

John Wheatley College

Board of Management

Academic Board

**Minutes of the Academic Board meeting held on Friday,
15 September 2006 at 1.30pm in Room S/09, Easterhouse Campus.**

1. Sederunt

The meeting commenced at 1.30pm and was attended by:

Russell Boyd (Chair);
Ian Graham (Principal) (with the exception of 2.05pm until 2.30pm);
Jean Wilson (from 2.15pm);
Irene Quinn;
Craig Green (until 2.25pm);
John Knowles (until 2.40pm);
Mae Smillie;
Dave Stewart;
Patricia Grant (GCC Libraries); and
Sylvia Vaughan (Committee Co-ordinator).

2. Apologies

Alan Inglis
Andrew Macdougall
Colin White
Jackie Henry

3. Terms of reference

Members noted the terms of reference of the Academic Board. It was confirmed that the meeting was quorate with 6 members in attendance.

4. Minutes of the previous meeting held on 16 June 2006

The Chair reported that no minutes were available at this stage.

5. Matters arising from the minutes of the previous meeting held on 16 June 2006

There were no matters arising, since the minutes were unavailable.

6. School Operational Plans Session 2006/07

a) Core Skills

Irene Quinn gave an in depth overview of the Plan, the format of which had been revised and in particular highlighted a number of key areas. She detailed the School's Curriculum Provision activities under section 1.3. and reminded members that the College's context statement

described the activities in the school. Irene Quinn listed the planned activity (WSUMs) in the Communication and Languages (2,100), Community Development (2,100), ICT (6,800) and Support for Learning (4,000) curriculum areas. She outlined the new staffing structure (section 1.5) for the School, which consisted of an Associate Principal, 4 Curriculum Leaders, 5 Senior Lecturers, 36 permanent Lecturers, 10 support staff and a number of temporary Lecturers. Members noted the Review of the Progress Against Targets in Session 2005/06 and that all of the targets had been achieved, with the exception of the development of an HNC programme in Community Development, which was currently being undertaken.

Irene Quinn reported that the priorities for development and growth in the Core Skills School would focus largely on the curricular areas of Community Development, Retail and Creative Industries. She proceeded to list the College's key strategic priorities, which included the provision of an operational environment which supports learning of the highest quality. A discussion of the methods by which the School's operational targets would be achieved ensued. Members were informed that the Associate Principals would provide financial training for the Curriculum Leaders and that Curriculum Leaders would meet weekly to discuss staff utilisation. She confirmed that regular meetings would be held to examine attendance management figures and that the Core Skills School would work with the Health Board to identify job opportunities for students. It was noted that good practice examples in the use of ICT in learning would be disseminated through the ILT Champions' initiative and appropriate team leaders.

Irene Quinn confirmed that some of the training and information sessions for Curriculum Managers which were designed to enable Curriculum Leaders to develop budgetary and financial knowledge and experience were already underway. She commented that the monitoring meetings on staff utilisation which were conducted with the Associate Managers were well underway and that monthly meetings were being held between the Associate Principal and Guidance and Marketing Managers. Irene Quinn opined that one of the foremost priorities was to recruit 16 part-time students to the HNC Community Development and she reported that the College was already running appropriate access classes.

She further stated that Curriculum Team Leaders had begun holding meetings to evaluate retention and achievement Performance Indicators and inform Associate Principals of programmes which fail to meet College benchmarks. The Principal commented that he had asked Alan Sherry to meet with some of the College's students, who had raised concerns that the guidance course information was not as clear and complete as it could be. Irene Quinn informed members that the College had Health and Safety representatives at the Senior Lecturer and Lecturer levels who were responsible for particular buildings. The Principal assured members that this arrangement followed guidelines on best practice. Members considered the new School staffing structure which formed appendix B to the report.

