



CURRICULUM & QUALITY COMMITTEE

Minutes of the meeting of the Curriculum & Quality Committee held on Thursday 2 December 2021 at 1000 hours via Microsoft Teams.

Agenda Item	
	<p>Present: David Anderson Sasha Brydon Neil Cowie Abdul Elghedafi Leona McDermid Andrew Russell Andy Rodden Gwen Watt</p> <p>In attendance: Ken Milroy, Regional Chair Robin McGregor, Vice Principal Curriculum & Quality Susan Grant, Director of Learning Alesia Du Plessis, Associate Vice Principal Duncan Abernethy, Director of Business Development Gill Griffin, Director of Quality Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary Lorraine Garden, Minute Secretary</p>
21-21	<p>Apologies: Apologies were received from N McLennan, H Evans and A Simpson.</p>
22-21	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items L McDermid declared an issue by virtue of her position with Aberdeen Foyer. A Rodden declared an interest in relation to Agenda item 31.</p>
23-21	<p>Minutes of Previous Meeting – 9 June 2021 The minutes were approved as a true and accurate record.</p>
24-21	<p>Matters Arising from the Previous Meeting The Committee noted the Matters Arising Report. R McGregor highlighted the recently circulated SFC Report (Student Satisfaction).</p>
	<p>Matters for Decision</p>
25-21	<p>Committee Terms of Reference Members reviewed the Committee's Terms of Reference and the amendment to reflect the new Associate Vice Principal roles. The Committee confirmed the specific duties continue to accurately reflect the main areas of the Committee's focus and re-adopted the terms as presented.</p>

26-21	<p>Programme of Business Members considered the Programme of Business for AY2021-22. The Committee approved the Programme as presented, noting that it provides an overview of intention to bring papers, but remains fluid with additional items added if/as required.</p>
	<p><i>E Fulton joined the meeting</i> <i>D Blackhall joined the meeting</i></p>
27-21	<p>SA Partnership Agreement E Fulton summarised the paper and highlighted to Members the Agreement's review and update including a list of engagement opportunities for students as well as the detailed plan for the Priority Projects for AY2021/22.</p> <p>A short discussion took place regarding the ambitious timeframe, noting the Project Leads will give regular updates on the Priority Projects to the Student Engagement Action Group, and updates will be included in the Students' Association activity report. The Board's cautious comments with regard to deadlines and flexibility were recorded.</p> <p>Action: Committee to be advised of any deadline slippage at the first opportunity.</p> <p>The Board recorded their congratulations to the Students' Association on their increased student engagement, especially during the pandemic.</p> <p>The Committee approved, and support, the Agreement, noting the Marketing and Communications Team will help with the design of the document before circulation.</p>
28-21	<p>NESCol Students' Association Budget Proposal AY2022-23 The Committee considered the NESCol Students' Association Budget Proposal for AY2022/23.</p> <p>E Fulton gave a summary of the SA current financial position.</p> <p>Members noted the Budget Proposal shows a significant underspend as the Students' Association continue to operate out with a "normal" year, with no big scale events as yet, and Officer training being offered online. Other savings were summarised by E Fulton. Details regarding the use of the reserve funds and ring-fenced Student Wellbeing staffing costs (including SFC funding) were also outlined to Committee members. Members noted the opportunities afforded students with regard to potential work placement within the SA.</p> <p>The Committee approved the Students' Association budget as presented.</p>
	<p><i>E Fulton left the meeting</i> <i>Robert Laird joined the meeting</i></p>
	<p>Performance Reporting</p>
29-21	<p>Reserved Item of Business Overview of activity and credit position.</p>
	<p><i>R Laird left the meeting.</i></p>
30-21	<p>BCD Update D Abernethy gave a summary of the range of Business and Community Development deliver, and the priority projects in the current year, including</p>

	<p>"spanned" activity. Members noted the decreased activity and income due to Covid restrictions and mitigations, but D Abernethy acknowledged that leisure courses are beginning to draw interest. The important relationship between the College and Aberdeen Foyer was highlighted with approximately 300 vulnerable young adults enrolled in a typical year.</p> <p>D Abernethy highlighted the positively expressed by sponsored companies regarding the Merchant Navy Cadet Programme and the 100% success rate of the Class 1 and Class 2 Fishing Certificate of Competency Course achieved through remote delivery.</p> <p>A summary of the Modern Apprenticeships; Community Planning Partnership ESOL Activity and Sponsored Initiatives was given by D Abernethy, noting the additional passport programme for this year which is sponsored by Shell, in addition to the Engineering Scheme and Girls in Energy; and S2 Skills competition already supported by Shell.</p> <p>D Abernethy encouraged all Committee Members to promote through their networks, the Flexible Workforce Development fund, which can be accessed by most businesses and covers a variety of courses.</p>
	Matters for Discussion
31-21	<p>National Energy Skills Accelerator and Energy Transition Zone Update: R McGregor summarised the paper presented, which outlines the agreements to shape and steer the skills pipeline. It was acknowledged that the Identity of NESA continues to evolve and that sharing of knowledge and experience through Committee Member networks would be beneficial.</p>
32-21	<p>Students' Association Activity Report S Brydon summarised the Report and Members noted the increased engagement allowed by "in person" meetings. Members also noted the a revised Constitution, including updated Job Titles, and a potential review of the class rep system will be presented to the June Curriculum and Quality Committee meeting. S Brydon highlighted the benefit of having Executive Officers in post to assist on College working groups.</p> <p>The huge amount of both ongoing and planned activity was acknowledged. S Brydon was reminded to ensure that timelines are manageable and achievable. S Brydon acknowledged the Student Engagement and Wellbeing officer position has greatly helped to ensure realistic activity targets are met.</p>
	Matters for Information
33-21	<p>New Self-Evaluation System Development update G Griffin gave a summary of the paper presented to Members and highlighted the College's intention to build on this "year on year" with significant in-roads made already with institutional readiness for AY2022/23. It was noted a demonstration will be made available for a future Curriculum and Quality Committee meeting when available.</p>
34-21	<p>Complaints Annual Summary Report G Griffin summarised the Report and highlighted the 5 Covid complaints for this AY outlined within the Summary Report.</p>

	In response to a question from D Anderson, G Griffin advised that 56% of support staff and 62% of curriculum staff, along with all new staff (as part of their College induction) have completed the improvements to feedback handling training.
35-21	Student Support Activity Report G Watt summarised the Activity report and highlighted to Members that both City and Altens Campuses now have permanent onsite Student Support staff. The Student Wellbeing Strategy, launched in November via a successful webinar and the recent new Podcast to tie in with the Respect themes were also highlighted by G Watt. Members noted mental health and wellbeing referrals remain high.
36-21	Any Other Business
	N Cowie drew Members attention to the recently circulated SFC case study document sent to the College and University Sector and highlighted that of the 26 case studies published 3 of them were Nescol's. Neil commended Nescol on these that re-iterates the innovative and great work undertaken by the College.
37-21	Summation of the Actions and Date of Next Meeting The Secretary gave a summation of the agreed actions. The next meeting of the Curriculum & Quality Committee is scheduled to take place on 23 February 2021.
	Reserved Items of Business – Matter for Information
38-21	Curriculum Management Restructure Update/Presentation

Agenda Item	Actions from Curriculum & Quality Committee XX/XX/2X	Responsibility	Deadline
27-21	SA Priority Projects: Slippage on any key actions to be highlighted to Committee at the first opportunity.	S Brydon/E Fulton	
29-21	Credits Position:		

Signed:.....

Date:09.03.22.....