

Learner Experience Committee

Minutes

Meeting reference: Learner Experience 2023-24/03

Date: Wednesday 21 February 2024

Location: Boardroom (Braham Room 019)

Members present: Margaret Cook, Principal
Jenny Hamilton, Board Member
Alistair Wylie, Board Member
Fiona Smith, Student Board Member
Catherine Etri, Vice Principal (Academic) (from Item 7.1)
Deborah Lally, Head of Student Experience
David Gourley, Head of Learning & Teaching Enhancement
Robert Boyd, Teaching Staff Member on the Committee (from Item 6.1)

In attendance: Rachel Burn, HISA Chief Executive
Ian McCartney, Clerk to the Board

Apologies: Elaine Piggot, Board Member
Patrick O'Donnell, Staff Board Member
Lorenz Cairns, Depute Principal
Veronica Lynch, Vice Principal (External)
Rosalind Bryce, Chair of Scholarship & Research Committee

Chair: **Margaret Cook**

Minute Taker: Ian McCartney

Quorum: 7

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Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting, and noted apologies.</p> <p>Chair introduced Rachel Burn, new Chief Executive of HISA, to the meeting.</p>	
2.	<p>Additions To The Agenda</p> <p>A brief summary of the recent HMI visit to UHI Perth was added to the Agenda under Item 11.</p>	
3.	<p>Declaration of Conflict of Interest in any Agenda Item</p> <p>No conflicts of interest were declared.</p>	
4.	<p>Minutes of Meeting held on 15 November 2023</p> <p>The minutes were approved as being an accurate record of the meeting.</p>	
5.	<p>Matters Arising from Previous Minutes</p> <p>There were no Matters Arising.</p>	
6	<p>HISA Student Partnership Agreement 2023/24</p> <p>Student Board Member presented Paper 2 for information, noting the Agreement had been signed off with UHI in December 2023.</p> <p>HISA Chief Executive noted that future versions of the Student Partnership Agreement may be reviewed to bring closer in line with the HISA Strategy, and acknowledged there is a timing issue with the signing and publication of the Agreement which needs to be addressed for the benefit of the Academic Partners.</p> <p>Board Member queried who Your Students' Association (YSA) were as opposed to HISA. Student Board Member advised that the students' association was in transition from HISA to YSA. Although the legal name would remain HISA, YSA was to be used for branding in both physical and digital environments.</p> <p>Board Member sought clarification on where Part C of the Agreement was an update or a historic position. Student Board Member advised that Part C was historic information but some of the themes were still in development. HISA Chief Executive further advised that this section</p>	

	<p>was effectively a progress report on previous Agreements. Head of Student Experience also added some historic context around the move from local to regional Student Partnership Agreement.</p> <p>Committee NOTED and ENDORSED Paper 2.</p> <p>Committee requested that Clerk amend future Agendas and papers to reflect the branding change from HISA to YSA.</p>	Clerk
7	Learner Experience	
7.1	<p>HISA Perth Strategic Update</p> <p>Student Board Member presented Paper 3, highlighting that 209 Student Voice Reps had now been recruited, with 97 fully trained, other training is to be organised.</p> <p>Board Member noted that it was quite difficult within the paper to differentiate between local Perth activity against UHI-based activity, and suggested this might be worth considering for future papers.</p> <p>Board Member sought clarification on whether the new posts referred to in the revised structure were now filled. Student Board Member explained difference between elected roles, for which the nomination process was now open, and the student intern role, which had now been filled.</p> <p>Board Member queried current levels of library usage among students. Student Board Member clarified that work was being undertaken to identify the mode of usage (ie in person or digital) for different types of student profile. Head of Student Experience advised that the college was collecting student profile data.</p> <p>Committee NOTED Paper 3.</p>	
7.2	<p>HISA Update</p> <p>HISA Chief Executive presented Paper 4, highlighting the focus on the new Strategy in 2024, work being carried out on stability within the staff base, and the launch of a first all-student online newsletter, with engagement levels monitored by click-through rates (17% initial engagement recorded).</p> <p>HISA Chief Executive briefed Committee on national issues such as impacts of strike action, voter ID, HE & Fe funding, and mental health support campaigns.</p> <p>HISA Chief Executive advised that the new Director of Student</p>	

