

**STUDENT SUCCESS COMMITTEE**

**MINUTES OF MEETING OF 6 MARCH 2025**

**Meeting held via Microsoft Teams, 14:00hrs**

**Present**: Becky Duff; Alex Killick (Interim Chair); Adam Lowe; Ian McLaughlan; Eleanor Sim; Charlie Whitson

**In attendance**: Jon Buglass; Gail Graham; Jonny Pearson; Anna Vogt; Marcus Walker (Clerk)

**1. WELCOME & APOLOGIES**

* 1. The Committee NOTED apologies from Audrey Cumberford and Alan Holligan.
	2. The Interim Chair welcomed all attendees to the first meeting of the new Student Success Committee.
	3. The Committee NOTED that a recruitment round for three new Non-Executive Board Members, at least one of whom had a background in ‘Education & Training’, had concluded and names had been put forward to Scottish Ministers. The Interim Chair advised the Committee that once new Non-Executive Members had been formally appointed the membership of the Student Success Committee and chairing arrangements would be reviewed.

**2. DECLARATIONS OF INTEREST**

2.1 No declarations of interest were received.

**3. MINUTES OF PREVIOUS MEETING**

3.1 The Committee APPROVED the minutes of the Learning, Teaching & Student Experience (LTSE) Committee on 29 November 2024 as an accurate record of the meeting.

**4. MATTERS ARISING REPORT**

4.1 The Committee NOTED that actions from the previous meeting were either complete, overtaken or on the agenda.

4.2 The Committee NOTED that the Edinburgh College Self-Evaluation Action Plan (SEAP) 2024/25 had been approved by the Senior Management Team and submitted to the Scottish Funding Council (SFC) on 19 December 2024. The Interim Chair advised the Committee that both the SEAP and the Edinburgh College Regional Outcome Agreement 2023/24 had been circulated to Members - for information.

**5. TERMS OF REFERENCE**

5.1 The Committee NOTED its Terms of Reference as approved by the Board of Management on 10 December 2024. The Interim Chair advised the Committee that its remit included the monitoring of pillar strategies relating to Curriculum and Digital, and it would consider reporting on curriculum, teaching & learning, support for learning, student experience, graduate success, and the College’s ambition to be a *‘high performing digital college’*.

5.2 The Committee DISCUSSED the following with regards to *‘what does student success look like?’* and *‘how will the committee measure it?’*:

1. The broader added value of the college experience and its societal impact (e.g. Social Return on Investment) .
2. Student resilience and ‘world readiness’.
3. Students’ wider sense of belonging at the College.
4. The College’s ambitions around innovation and how this related to students’ ability to innovative within their own learning environment.
5. The importance of student satisfaction survey outcomes and ECSA Class Reps’ feedback.
6. The use of data to drive actions and decision-making.
7. The need to capture ‘micro moments’ through case studies, to contextualise data.
8. The governance requirements placed on the Committee, including assurances relating to the Tertiary Quality Enhancement Framework (TQEF).

5.3 The Committee AGREED that the Interim Chair, the Executive Leads, and the Board Secretary should review the Student Success Committee Terms of Reference based on Members’ feedback. The Interim Chair advised the Committee that a revised Terms of Reference would be brought back to its next meeting.

5.4 The Committee NOTED a draft remit for a *‘Learning, Teaching & Quality Strategy Group’* (LTQSG), an internal group, which would have oversight for the College’s responsibilities under TQEF. The Vice Principal Education & Skills advised the Committee that the Group would be co-chaired by the Assistant Principal Quality & Improvement and an Assistant Principal Curriculum and would be attended by a range of staff, students, and trade union representatives.

5.5 The Committee welcomed the formation of the proposed LTQSG and NOTED that the Group would report directly to the Student Success Committee. The Committee DISCUSSED the benefits provided though such sub-groups and AGREED that the reporting of the LTQSG and the College’s existing *Access and Inclusion Group* should be captured in the updated Terms of Reference.

**6. RECRUITMENT, RETENTION & CREDITS DASHBOARD**

 6.1 The Committee NOTED an overview of the performance of the College against its 2024/25 activity target. The Vice Principal Education & Skills advised the Committee that the SFC had set the College a total activity target of 164,857 credits for the academic year.

 6.2 The Committee NOTED that the credits position of the College, as of 25 February 2025, was 157,361 (95.5% of activity target). The Vice Principal Education & Skills advised the Committee that planned Semester 2 activity was expected to take the credit total to a projected figure of 160,203 credits (97.2% of activity target).

 6.3 The Committee DISCUSSED the expectation that the College would meet its 98% credits threshold to avoid any financial clawback and NOTED that the Assistant Principals Curriculum and Heads of School were actively working on plans to ensure that the College exceeded 161,559 credits.

***The Vice Principal Education & Skills left the meeting***

**7. EDINBURGH COLLEGE STUDENTS’ ASSOCIATION (ECSA) REPORT**

 7.1 The Committee NOTED a report from the second round of ECSA Class Rep meetings held on the week commencing 27 January 2025, which focussed on students’ sense of belonging at the College. The ECSA Student President informed the Committee that, in the context of the report, ‘belonging’ meant feeling safe and accepted, and knowing where to get help and support.

7.2The Committee NOTED that when Class Reps were asked if they felt Edinburgh College was a welcoming place, 98% responded ‘yes’. The ECSA Student President advised the Committee that Class Reps suggested that more frequent campus tours at induction, improved social spaces, and greater opportunities for students to socialise through clubs, societies and events would be ways to improve the student experience further.

