

# Learning, Teaching, and Research Committee, Quarter 4, 2024-2025

Wednesday 21 May 2025, 16:30 - 18:30

Teams

## Attendees

### Chair

- Karen Hall (Chair of Learning, Teaching, and Research Committee)

### Prescribed Board Members

- Simon Clarke (Teaching Staff Director)
- Harley Green (Student Director)

### Other Board Members

- Valerie Nicolson (Vice Chair of Learning, Teaching, and Research Committee)
- Brian Smith (Chair of Finance and General Purposes Committee)
- Absent: John Goodlad (Independent Director)

### Management Team Member

- Laura Burden (Depute Principal Tertiary)
- Kevin Briggs (Depute Principal Tertiary (Maternity Cover))

### Staff In Attendance

- Matt Sierocinski King (Board Secretary)
- Antony MacLeod (Head of Section)

### Apologies

- Daniel Lawson (Independent Director)
- Jane Lewis (Principal - Shetland UHI)

Meeting minutes

## Opening Items

### 1. Welcome, Apologies, and Announcements

Ms Hall (Chair of Learning, Teaching, and Research Committee) welcomed everyone to the Committee. She extended a warm welcome to Mr McLeod (Head of Section) and Mr Briggs (Head of Section), with the latter to become the Depute Principal Tertiary Maternity Cover from 2nd June 2025.

The Committee gave thanks to Mrs Burden (Depute Tertiary Principal) for her work, and best wishes were given for her upcoming maternity leave.

### 2. \*Terms of Reference

**Noted:** The Committee noted the Terms of Reference of the Committee.

### 3. Declarations of Interest

Ms Hall (Chair of Learning, Teaching, and Research Committee) asked members if they have any declarations of interest with regards to items upon the agenda. No such declarations were made.

### 4. Minutes of the Previous Meeting

Ms Hall (Chair of Learning, Teaching, and Research Committee) asked members to review the minutes of the previous meeting for matters of accuracy.

**Decision:** The Committee approved the minutes as a true and accurate record of the previous meeting.

### 5. Matters Arising

There were no matters arising.

## Scholarship and Research

There were no Scholarship and Research agenda items during this meeting.

## Student Experience

### 6. 2024 Q4 HISA Update

This agenda item was taken after agenda item 7.

Miss Fox (HISA Development Manager - Shetland and Orkney) spoke to the report, and the development of HISA at Management level this academic year, as well as locally within Shetland and Orkney. She also spoke to the development of student activities, and the plan to recruit student interns in Orkney and Shetland. She spoke about the successful re-election of Mr Green (Student Director) as HISA Shetland Depute President, along with the election results for the Vice President and President, both of which are cross campus roles.

The HISA Development Manager - Shetland and Orkney moved on to speak about the points of celebration HISA had experienced in throughout this academic year, with a focus on Student Voice Representatives, with 20 recruited and 4 trained. She confirmed that the Student Director had fulfilled his manifesto promise to hold one student event per month every month, and highlighted some examples of them, along with speaking about the challenges of holding off-campus student events. She also spoke about the communication success with the newsletter, and the creation of the Shetland Student Society. She finished by giving praise to the high quality of the work that the Student Director had delivered this academic year.

The Student Director spoke to the reasons he felt student engagement had been successful this academic year. Mr Briggs (Head of Student Experience) spoke to the positive work of HISA Shetland this academic year, and asked about the intern roles. The HISA Shetland Development

Manager - Shetland and Orkney spoke to the development of the intern role, and the advertising of this role that would be forthcoming.

Various members of the Committee gave praise to the Student Director and his work this academic year, and how it is used as an example of a successful Student Director to the partnership as a whole.

**Action:** The Committee is to draft a statement on behalf of the Board of Management with regards to the success of the Student Director's delivery this Academic Year.

**Action:** Mx Sierocinski King (Board Secretary) shall add the HISA End of Year Report to the agenda of the Q4 meeting of the Board of Management for noting.