The Principal reported that Philip Rycroft (Scottish Executive) had visited the College recently and opined that a clear distinction should be made between Further and Higher Education, that the College

should engage with the Not in Employment, Education or Training (NEET) Group, that it should teach English for Speakers of Other Languages (ESOL) and that it should address the needs of the refugee sector. Ian Graham commented that the College was already addressing all of these areas. Members subsequently noted the contents of the Plan.

b) Vocational Skills

Irene Quinn highlighted the key areas of the Plan, stating that the Vocational School had a WSum target of 20,600 for session 2006/07, compared to 15,000 WSum for the Core School. The Principal explained that this discrepancy was because there were more part-time students in the Core School and more full-time students in the Vocational School. Members noted that the majority of the targets for session 2005/06 for the Vocational School had been achieved. However, she commented that only 58 individuals had been recruited on the "Arts for Health" project, which fell short of the College's target of 70 students.

Irene Quinn stated that in response to the lifelong learning agenda, Karie Murphy had been seconded to work with the Curriculum Leaders to identify opportunities and to perform a needs analysis of what attributes community partners sought from their workforces. The Principal reported that a paper on this topic would be considered at the next meeting of the Academic Board on 1 December 2006.

He intimated that as part of the NHS workforce plan, the College intended to initiate a programme which would enable the services of paratherapists (speech and language therapists) to be utilised. He stated that Glasgow City Council and NHS Glasgow had agreed with the College's proposal and that the Health Board would second teachers to the College. He hoped that this initiative would result in the health service employing students that the College had trained.

The Principal left the meeting at 2.05pm.

Irene Quinn reported that the College had introduced a new National Qualification Programme, a Youthstart Programme and an EVIP Programme in Creative Industries. Furthermore, she stated that the College was working to maximise the usage of the facilities at the Bridge. She reminded members that the Associate Principals met regularly with the Curriculum Leaders to monitor the progress against targets and report the progress made to the Senior Management Team (SMT). Irene Quinn stated that the Curriculum Leaders were available on Tuesday afternoons, if any member of staff wished to discuss work issues with them. Members subsequently noted the contents of the Plan.

7. College Learning and Teaching Strategy

Russell Boyd spoke to the contents of the report which had been authored by Alan Inglis, explaining that the College's Learning and Teaching Strategy had been developed as an enabling framework to encourage the development of innovative and creative approaches to learning and teaching. He highlighted the seven strategic themes of the Strategy, which included that the teacher in

FE should continue to have a key role as a guide, enabler, supporter and a source of information and knowledge. Patricia Grant commented that there was only one reference to the Library in the report, despite the fact that there were many instances where the Library provided important learning resources. It was agreed that the role of the Library should be emphasised in the report.

Jean Wilson joined the meeting at 2.15pm.

Irene Quinn stated that she had recently met with the College's Library staff to discuss how students could be supported by Library services. Jean Wilson commented that the College no longer employed the teaching fellows referred to in section 4.2 of the report, so this section had to be deleted from the report. Irene Quinn asked members to send Alan Inglis their comments on the report. Members subsequently noted the contents of the report.

8. College Ethos 2006/07

Russell Boyd spoke to the contents of the College Ethos, indicating that this version contained more references to the sustainable development aims of the College and to collaborative working. Members declined the opportunity to comment further on the Ethos and agreed to note the contents of the report.

9. Individual Learning Plans – Internal Audit May/June 2006

Jean Wilson spoke to the contents of the report, explaining that the audit of 120 Individual Learning Plans (ILPs) by Senior Lecturers had taken place in May 2006. She provided an overview of the twelve main findings, which included that there was an inconsistent approach to the implementation of ILPs across curriculum areas and there was no means of learners accessing their ILPs personally. The Associate Principal (Quality) noted that the "distance-travelled" concept was now understood by programme tutors, although the interpretation of this aspect was quite varied and consequently work was ongoing to improve this. She stated that the Core Skills assessment information section was not utilised uniformly across the College and that this was being addressed.

She proceeded to highlight the main areas of Good Practice which were identified by the Audit, which included the effective use of ILPs in the Child Care and Education team and the transfer of "distance-travelled" information in the Sound School onto individual ILPs. Members considered the recommendations that had been made following the Audit, which included that a database was required for ILPs. Craig Green stated that he and Irene Quinn intended to meet in the near future to discuss the creation of a database.

Craig Green left the meeting at 2.25pm.