 7.3 The Committee DISCUSSED potential minor changes which could positively impact the student experience and encouraged both ECSA and Senior Management to explore cost-effective ideas, such as more colourful (‘less corporate’) paint schemes across each of the campuses. The Interim Chair welcomed the overwhelmingly positive experience of Class Reps, and the variety of suggestions outlined through the ECSA Report.

 7.4 The Committee NOTED that, in addition to its regular Class Rep activities, the Students’ Association had also launched a Lead Rep Scheme which aimed to facilitate communication between the Rep system and curriculum staff. The ECSA Student President advised the Committee that the initial Lead Rep meetings had been asked to consider campus spaces and how well they served students.

 7.5 The Committee DISCUSSED feedback from the Lead Rep meetings and NOTED that ECSA had agreed to work closely with relevant Vice Principals and Assistant Principals to consider the various points raised.

 7.6 The Committee DISCUSSED students’ disappointment at the lack of space to engaged in physical activities at the Milton Road Campus and the current cost of a membership at The Club, the onsite gym run as a freestanding commercial enterprise by the College. The Committee AGREED that the scope for a student discount, to align membership rates with those offered by PureGym and Edinburgh Leisure, should be considered by the College.

***Charlie Whitson left the meeting***

**8.** **STUDENT SATISFACTION SURVEYS REPORT**

 8.1 EARLY EXPERIENCE SURVEY 2024 REPORT

8.1.1 The Committee NOTED a report on the results of the 2024 Early Experience Survey, which was designed to assess students’ opinions regarding key aspects of their experience during their first few weeks of study.

8.1.2 The Committee NOTED the scope of the survey, which was made available to students, via Moodle, for a four-week period from 21 October 2024. The Assistant Principal Quality & Improvement highlighted that the response rate of 27.1% of all students - across all levels and modes of attendance - was up by 3% on the previous year. Further to this, the Committee NOTED that overall, the level of participation with the survey had doubled since 2022/23.

8.1.3 The Committee NOTED that the average overall score across all surveyed questions was 4.22 stars out of 5, an improvement of 0.13% on the previous year. The Assistant Principal Quality & Improvement informed the Committee the highest scoring themed questions, as rated by student respondents, related to *‘their course’* (4.44 stars), whilst the lowest scoring themed questions concerned *‘the Edinburgh College website’* (4.07 stars).

8.1.4 The Committee welcomed the overall results of the 2024 Early Experience Survey and DISCUSSED the work undertaken with Heads of Schools and Curriculum Managers to consider department level results.

8.1.5 The Committee DISCUSSED the areas where further targeted improvement was required, as highlighted the 2024/25 SEAP, and AGREED that a deep dive into these areas should be considered at a future meeting of the Committee.

 8.2 LEARNING & TEACHING SURVEY 2025

8.2.1 The Committee NOTED 13 multiple choice questions which comprised the 2025 Learning & Teaching Survey. The Assistant Principal Quality & Improvement advised the Committee that the SFC required an ‘overall satisfaction rating’ to be recorded and reported.

8.2.2 The Committee NOTED that due to a scheduling change following the creation of the Student Success Committee the Senior Management Team had taken the decision to launch the Learning & Teaching Survey on 3 March 2025.

8.2.3 The Committee DISCUSSED the implementation of the 2025 Learning & Teaching Survey and AGREED to endorse its publication. The Board Secretary advised the Committee that, in future, appropriate steps would be taken to ensure that Members received the opportunity to review the survey before its publication.

8.2.4 The Committee DISCUSSED whether, given aspirational nature in the College’s ambitions, students should be asked *‘how Edinburgh College could become a 5-star college?’* and *‘how this could be achieved?’*. The Committee AGREED that this point should be considered when future student satisfaction surveys are reviewed.

**9.** **DIGITAL STRATEGY 2025 UPDATE**

9.1 The Committee NOTED an update on progress against the Digital Strategy 2023-26, and the expected closure of all associated actions, projects and processes by May 2027. The Vice Principal Innovation, Planning & Performance highlighted that, across the three Digital Strategy themes, 16 of the 20 Key Performance Indicators had been successfully completed.

9.2 The Committee welcomed the progress outlined against the Digital Strategy and DISCUSSED the following:

1. The scale of digital poverty across the student body and its benchmarking.
2. The need to ensure that each student had an appropriate electronic device for digital learning (i.e. not only a mobile phone).
3. Both the accessibility and usability of current College systems and the benefits of being a ‘Microsoft College’.
4. The integration and seamlessness of both the digital and physical learning environments at the College.
5. The availability of IT equipment across the College and the benefits of retaining students on each of the campuses.
6. The digital curriculum and the future of digital skills at the College.
7. The digital upskilling of staff and its wider benefits for the student experience.

9.3 The Committee NOTED that the next scheduled ECSA Class Reps Meeting would focus specifically on the digital environment at the College. The ECSA Student President extended an invitation to both the Vice Principal Innovation, Planning & Performance and the Assistant Principal Quality & Improvement to attend the event.

9.4 The Committee AGREED that the impact of the Digital Strategy 2023-26 on overall ‘student success’ meant that it could not be disaggregated from wider discussions around curriculum and the student experience. The Interim Chair advised the Committee that Digital considerations should feed into all aspects of the Committee’s business.

**10.** **ANY OTHER COMPETENT BUSINESS**

 10.1 None.

**11.** **FOR INFORMATION**

 11.1 COMMITTEE PROGRAMME OF WORK 2025/26

11.1.1 The Committee NOTED its proposed programme of work for the academic year 2025/26.

**12.** **DATE OF NEXT MEETING**

12.1 To be confirmed.

***The meeting closed at 15:50***