Learner Experience Committee

Minutes

Meeting reference: Learner Experience 2025-06/04
Date: Wednesday 06 May 2026
Location: Online

Members present: Mary Fraser, Board Member (Vice-Chair)
Chris Whatley, Board Member
Catherine Etri, Interim Principal
Millie Foster, Student Board Member
Andi Garrity, Student Board Member
Patrick O'Donnell, Staff Board Member
Ronnie Dewar, Trade Union Board Member
Jill Elder, Depute Principal
Christiana Margiotti, Director of Curriculum
Deborah Lally, Director of Student Experience
David Gourley, Director of Learning Strategies, Enhancement & Resources
David Paterson, Teaching Staff Member on the Committee

In attendance: Ian McCartney, Clerk to the Board of Management

Apologies: Chris Lusk, Board Member (Chair)
Sarah Cordwell, Board Member
Nicky Inglis, Director of Curriculum

Chair: **Mary Fraser**
Minute Taker: Ian McCartney
Quorum: 7

Minutes:

Item		Action
1.	**Welcome and Apologies** Vice-Chair welcomed everyone to meeting and noted apologies, including from the Chair of the Committee. Vice-Chair to chair meeting.	
2.	**Additions To The Agenda** Clerk requested that discussion around scheduling of future meetings be added to Item 10.	
3.	**Declaration of Conflict of Interest in any Agenda Item** No conflicts of interest were declared.	
4.	**Minutes of Meeting held on 10 September 2025** The minutes were approved as being an accurate record of the meeting.	
5.	**Matters Arising from Previous Minutes** <u>Student ID Cards</u> Committee were informed that agreement had been reached to produce ID Cards by exception and implementation would be monitored to ensure those who needed the cards received them promptly. <u>Self-Evaluation & Action Plans (SEAP)</u> Committee received an update on the SEAP, which noted that areas for development had been discussed at LTAG meetings, and monthly review meetings were planned to monitor progress against the supporting Action Plan. <u>Early Student Experience Survey (ESES)</u> Director LSER advised that the new managerial appointment as previously reported had now been made.	
6.1	**HISA Perth Update** Student Board Member provided an update on recent HISA activity and events. Student Board Member noted that a By-Election was required to fill the vacant HISA Perth Depute President role after the successful candidate in the main elections had to withdraw. Applications for a local Student Board Member were also being sought. Vice Chair noted the poor election turnout and queried how engagement levels could be increased. Student Board Member	

	advised that HISA would be producing a full Elections Report which would address some of these issues; Clerk confirmed that a representative from HISA management would be presenting this report to the Board of Management meeting in June. Committee **NOTED** Paper 2.	
6.2	**Review of Personal Learning Support Plans** Director Student Experience provided a verbal update on Personal Learning Support Plans (PSLPs), which was at the start of a review process. 50 staff had already completed a questionnaire and provided detailed feedback, with 5 or 6 key themes emerging which are being actively pursued with a view to better alignment of PSLPs with the courses being studied. A short-life working group has been formed to develop options further with a view to implementation next Academic Year. Committee discussed the potential for self-development strategies for students to allow them to take ownership of their specific needs. Committee agreed there was a need to ensure the right support was provided at the right time while reducing the onus on the college, as well as being more beneficial to students in the longer term.	
6.3	**SFC Benchmark Report on KPIs - update** Director Student Experience advised that SFC had still not released any benchmarking data, which would normally be expected around this time of the Academic Year, therefore the college was still working with outdated data. Vice Chair requested that this item be carried forward to next meeting.	Director Student Experience
7.1	**QAA Institutional Liaison** Director LSER advised that the Institutional Liaison Report had not yet been received from QAA, however it was highlighted that the meeting itself was very positive and the college was able to demonstrate progress against the SEAP. The main development point was around the use of data to ensure the college is more data-informed than data-aware. Depute Principal noted that the report is likely to be very useful, and immediate steps were being taken re live data dashboards progress against which would be reported to this Committee. Vice Chair requested that this item be carried forward to next meeting to allow the full report to be issued to Committee Members.	Director LSER

7.2	**Student Recruitment – 2026/27 Targets Update** Director Student Experience provided a summary of trending data on Student Recruitment – while this information was currently produced monthly, this will shortly revert to bi-weekly. Board Member queried timings of interventions re poorly-recruiting courses to ensure resources are used most effectively and appropriately. Depute Principal acknowledged that the College has historically taken hard decisions later than it should have in this regard, however a staff group is working on these issues over the summer, analysing trend data re late recruitment to ensure reviews and decisions on course viability are taken more timeously. Committee **NOTED** Paper 3.	
8	**Committee Reports** No reports were submitted.	
9	**Date of Next meeting** • TBC Committee discussed options re dates/times/format of future meetings and concluded that status quo position works re online on Wednesday afternoons, however the timing of some meetings within cycles would benefit from review.	Clerk
10	**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 ☑**