

**BOARD OF MANAGEMENT
[DEVELOPMENT COMMITTEE]**

Minute of the Meeting of the Development Committee held on Monday 18 May 2009 at 09.30 am in the Seminar Room, LITEhouse.

PRESENT: W Patterson (Chair), A G Hyslop, A Struthers, C Daly,
R Ashton

IN ATTENDANCE: E Proudfoot, S Bruce, I Duncan, C M Thomson (Secretary to
the Board)

ITEM

ACTION

1. **APOLOGIES**

K Finn, R W Paterson

2. **DECLARATION OF INTEREST**

There were no declarations of interest.

3. **MINUTE OF PREVIOUS MEETING AND MATTERS
ARISING**

The minute of the meeting held on 9 March 2009 was approved.
The following matters arising were discussed:

▪ **Board Papers On Line**

This was the responsibility of the Secretary to the
Board;

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- **Knowledge Transfer Report**

Mrs Proudfoot stated that progress was being made in respect of the University of Wales Honours degree. This qualification is intended for the international student market.

- **Strategic Annual Review**

Mr Hyslop stated that the above review was almost complete and went on to discuss the relationship with the Strategic Plan. The advice to the Board would be to accept minimal change to year three of the present plan, with the likelihood of radical change in the next three year plan. Mr Hyslop stated that a full consultation would take place for the 2010-2013 plan, the context being financial stringency and the economic recession.

- **Scottish Funding Council**

Mr Hyslop stated that an update of the DPG and ELS (Value for Money) report had been sent to the Council. The possible redistribution of SUMs recently decommitted from other colleges was discussed.

- **Next Generation of National Qualifications**

Mr Hyslop provided a brief update on this matter.

- **UCAS**

Mrs Proudfoot reported that recent comparative data showed the College is a very good light. Mrs Proudfoot tabled a paper with the data. Mr Patterson stated that this was a tribute to the quality of work in the College.

ITEM**ACTION****4. STUDENTS' ISSUES****(i) Student Sabbatical Officer**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. Mrs Proudfoot provided an update of progress which had included a more formal process of consultation undertaken with the Students' Association. Discussion took place on issues of commitment by the Students' Association to this, the need for such a post and the nature of the post.

Following a discussion the Development Committee agreed to:

- (i) note the report and monitor subsequent developments that follow from this initial consultation with the Student Association.

5. BUSINESS DEVELOPMENT UNIT REPORTS**(i) External Funding Activity Report**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She stated that the report provided a brief update on external funding and the following issues were highlighted:

- the success of ESF funding bids (100%), with 5 projects supported;
- the challenge of managing these projects in the context of the funding conditions; and
- the commitment to publicise these projects.

Mrs Proudfoot also highlighted the success of the College's involvement in Enable Scotland's Big Lottery fund.

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Following a discussion the Development Committee agreed to:

- (i) note the reports and the evidence of progress in the achievement of the Widening Access Strategic Aim;
- (ii) endorse the College match of £1,063,486 towards the cost of the ESF projects; and
- (iii) commend the Business Development Unit (BDU) for success in securing these highly competitive awards.

(ii) **International Activity**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She stated that the year end report showed that the College had 'bucked the trend' with a successful income of £255,239. The work of the BDU was commended as well as the work of the BDU. It was noted that changes to a points-based visa system and political upheaval in target countries would present a challenge for 2009/10 recruitment

Following a discussion, the Development Committee agreed to:

- (i) note the report and its evidence of progress in the achievement of the above Strategic Aim.

(iii) **Lifelong Partners Activity Report**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She stated that the College would meet the target set by the SFC of 8.3% of college WSUMS activity. This was important in that there were penalties for failing to do so. Discussion took place on a number of issues including concerns whether PACE was collaborating or competing

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with colleges.

Following a discussion the Development Committee agreed to:

- (i) note the report and its evidence of significant progress in the achievement of the above Strategic Aim and of the College's commitment to enhance provision for young people who are still in school or who have just left school.

(iv) **Knowledge Transfer Report**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She stated that the data referred to January 2009 and indicated a possible shortfall in Non-Standard Activity (NSA) income for the full year 2008/09. She also alerted the Committee to a slow-down in demand for NSA for 2009/10. Following a brief discussion, the Development Committee agreed to:

- (i) note the reports; and
- (ii) monitor Business Development activity on the draw down of additional SUMS as a result of its involvement in the PACE initiative and on the final year end position with regard to Non Standard activity.

(v) **Positive About Youth Report MCMC Matters**

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She stated that the purpose of the report was to act as a baseline for measurement of the impact of additional Council funding for MCMC in the College. During the course of discussion a number of issues were raised including the lack of a clear definition of MCMC students, the impact of the MCMC support worker, the negative impact on College performance indicators, and

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the difficulties to attract more male students.

Following a full discussion, the Development Committee agreed to:

- (i) note the reports and its evidence of progress in the achievement of the Working in Partnership Strategic Aim;
- (ii) monitor progress and impact of the team; and
- (iii) commend the BDU for its endeavours to provide a robust baseline against which the impact of additional SFC funds can be measured.

6. **QUALITY, COMMUNITY AND LEARNING DEVELOPMENT REPORTS**

(i) **Student Satisfaction Survey - Summary of Findings**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He outlined the background to the report and highlighted a number of issues including the very positive nature of the results, the good results relating to Student Funding and the disappointing comments on ICT equipment. The possibility of an ICT based survey was raised and Mr Duncan added that the College would consider employing an external company to carry out the survey. Mr Duncan stated that the demands of the SFC annual report would have an impact on the cycle of the survey. Consideration was also being given to how this activity related to self evaluation in the College. Following a discussion the Development Committee agreed to:

- (i) note the report.

(ii) **CPD Conference Review**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He provided a summary of the report and highlighted the

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more directive approach taken by the College, the relevance of the events to the key principles of the HMIE quality framework and the feedback from staff. During discussion a number of issues were raised including CPD for particular groups of staff such as SLs, a balanced approach to CPD and the individual reviews of CPD needs. Mrs Adams was commended for her work. Following a discussion, the Development Committee agreed to:

- (i) note the report;
- (ii) encourage the Principal to use the report to inform future CPD activities; and
- (iii) endorse the recommendations made by the Head of Learning Development.

Standing Orders were suspended at this point.

(iii) **Performance Indicator Team Activity**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He stated that the report provided an update on the activities of the PI team. He stated that the data would provide a much sounder basis for decision making. Following a discussion, the Development Committee agreed to:

- (i) note the reports and its evidence of progress in the achievement of the Enhancing Learning & Teaching Strategic Aim; and
- (ii) monitor progress and impact of the team.

7. APPLICATION/ENROLMENT REPORT

Mrs Proudfoot referred to the summary report and supporting documentation relating to the above. She indicated a number of amendments to the figures and the increases in full time FE

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were noted. Targets would be adjusted for next year, based on further analysis of these figures. During the course of discussion, a number of issues were raised including the core curriculum of the College meeting the needs of the community, which it did, the trend towards soft, vocational skills, the decline in NSA and the need to increase full time activity, and the difficulty of setting targets. Following a full discussion, the Development Committee agreed to:

- (i) note the applications.

8. **DATE OF NEXT MEETING**

A schedule of dates to be arranged.

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| Checked | |
| Dispatched | |
| Draft Approved (Chair) | <i>Warpi</i> |
| Dispatched (Members) | |

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| Copied to Library | |
| Copied to Assistant Principals | |

CMT/HB/DEV1805M
 8 June 2009
 Amended 10/06/09/WP/MW
 Amended 11 August 2009/HB
 Amended 13 October 2009/HB