## 7. Technology, Maritime, and Built Environment Presentation

This agenda item was taken after agenda item 6.

Mr McLeod (Head of Section) introduced the Section, and outlined the Section's areas of teaching delivery, with Technology split into Computing and Engineering. He detailed that there were lots of students on short courses in the section, namely:

- 130 school Skills for Work students,
- 45 School Academy students,
- 105 Level 4-6 (entry level) students,
- 36 Level 7-8 (HNC and HND) students,
- 7 Level 9-10 (Bachelor and Honours) students.

The Head of Section moved on to detail the:

- 11 courses within Computing delivered by 3 members of staff,
- 10 courses within Engineering delivered by 6 members of staff,
- 12 courses within Maritime delivered by 3 members of staff, and
- 8 courses within Built Environment delivered by 4 members of staff.

The Head of Section then moved on to speak about 2 proposals under each of the areas of the Section, before opening the floor up to questions. The Committee discussed the presentation with a focus on Skills for Work courses and the positive impact they have on the development of individuals. Mr Briggs (Head of Section) asked a question regarding industry focused courses, and Dr Clarke (Teaching Staff Director) asked questions on developing networked courses and moving to one campus, with the Head of Section responding accordingly. Mrs Burden (Depute Principal Tertiary) confirmed that the Future Campus feasibility study is currently ongoing. Mx Sierocinski King (Board Secretary) reminded the Committee of the strategic responsibilities, highlighting the division of such responsibilities between the Committee and Senior Management. Mr Smith (Chair of Finance and General Purposes Committee) requested being involved in the steps after the completion of the feasibility study, and asked further questions with regards to short courses. The Head of Section responded to the short courses question accordingly.

Ms Nicolson (Vice Chair of Learning, Teaching, and Research Committee) declared an interest during this agenda item, due to a personal connection with a member of staff. The Head of Section left the meeting at the end of this agenda item.

# Performance Monitoring

## 8. 2023-2024 PIs Status update

Mrs Burden (Depute Principal Tertiary) gave an update on the PIs (Performance Indicators) and noted that SFC had delayed the release of the PIs in full, and therefore the PIs couldn't be shared with the Committee at this time.

**Action:** Mr Briggs (Head of Student Experience) shall bring the Performance Indicators to the next meeting of the Committee.

**Action:** Mx Sierocinski King (Board Secretary) add the Performance Indicators to the agenda of the next meeting of the Committee.

## 9. Risk 1 and Risk 2 - FE Recruitment and HE Recruitment

Mrs Burden (Depute Principal Tertiary) gave a presentation on Risk 1 and 2, and highlighted the impact of the risks, and detailed enrolments which stood, as detailed in the report at

- Further Education Full Time: 105
- Further Education Part Time: 1603
- Higher Education Full Time: 100
- Higher Education Part Time: 169

She moved on to speak about the credit levels for both 2023/2024 and 2024/2025 which were recorded in the report as: 3744.2 against a target of 3902. She therefore scored the Further Education risk for the pre-action level at 16, with residual risk post action level at 12.

The Depute Principal Tertiary then spoke about HE student numbers, and detailed the statistics further, and spoke about the expected £80,000 in clawback in Higher Education funding that was expected due to the shortfall in HE student recruitment, with the funds going back to SFC, via UHI. She spoke about the enrolment issues with Post-Graduate students.

She moved on to speak to the actions, for both this academic year and next academic year, and recorded the residual pre-action risk level at 15, with a post action risk level of 12. She also spoke about short course figures.

Dr Clarke (Teaching Staff Director) spoke about the challenges in regards to students who are registered at another academic partner, but are actually taught in Shetland. Mr Smith (Chair of Finance and General Purposes Committee) asked a question with regards to flexibility on moving funds provided to support the delivery of Higher Education, and reallocating such funds to support the delivery of Further Education. The Depute Principal Education responded accordingly, with the Chair of Finance and General Purposes Committee adding further thoughts on this matter.

