

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 12 June 2014** 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 March 2014
3. Matters Arising
 - a) S/13/027 Learner Success Performance Indicators 2012-13
 - b) S/13/028 Protection of Children, Young People and Adults as Risk of Harm - Annual Update
 - c) S/13/031 College Operational Plan
 - d) S/13/032 Student Activity
 - e) S/13/026 Learning and Teaching Innovations for Good Practice

FOR DISCUSSION

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| 4. | HEI Update | Fiona Brown |
| 5. | Annual Engagement Report | Fiona Brown |
| 6. | Commission for Developing Scotland's Young Workforce – Final Report | Fiona Brown |
| 7. | Equalities Report | Caroline Storey |
| 8. | Student Union Report | David Gentles |
| 9. | Monitoring of College Operational Plan (Demo) | David Allison |
| 10. | Student Activity and Room Utilisation | David Allison |
| 11. | Review of Risk | |
| 12. | Any Other Competent Business | |

FOR INFORMATION

Programme of Committee Business



Strategic Development Committee

Location:	S1.39, Stirling Campus
Date:	13 March 2014 (commencing at 4.30 pm)

Present: Mrs Anne Mearns (Chair)
 Dr Bill Blair
 Mrs Fiona Campbell
 Mr Andrew Carver
 Mr David Gentles, Student Union President
 Mrs Caryn Jack

Apologies: Mr Robert Addie
 Mr Colin Alexander
 Mr Ken Richardson

In Attendance: Mr David Allison, Director of Information Services
 Mrs Fiona Brown, Head of Curriculum, Quality and Learning Services
 Mrs Jean Duff, Student Services Manager (For item S/13/028 Only)
 Mrs Emma Glacken, VLE Support Officer (For item S/13/026 Only)
 Mr Stephen Jarvie, Corporate Governance and Planning Officer
 Mr Rob McDermott, Lecturer (For item S/13/026 Only)
 Mrs Alison Stewart, Director of Finance and Corporate Services
 Mrs Irene Thomson, Lecturer (For item S/13/026 Only)
 Dr Ken Thomson, Principal (exited after item S/13/031)

S/13/023 Declarations of Interest

None

S/13/024 Minutes of meeting held on 21 November 2013

The Minute of the meeting of 21 November 2013 was accepted as an accurate record.

Matters arising

The Chair requested an update on progress with the appointment of the second Student Union Board member. Mr David Gentles confirmed that possible candidates had been identified and that this matter was progressing.

The Chair asked whether the suggested change to the online Student Finance Funding System covered under item S/13/015 had been implemented. The Director of Information Services confirmed that this would be included with other improvements which would be rolled out with phase 2 of the system.

The Chair sought clarity on whether the figures on HEI levels had been incorporated into the Student Activity paper as requested under S/13/016. The Director of Information Services noted that this activity was included in the paper but that these courses had not been identified separately, and that this would be addressed for future reports.

S/13/025 2014/17 Outcome Agreement

The Director of Information Services presented members with the latest draft of the 2014/17 Outcome Agreement for the College. He noted that this draft incorporated suggestions from the Committee, the overall Board as well as input arising from discussions with the Scottish Funding Council (SFC); and that he was seeking approval to take the Outcome Agreement to the Board for final approval.

Members highlighted some areas where the text could be confusing for the reader and asked that these be clarified. They also noted that some form of executive summary or high level overview of the positive work of the College would enhance the document.

Members enquired whether the College had had sight of any other College's Outcome Agreement. The Director of Information services confirmed that, while the College had not seen other Outcome Agreements for 2014/17, SFC had fed back positively on the content and that all Colleges were using the same document template. Comparisons have been made against previous Outcome Agreements from other regions.

The Principal noted that the intention was to bring tracking information on progress against the Outcome Agreement to the Committee twice per year to allow members to have an overview of progress against targets.

a) Members approved the Outcome Agreement, once the amendments had been made, for submission to the Board of Management for final approval

S/13/026 Learning and Teaching Innovations for Good Practice

The Head of Curriculum, Quality and Learning Services presented this item to members. She noted that an opportunity to share good practice across the organisation had been identified via the Learning and Teaching Committee and a good practice portal had been developed where staff and, eventually, students can access, create and upload content.