	<p>Engagement & Representation would be happy to come back to a future Committee to explore proposed changes to Student Voice Rep processes.</p> <p>Committee NOTED Paper 4.</p>	
7.3	<p>Student Satisfaction & Experience Survey</p> <p>Head of Learning & Teaching Enhancement presented Paper 5, noting this was an historic paper which should have been tabled for Committee at a previous meeting. Head of Learning & Teaching Enhancement highlighted the relatively low uptake of 39%, while recognising the high levels of satisfaction reported, although there were some concerns around satisfaction rates reported from key ethnic groups.</p> <p>Board Member identified that it would be useful to provide numbers as well as percentages around protected characteristics to increase meaningfulness.</p> <p>Committee NOTED Paper 5.</p>	
7.4	<p>Postgraduate Taught Experience Survey</p> <p>Head of Learning & Teaching Enhancement presented Paper 6, highlighting that feedback appears very positive across the institution.</p> <p>Committee NOTED Paper 6.</p>	
7.5	<p>Induction & Early Student Experience Survey</p> <p>Head of Learning & Teaching Enhancement presented Paper 6, noting this was the most recent survey conducted, which was completed before Xmas.</p> <p>Head of Learning & Teaching Enhancement noted the response rate of 81%, which was up 21% on the previous year's survey, and that satisfaction rates were positive across the board.</p> <p>Head of Learning & Teaching Enhancement advised that the same participation methodologies were to be adopted for the 2024 Student Satisfaction & Experience Survey, however this survey may be impacted by ongoing industrial action.</p> <p>Committee NOTED Paper 4.</p>	
8	<p>Curriculum</p>	

<p>8.1</p>	<p>Student Recruitment - Update</p> <p>Head of Student Experience provided an update on current Student Recruitment numbers, noting that UHI Perth was currently ahead of FE targets, but likely to fall short of HE numbers by 27 FTEs this year.</p> <p>Head of Student Experience advised that, with regard to 2024/35 projections, the Sector appears to be entering a recovery period as there has been an increase in application numbers for bot colleges and universities. UHI Perth is around 200 applications up on the same time as 2023/24, however much of this may be earlier than expected non-UCAS applications and these numbers require to be monitored if funding numbers are to be reduced as there is no funding for additional delivery beyond FE targets.</p> <p>Principal noted that HE may well hit targets, but this will still not bring UHI Perth back in line with pre-COVID levels. In addition, there may be some bounce-back in terms of Higher National recruitment as extra student numbers allocated to other HE institutions are given back.</p>	
<p>8.2</p>	<p>HMI Inspection – Update</p> <p>Principal reported that HMI had attended UHI Perth for its annual inspection this week. The verbal feedback was extremely positive, albeit with some minor points to be taken forward as actions.</p> <p>Vice Principal (Academic) added that learner feedback had also been very positive, with particular reference to initiatives being rapidly implemented upon identification of an issue, so those that raised the issue benefitted from changes being made.</p> <p>Principal noted that the full report will be issued to the nearest available Board or Learner Experience Committee meeting, depending on timings of publication, and HMI will be invited to attend to present.</p>	
<p>9</p>	<p>UHI Perth Safeguarding Annual Review</p> <p>Head of Student Experience presented Paper 8, and summarised the key aspects of the Paper.</p> <p>Board Member expressed surprise at the sheer variety and degree of work required within this area, before querying what college would do with information around criminal convictions. Head of Student Experience noted that much of Safeguarding was around trust, and in this aspect the agreement between parties is about support and appropriate routes rather than labelling. Police may provide some limitations around, eg, IT usage due to licensing restrictions around certain convictions.</p>	

	Teaching Staff Member queried dispensations around Residences due to close proximity of living arrangements. Head of Student Experience advised that this hadn't happened as yet, but again would depend on the type of convictions and the limitations imposed. Committee NOTED Paper 8.	
10	Committee Minutes No Committee Minutes were presented for noting.	
11	Date of Next meeting <ul style="list-style-type: none"> Wednesday 24 April 2024 @ 2:00pm 	
12	Review of Meeting Committee confirmed the business of the meeting had been consistent with the Terms of Reference.	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 2018? **Yes** **No**