



Strategic Development Committee

You are invited to attend a meeting of the **Strategic Development Committee** to be held in **the Boardroom, Falkirk Campus** on **Thursday 5 September 2013** at **4.30 pm**.
Refreshments will be available from 4.00 pm.

Agenda

1. Declarations of interest

FOR APPROVAL

2. Minutes of meeting held on 13 June 2013

FOR DISCUSSION

3. Matters Arising

- a) s/12/040 Forth Valley College Learning Strategy
- b) S/12/045 Stirling Council Single Outcome Agreement

4. Learner Engagement Strategy Jane Fowell
5. 2014/15 Outcome Agreement David Allison
6. Student Union Report David Gentles
7. Student Activity David Allison
8. SMT and Board Corporate Planning (Presentation) Ken Thomson
9. Review of Risk
10. Any Other Competent Business

For Information

Programme of Committee Business
Student Induction Report 2013/14



Strategic Development Committee

Meeting:	Strategic Development Committee
Location:	Boardroom, Falkirk Campus
Date:	13 June 2013 (commencing at 4.30 pm)

Present: Mrs Anne Mearns (Chair)
 Dr Bill Blair
 Mr Andrew Carver
 Mr Robert Addie
 Mr David Gentles

Apologies: None

In Attendance: Dr Ken Thomson, Depute Principal
 Mr Stephen Jarvie, Corporate Governance and Planning Officer
 Mr David Allison, Director of Information Services
 Mrs Angela Muirhead, Student Liaison Officer (for item S/12/038 only)
 Mrs Fiona Brown, Head of Curriculum, Quality and Learning Services
 (for item S/12/040 and S/12/041 only)
 Mrs Mhairi Shillinglaw, Equalities Manager (for item S/12/039 only)
 Mrs Jane Fowell, Learning Resources Manager (for item S/12/042 only)

S/12/035 Declarations of Interest

None

S/12/036 Minutes of meeting held on 29 November 2012 and 14 March 2013

The minutes of 29 November 2012 and 14 March 2013 were approved.

S/12/037 Matters arising

a) S/12/024 Student Union Constitution

The Director of Information Services noted that this was covered under item S/12/038

b) S/12/025 Hospitality Business Case

The Director of Information Services noted that members had requested an updated risk register for the Hospitality Business Case and that this was attached to the papers for information.

S/12/038 Student Union Report

The Student Liaison Officer presented an update on Student Union activities.

She noted that the revised Student Union Constitution had been drafted and would be presented to the Student Council for approval in November before being brought to the Committee for approval.

She also reported on the recent Student President elections, noting that the elections received the highest number of votes in recent years. David Gentles had been elected to continue as Student Union President.

- a) Members noted the content of the report
- b) Members congratulated David Gentles on his re-election as Student President

S/12/039 Equality and Diversity Update

The Equalities Manager presented members with an update on progress towards the College's Equalities targets.

She noted that the College Equalities Plan had been integrated into the College Outcome Agreement and that the College was the only one to have done this.

She also reported on the College receiving the BRITE Inclusiveness Award and that the College was the first FE/HE organisation to achieve this award.

- a) Members noted the content of the report

S/12/040 Forth Valley College Learning Strategy

The Head of Curriculum, Quality and Learning Services presented members with the new Forth Valley College Learning Strategy for comment.

She noted that the strategy builds upon previous versions of the document which were well received by Education Scotland.

A member queried the use of classroom observation and it was agreed that this would be examined further by the SMT.

- a) Members noted the content of the report

S/12/041 Annual Engagement Report

The Head of Curriculum, Quality and Learning Services presented the College response for SFC on the Education Scotland annual engagement report.

She highlighted the main points contained within the feedback and noted that the issues raised in the report were all minor and have been addressed.

- a) Members noted the content of the report

S/12/042 Learning Resource Centre Report

The Learning Resources Manager presented members with a report outlining utilisation of the College Learning Resource Centres on each campus.

She highlighted recent investment in additional IT equipment in Falkirk and that procedures had been developed to allow for flexible access to resources for students.

She noted that Education Scotland had identified some IT related issues and this had been used as the basis for the improvements.

- a) Members noted the content of the report

S/12/043 Student Activity

The Director of Information Services presented an update on student activity within the College. He noted that the wSUMs activity was proceeding as expected and that the College was confident it would meet the delivery targets set by SFC.

He also noted that recruitment activity for 13/14 to date had been positive and that there were no issues identified regarding recruitment.

Members queried whether the Scottish Government had progressed with the development of a common application process. The Director of Information Services noted that there had been a few initial meetings but no real progress to date.

- a) Members noted the content of the report

S/12/044 Risk Register/Review of Risk

The Corporate Governance and Planning Officer presented members with an excerpt of the main College Strategic Risk Register which related to the remit of the committee.

Members queried whether National Bargaining should appear as a risk on this list. The Corporate Governance and Planning Officer confirmed that this was on the main risk register and was allocated to the HR (Inc. Nomination) Committee.

- a) Members noted the content of the report

S/12/045 Any Other Competent Business

The Depute Principal noted that Stirling Council were finalising their Single Outcome Agreement and that the College would be required to sign up to this as a partner.

- a) Members requested that further information be brought to a future meeting of the Committee.

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