Jean Wilson commented that an ILP was required for every learner and confirmed that any revamping of the template for the ILP form would be performed in conjunction with Craig Green. John Knowles emphasised that the creation of a database was essential. Irene Quinn agreed that the system was cumbersome and inefficient in its current format. John Knowles suggested that the College employ an individual to create the database.

Russell Boyd stated that the College had already purchased a database from Capita.

The Principal re-joined the meeting at 2.30pm.

John Knowles reported that many of the evening class students had complained that the first few weeks of class time were taken up with filling in forms. The Principal agreed that a single induction day should be organised, during which the students completed the necessary forms. He also suggested that the College should ensure that the Library was open on the College's opening nights and requested that a briefer form of the Service Level Agreement was created for the College and Library staff, which could be added to the Learning and Teaching Strategy and to the Internet. The Principal stated that he had been informed by Philip Rycroft (Scottish Executive) that some Colleges were tracking attainment and achievement and commented that John Wheatley College should do the same.

The Principal endorsed a proposal by Irene Quinn that students should automatically receive an e-mail when their ILPs had been updated. The Principal asked Patricia Grant and Alan Inglis to meet with him to discuss the use of the College's Libraries. With no further discussion, members noted the contents of the report.

John Knowles left the meeting at 2.40pm.

10. Items for information:

The Chair reminded members that item 10 was for information only.

a) Scottish Funding Council – Higher Education in Scotland: A Baseline Report

Members considered the contents of the report. The Principal commented that the College intended to hold Planning Days earlier in the calendar year than in previous years. Members noted the contents of the report.

b) Scottish Executive

i) A Consultation on Adult ESOL Strategy for Scotland

Members considered the contents of the correspondence from Tom Craig (Scottish Executive). The Principal expressed concerns about the ESOL Strategy in its current format. He reminded members that he was a member of the Adult Literacy and Numeracy in Scotland (ALNIS) review group and stated that he had responded in writing to the correspondence. Members noted the contents of the correspondence.

ii) SCRE Review of the Literature on the Effects of Class Size on Teaching Practice and Pupils' Behaviour – Executive Summary

Members noted the contents of the report.

c) QAA – Mapping, Tracking and Bridging (MTB) Project

Members noted the contents of the correspondence.

d) The On Track Project Report August 2006

Members noted the contents of the correspondence.

e) Learning and Teaching Scotland

**i) Evaluation of the Assessment for Learning Programme
Executive Summary**

Members noted the contents of the correspondence.

**ii) Focussing on Inclusion and Education: A Paper for
Personal Reflection**

Members considered the contents of the correspondence. The Principal commented that although the paper described current practices primarily in relation to schools, some of the information was relevant to the College. He highlighted page 8 of the report, which detailed instances when additional support for students may be required and page 10, which addressed the implications for inclusion. Members noted the contents of the correspondence.

f) Glasgow City Council

i) Final Attainment Working Group

Members noted the contents of the report.

**ii) Education Services – Summary Statistics for Attendance
and Exclusions Session 2005/06**

Members noted the contents of the report.

**g) Education Scotland UK – International Student Recruitment and
Support**

Members noted the contents of the guidelines.

**h) Careers Scotland – West Region Summary Operating Plan
2006/07**

Members noted the contents of the Plan.

**i) NHS – Consultation on National Standards Relating to Healthcare
Support Workers in Scotland**

Members noted the contents of the consultation document.

**j) SFEU – Building Capacity in Scotland’s Colleges to Keep Young
People Safe and Well**

Members noted the contents of the report.

k) Audit Scotland – Community Planning: an Initial Review

Members noted the contents of the report.

Members agreed that the current format for the agenda of the Academic Board, where items were presented for information only, was useful. The Principal requested that Jean Wilson and Patricia Grant meet to discuss the Libraries' input into the forthcoming Quality Day. The Chair commented that it may be useful for more members of the College's academic staff to attend Academic Board meetings and the Principal endorsed this suggestion.

11. Closure

The meeting closed at 2.50pm, with the Chair thanking all members for their contribution.

12. Date of next meeting

The next meeting of the Academic Board is scheduled for 1 December 2006 at 1.30pm.