



## ***Strategic Development Committee***

You are invited to attend a meeting of the **Strategic Development Committee** to be held in the **Kildean Suite, Stirling Campus** on **Thursday 13 March 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 21 November 2013

3. 2014/17 Outcome Agreement

David Allison

#### **FOR DISCUSSION**

4. Learning and Teaching Innovations for Good Practice (Demo)

Fiona Brown

5. Learner Success Performance Indicators 2012-2013

Fiona Brown

6. Protection of Children, Young People and Adults at Risk of Harm – Annual Update

Jean Duff

7. Forth Valley College Foundation

Alison Stewart

8. Student Union Report

David Gentles

9. College Operational Plan

Ken Thomson

10. Student Activity

David Allison

11. Review of Risk

12. Any Other Competent Business

#### **FOR INFORMATION**

Programme of Committee Business



## ***Strategic Development Committee***

<b>Location:</b>	<b>A203, Alloa Campus</b>
<b>Date:</b>	<b>21 November 2013 (commencing at 4.30 pm)</b>

Present: Mrs Anne Mearns (Chair)  
 Dr Bill Blair  
 Mr Robert Addie  
 Mr David Gentles

Apologies: Mr Andrew Carver

In Attendance: Dr Ken Thomson, Principal  
 Mr David Allison, Director of Information Services  
 Mr Tom Gorman, Director of Estates Developments  
 Ms Joanna McGillivray, Head of Department Applied Science and Computing (item S/13/016 only)  
 Mr Stephen Jarvie, Corporate Governance and Planning Officer

**S/13/011      Declarations of Interest**

None

**S/13/012      Minutes of meeting held on 5 September 2013**

The minute of 5 September 2013 was approved subject to a minor text correction under item S/13/007

**S/13/013      Student Union Constitution**

The Student Union President presented members with the revised Student Union Constitution. He noted that this document was a requirement for the Student Union to have and that it had been edited to reflect recent changes in both legislation and in the composition of the Student Union Executive team.

He also noted that, under the Post-16 Education (Scotland) Bill 2013, there was a requirement to have 2 student members on the Board of Management and outlined the methodology proposed to identify these individuals.

He further noted that the draft document had been presented at the recent meetings of the Student Council to secure their approval for the amendments and that this had been received.

Members welcomed the revisions to the document and highlighted a few outstanding minor text discrepancies to be addressed before the document is presented to the Board of Management.

- a) Members approved the Student Union Constitution document
- b) Members recommended that the document be further proofread before presenting to the Board of Management for approval

**S/13/014 Matters arising**

- a) S/13/005 2014/15 Outcome Agreement

This item will be considered as a separate paper.

- b) S/13/007 Student Activity

A paper on this item is included in the 'for information' papers issued to members.

**S/13/015 Student Funding (Online System Demo)**

The Director of Information Systems presented on the new system in use within the College to support the application process for student funding.

He noted that the system customised itself based upon input from students, ensuring all relevant questions are completed and evidence sought but, unlike the previous paper based system, removing questions that are not relevant to the individual.

He highlighted the increased levels of communications with students, with automatic emails and online guides supporting them through the process. He also noted the positive feedback received from students and the lack of formal complaints to date relating to student funding.

He also noted the reduction of internal manual processing within the College, ensuring a quicker turnaround and communication of funding decisions to students.

Members welcomed the demonstration and the direction of the new system.

Members recommended that the system should have a clearer declaration page relating to the provision of true and accurate information.

- a) Members noted the content of the presentation

**S/13/016 HEI Programmes Report**

The Head of Department Applied Science and Computing presented members with an overview of current activity under the Higher Education Investment Programme.

She noted that there were currently 88 students participating in this programme at the moment and discussed the arrangements in place with the four universities participating in this programme with the College.

Members queried possibilities for expansion of this activity. The Head of Department Applied Science and Computing noted that the main challenge to this activity is in the availability of appropriate accommodation within the College and that this was currently being looked into.

- a) Members noted the content of the presentation
- b) Members requested that HEI Programme activity be listed as a separate category in reports on Retention, Progression and Success

**S/13/017 Falkirk Estates Proposal**

The Director of Estates Developments presented members with the draft concept plan for a new 21,000 sqm Falkirk campus.

He noted that, while there may not be funding available at the moment, the process for progressing through the various design and approval stages meant that commencing activity now should have the College in a more advantageous position when funding is likely to become available again.

Members queried whether the documentation had been considered by the Board Estates Development Steering Committee.

The Principal confirmed that the EDSC is currently stood down due to the completion of Alloa and Stirling but that this committee would be reformed at an appropriate point in the Falkirk development process.

- a) Members welcomed the on-going activity aimed at securing a new campus at the Falkirk site

**S/13/018 Student Union Report**

The Student Union President presented a report outlining the activities of the Student Union since the last meeting of the Committee.

- a) Members noted the content of the report

**S/13/019 Draft Strategic Plan**

The Principal presented members with the draft Strategic Plan for 2014-2018. He noted that the plan was based on the business model for the College which he has successfully presented to staff, local businesses, the Board and Local Authorities.

He reported that the Strategic Plan, once approved by the Board of Management, would be used to develop the College operational and Departmental plans which will contain the KPI's which will be used to measure overall progress.

The Principal highlighted that section 6 required more editing to ensure that the style matches the rest of the document. Members agreed, noting that the current content was very specific for a strategic level document.

- a) Members noted the content of the plan

**S/13/020 Outcome Agreement 2014-17**

The Director of Information Services provided a paper containing the current draft of the Outcome Agreement for 2014-17 and where the College was in the timeline for finalising this document.

It was agreed that members would review the document and provide feedback directly to the Director of Information Services or the Corporate Governance and Planning Officer.

a) Members noted the content of the paper

**S/13/021 Review of Risk**

No new risks identified

**S/13/022 Any Other Competent Business**

None

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