**Noted:** The Committee noted the presentation.

## 10. Tertiary Quality Enhancement Framework

Mrs Burden (Depute Principal Tertiary) opened the agenda item and spoke about the partners involved in TQEF, with the review happening in 2028/2029 for the first time. She spoke about annual reviews to the Committee, before moving on to the SEAP, and how it was configured. She confirmed that no written feedback was given by SFC regarding the ILM. Dr Clarke (Teaching Staff Director) asked about whether the SEAP will involve staff and students, to which the Depute Principal Tertiary responded to positively.

Mr Briggs (Head of Student Experience) spoke in detail to the action plan, how it was put together, and what progress was made against the actions set out. The areas of the action were:

- Excellence in Teaching, Learning, and Assessment,
- Supporting Student Success,
- Enhancement and Quality Culture,
- Student engagement and Partnership.

The Committee discussed what the review of progress frequency should be to the Committee. Mr Green (Student Director) highlighted some issues raised by students, to which the Depute Principal Tertiary responded to, and also highlighted how the SEAP process is implemented for both assigned colleges and regional strategic Bodies. The Teaching Staff Director added further information regarding this.

**Action:** The Senior Management Team are to update on the progress of the TQEF at the 2025-2026 Q2 meeting of the Committee.

## 11. Impact of Teaching and Curriculum Grants

Mrs Burden (Depute Principal Tertiary) spoke about the outcomes and outputs of the curriculum development grants.

She spoke at pace regarding the four impact areas of:

- Curriculum Development
- Staff Development
- Curriculum Delivery
- New Equipment

She asked for questions to be submitted in writing. She then detailed the future plans for the curriculum development grants. Mr Smith (Chair of Finance and General Purposes Committee) asked a question regarding the £600k funding, to which the Depute Principal responded to, and highlighted the gaps and surpluses in Section Budgets.

**Noted:** The Committee noted the presentation.

## 12. Pearson National Teaching Awards Update

Mrs Burden (Depute Principal Tertiary) confirmed to the Committee that Shetland UHI has surpassed the bronze stage of the Pearson National Teaching Awards, and that Shetland UHI is awaiting news as to whether Shetland UHI will progress to the silver award stage, with the news upon this outcome expected upon 18th June. The Depute Principal Tertiary gave her thanks to all those who engaged with the judges for the awards. Dr Clarke (Teaching Staff Director) gave his thanks to the Depute Principal Tertiary of her work in managing the application forms, to which

she in turn gave thanks to Shetland UHI as a whole, for its hard work, as a whole, in order to create the environment where such a submission for the awards was possible.

**Noted:** The Committee noted the excellent progress of Shetland UHI in the Pearson National Teaching Awards.

## Closing Items

### 13. Any Other Business

Mr Smith (Chair of Finance and General Purposes Committee) requested that staff and students be involved in working out where reductions in costs and increases in income could be made for next academic year. Dr Clarke (Teaching Staff Director) highlighted the history of night classes at Shetland College when run by Shetland Islands Council.

Mx Sierocinski King (Board Secretary) asked Independent Directors to respond to the email sent regarding the vacancy for the role of Chair of Human Resources and Remuneration Committee, and to respond to the upcoming email regarding vacancy for the role of Vice Chair of the Board of Management, when it arrives.

Ms Nicolson (Vice Chair of Learning, Teaching, and Research Committee) left the meeting during this agenda item.

### 14. Dates of Next Meetings

The date of next meeting is to be determined.

Agenda Item	Action	Responsible	Progress
6	Draft a statement on behalf of the Board of Management with regards to the success of the Student Director's delivery this Academic Year.	The Committee	
6	Add the HISA End of Year Report to the agenda of the Q4 meeting of the Board of Management for noting.	Mx Sierocinski King (Board Secretary)	Complete
8	Bring the Performance Indicators to the next meeting of the Committee.	Mr Briggs (Head of Student Experience)	On Agenda
8	Add the Performance Indicators to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	On Agenda
10	Update on the progress of the TQEF at the 2025-2026 Q2 meeting of the Committee.	Senior Management Team	Ongoing