She introduced two lecturers, Rob McDermott and Irene Thomson, as well as Emma Glacken, VLE Support Officer who provided an overview of the new portal and demonstrated how this can be used to support staff and students.

Members asked whether other Colleges had a similar system. The Head of Curriculum, Quality and Learning Services note that she was not aware of other College using a similar system.

Members asked whether use of this system could be tracked and noted that this information would be of interest to a future meeting.

The Principal noted that the intention was to continue development and launch the system across the College in August.

a) Members noted the content of the presentation

S/13/027 Learner Success Performance Indicators 2012-2013

The Head of Curriculum, Quality and Learning Services presented a paper outlining the latest national performance indicators published by SFC and noted how the College compared favourably against a number of national averages.

Members discussed a number of subject specific performance indicators and queried how withdrawals within the College are processed.

The Director of Information Services outlined the current withdrawal system. Members noted the overview and asked that this be reviewed to see if there is anyway to improve on withdrawal information capture.

a) Members noted the content of the report

S/13/028 Protection of Children, Young People and Adults at Risk of Harm – Annual Update

The Student Services Manager presented members with a report outlining referrals to the College system since last year. She noted that the Scottish Government are currently looking at increasing the age of those classed as vulnerable adults and that the College would continue to monitor this and implement any changes that become necessary.

The Student Services Manager demonstrated a new online training programme for this area which would be used both for new staff as part of their induction process as well as supporting College staff who are required to refresh their knowledge every two years.

Members requested further information on how this process captured individuals who work at the College but who are not College employees (contract workers etc).

The Student Services Manager confirmed that individuals working for partner/contract organisations were not included and that she would look further into how best to manage this.

Members also noted that compliance related documents prepared by the College should have appropriate security and document tracking mechanisms in place. The Student Services Manager confirmed she would make any necessary changes.

a) Members noted the content of the report and welcomed the work done to enhance staff training in this area

S/13/029 Forth Valley College Foundation

The Director of Finance and Corporate Services presented a report outlining progress to date with the Foundation and went on to outline a proposed methodology to ensure transfers to and from the Foundation have the necessary level of Board/Committee scrutiny and approval. She noted that it was intended for the Strategic Development Committee to be the authorising Committee for requests submitted to the Foundation.

Members recommended that, given the potential change to the remit of the Committee, it would be useful if there were always at least one member of the Finance Committee present to provide advice.

- a) Members agreed that the Committee would act as the approving Committee subject to Board approval of the overall approach

S/13/030 Student Union Update

The Student Union President provided an update on the activities of the Union since the last meeting of the Committee. He noted that the latest round of Student Council meetings had been very successful and that students had enjoyed the input from Senior Management at these meetings.

He also noted that the College had successfully received the LGBT Trademark in conjunction with the College Equalities Team.

He reported that the Student Union had received a £4000 donation from Barclays to provide money advice to students following a successful Barclay's Money Skills week in February.

- a) Members noted the content of the update

S/13/031 College Operational Plan

The Principal presented members with the draft College Operational Plan for comment prior to its submission to the Board for approval.

He noted that this plan would be used to drive Departmental and personal plans and that the intention was to bring back monitoring information on progress to the Board and Committees.

Members welcomed the Plan document and highlighted some areas where they felt the content could be clarified. They also requested that the cross referencing in the document be improved.

- a) Members noted the content of the report

S/13/032 Student Activity

The Director of Information Services presented a report on the current levels of student activity within the College. He noted that overall the College was on target at this time. Those areas tracking below target had been identified and would continue to be monitored.

Members questioned whether there were any room capacity issues arising from healthy recruitment. The Director of Information Services noted that work had been undertaken on capacity and a number of moves were underway to ensure the most effective use of available resources.

- a) Members noted the content of the report

S/13/033 Review of Risk

No new risks identified

S/13/034 Any Other Competent Business

None

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