

## **Item 17 For Discussion**

### **Glasgow Kelvin College – Learning and Teaching Committee**

#### **Committee Self Evaluation 1 June 2021**

##### **In attendance:**

Dr. Marion Allison (Chair);  
Dr. Elaine Clafferty;  
Derek Smeall;  
Ian Patrick;  
Michael O'Donnell;  
Colm Breathnach;  
Heather McNeil;  
Stephen Birrell;  
Sarah Loughran; and  
Lauren McLaren

##### **Apologies:**

Douglas Wilson

##### **In Attendance:**

Lisa Clark (Facilitating)  
Deborah Friel (Minute)

##### **Summary of Discussion**

L Clark, Director of Corporate Services and Facilitator of the session, advised members that the outcomes from the committee self-evaluation would be incorporated into the Board's annual self-evaluation report and reported to the first meeting of the Board of Management in the new academic year. She asked members to consider how they had found the online meeting experience as the College would consider continuing with a hybrid model.

##### **Committee's Relationship with College Senior Management Team**

- Committee members agreed that they had a good relationship with the College Senior Management Team.
- The Chair noted that she valued the pre-meetings which were also attended by the Vice Chair. She felt there was ample opportunity for queries and questions to be answered by the Vice Principal. She stated that communication was very good in this aspect.
- A Committee member highlighted that she had not had the opportunity to meet anyone in person due to the current circumstances, however felt that the communications levels were fluid and worked well.
- The Principal spoke as a member of the Executive Team and highlighted that the feedback received from members through debate and discussion was invaluable and allowed the College to reflect, improve and develop. He felt that there was a good formed relationship between the Executive Team and Committee members.

### **Committee Membership Skills Mix**

- Members discussed their skills mix and agreed that the Committee had a good and broad blend which contained both educational and non-educational backgrounds. This provided a balanced membership.
- A Committee member raised the point that he was not fully aware of the extent of the Committee Members skills mix and suggested that it would be beneficial to receive this information. L Clark noted that this was raised at the recent Externally Facilitated Effectiveness Review, however, it would be necessary to ensure that members were content for the information to be shared. She agreed to take this forward.

### **Agenda Management / Terms of Reference**

- Members agreed that good discussions/debates were had at the Committee meetings.
- Members discussed the agenda being sometimes too lengthy, however, agreed that there was a fine balance to be found and the agenda should not be cut too thin.
- Members suggested that it would be helpful to have a covering paper when verbal updates/presentations were given. It was noted that this would assist with ease of reference when looking back at a set of meeting papers.
- Members discussed where best primary papers be placed and at what Committee they should be presented, i.e. Learning and Teaching or the Board of Management. The Principal highlighted that the Board of Management meeting was scheduled for 7 June 2021 and some papers, i.e. CLD update and the Student Association Update paper had been added to this agenda and not to Learning and Teaching to prevent duplication. He noted that further consideration on papers was required and how they are finally presented to the Board of Management.
- Members discussed and suggested that the Terms of Reference be reviewed at a future Learning & Teaching meeting.
- Members discussed closing off on agenda items within the minute. It was suggested that a matters arising paper be brought to the Committee to address any outstanding items. In addition, action points to be considered for ease of reference.

### **Online Meeting Experience**

- The Chair welcomed the opportunity to have a full Board of Management Meeting on campus. She noted her contentment with sub committees being held online and for some form of hybrid model being taken forward.
- The Chair commended all staff in their efforts in continuing to make online learning and teaching successful.
- Members echoed their support in the Chair's comments and agreed, where possible, the full Board of Management meetings should continue on Campus. However, they supported a hybrid model being taken forward.

- Members commented that they would be interested in seeing the comparison figures from this year's online committee attendance to that of session 2019/20.

### **Reporting Arrangements and Quality of Reports**

- Members agreed that papers were provided within a sufficient timeframe and thanked staff for their proficiency.

### **Training and Development Opportunities**

- H McNeil commented that, as a non-educationalist, she would welcome the opportunity to have an observational role at the Academic Board, from time to time. L Clark agree to investigate further and report back to H McNeil.
- Members would welcome a short induction when joining different sub-committees, as this would make members better informed of the remit of the committee they are joining. Additionally, members agreed that this would benefit new committee members.
- Members suggested that it would be helpful if training opportunities could be extended to the Committee members interests to allow their self-development and personal continuous improvement.

### **Added Value of Committee**

- I Patrick suggested that this question had more relevance for the Executive Team.
- The Principal highlighted that he found that the College gained genuine constructive feedback from Committee members and spoke highly of the importance of the professional dialogue received.
- Members agreed that it was good to note that the Executive Team supported the constructive feedback provided. It was further noted that this provided added value to the Committee which forged a strong relationship with the Executive Team and was working well.

### **Areas for Improvement**

- I Patrick reiterated that the Terms of Reference required review. He noted that there may be a wider discussion required.