	

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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**