

Approved minutes of the meeting of the Student Success Committee held at 14:00 on Thursday 13 November 2025 in the Boardroom at Sighthill Campus.

Present: Becky Duff; Alan Holligan; Ian McLaughlan; Kate Signorini (Chair); Eleanor Sim; Andrew Youngson (Co-opted member)

Apologies: Audrey Cumberford, Mary O'Driscoll, Gill Laird, Adam Lowe

In attendance:	Jon Buglass	Vice Principal, Innovation, Planning & Performance
	Genevieve Fay	ECSA Representation & Impact Coordinator
	Gail Graham	Assistant Principal Quality & Improvement
	Jonny Pearson	Vice Principal, Education & Skills
	Fraser Rudge	Clerk / Interim Board Secretary
	Anna Vogt	Assistant Principal Student Experience
	Al Wilson	ECSA Director

1 WELCOME & APOLOGIES

The Chair welcomed members to the first meeting of the academic year, and extended a warm welcome to Genevieve Fay and Al Wilson who were in attendance on behalf of the Edinburgh College Students' Association President and Vice-President. The Chair also welcomed Fraser Rudge, Interim Board Secretary, who had been appointed following the departure of Marcus Walker.

Apologies were received as noted above, and the meeting was confirmed as quorate.

Members NOTED that Mark Sheridan had stepped down from the Board of Management on 2 September 2025; and NOTED that there was a vacancy for a non-executive member on the Student Success Committee.

2 DECLARATIONS OF INTEREST

No declarations of interest were received.

3 MINUTES OF PREVIOUS MEETING

The Committee APPROVED the minutes of the Student Success Committee of 26 May 2025 (Paper A) as an accurate record of the meeting; subject to the correction of an attendee's job title.

4 MATTERS ARISING REPORT

The Committee NOTED the updates contained within the Matters Arising Report (Paper B); and NOTED that actions from previous meetings were either complete or on the agenda. Members discussed the following actions:

4.1 Student Gym Membership Pricing (In Progress)

Members NOTED that the action had been integrated with a wider review of The Club, due to be completed by April 2026.

The ECSA Director observed that the price of gym memberships at The Club was prohibitive for most students; and that access to gym facilities at the Sighthill and Granton campuses were variable. The Vice Principal, Education & Skills agreed to discuss options for the pricing of student gym memberships with the Vice Principal Corporate Development. Separately, it was explained that the gym facilities at the Sighthill and Granton campuses were teaching spaces, and were only available for general use outside of teaching time. Members discussed whether additional measures could be implemented to communicate the availability of the spaces.

4.2 Self-Evaluation & Action Plan (Complete)

The Committee considered a request to amend the action, and AGREED that a deep dive should be scheduled in relation to the 2025/26 SEAP, rather than the 2024/25 SEAP. The committee considered the timing of the deep dive later on the agenda, minute 10 refers.

4.3 College Performance Indicators (Complete)

It was clarified that the current Student Success Targets, as approved by the Senior Management Team, had been circulated to Board members as part of the Board of Management Power BI Dashboard. Members noted that a dashboard orientation session had been held for Board members on 20 October 2025.

5 RECRUITMENT AND RETENTION UPDATE

The Committee received a verbal update on student recruitment and retention from the Vice Principal, Education & Skills. Members were informed that the Scottish Funding Council had set the College a total activity target of 164,857 credits for the academic year.

The Committee NOTED that, as of 13 November 2025: the credits position of the College was 143,543 (87% of activity target); and that there had been 541 withdrawals (representing 3.1% of enrolled students). Members were informed that, on a year-on-year basis, enrolments had increased by 12% and withdrawals had decreased by 0.3%.

In response to a query, it was confirmed that there was no risk of clawback from the Scottish Funding Council from exceeding the College's activity target. However, the College would not receive any additional funding were it to exceed its activity target. There was a brief discussion on the Scottish Funding Council's clawback position for the 2025/26 academic year.

Members discussed the extent to which the increase in enrolments could be attributed to known factors, and whether trends in enrolment patterns could be identified. It was suggested that the committee should give further consideration to factors affecting student recruitment, as doing so would help to inform the College's Transformation Plan and the College's future provision. The Chair suggested that further consideration take place in March 2026, and members were invited to submit suggestions to the Clerk on what information would be required to facilitate such a discussion.

6 COLLEGE PERFORMANCE INDICATORS 2023/24

The Committee NOTED the [College Performance Indicators for 2023/24](#) as shared with the Scottish Funding Council (SFC) in June 2025 (Paper C).

The Committee NOTED that Edinburgh College had achieved an overall success measure of 76.6% in 2023/24; and that it had been the most successful of Scotland's eight large colleges (based on 10k+ NRQ enrolments) across the previous two years. Members acknowledged the notable improvement in student success over recent years; and acknowledged the efforts of the college community. It was further noted that partial success rates had improved, and that this was also worthy of celebrating.

Members sought further information on the cause of student withdrawals, and whether there were any notable differences between further education and higher education students. The Vice Principal, Innovation, Planning & Performance provided a brief overview of the reporting categories associated with student withdrawals, and agreed to provide further data for the next meeting.

The Committee DISCUSSED student withdrawals for 'health' reasons, and it was queried whether it would be beneficial to differentiate between mental and physical health. It was observed that health issues often overlapped, and that it may not be possible for individuals to differentiate between mental and physical health issues. Members were advised that the primary withdrawal categories in use at the College were specified by the Scottish Funding Council.

In response to a query about the impact of the withdrawal of Scottish Government funding for mental health counsellors, the Assistant Principal Student Experience provided a brief overview of the College's Wellbeing Service; and of the arrangements in place to signpost students to appropriate external sources of mental health support. The Committee was also informed of a new attendance monitoring intervention being used in East Lothian and Midlothian; efforts to more proactively disburse discretionary funds; and the use of a trauma-informed lens to enhance the College's services.

Clarity was sought on the precise purpose of the College's mental health support, and on what level of support the College could reasonably be expected to provide as an educational institution. The ECSA Director advised that student feedback indicated that they valued the Wellbeing Service, and appreciated knowing that appropriate sources of support existed and could be accessed. It was commented that issues of availability and accessibility of external support could prevent student engagement, and it was suggested that the hosting external support providers on campus could help.

7 TERTIARY QUALITY ENHANCEMENT FRAMEWORK

The Chair confirmed that Tertiary Quality Enhancement Framework would be a standing agenda item, and that the Committee would be updated on different aspects of the Framework at each meeting.

7.1 Self-Evaluation & Action Plan (SEAP)

The Committee received an update on the College's preparations for the 2025 Self-Evaluation & Action Plan from the Assistant Principal Quality & Improvement.

The Committee NOTED that staff were in the process of writing the College's second SEAP, which was due to be submitted to the Scottish Funding Council in December 2025. Members were informed that consideration was being given to evidencing the progress achieved against the 2024/25 SEAP; agreeing new actions; improving the visibility and accountability for actions; and drafting the narrative to accompany the SEAP. The Committee were advised that the final submitted version of the 2025 SEAP would be added to the Board Portal for members to review.

Members DISCUSSED how the Committee could best contribute to future iterations of the SEAP, and it was suggested that the timing of Committee meetings be reviewed to ensure alignment with the key stages of the Tertiary Quality Enhancement Framework and the availability of data.

Members NOTED that, as the College was undergoing its Tertiary Quality Enhancement Review in 2025/26, it was not required to submit a SEAP in December 2026.

7.2 Tertiary Quality Enhancement Review

The Committee received a verbal update on the College's preparations for the upcoming Tertiary Quality Enhancement Review from the Vice Principal, Education & Skills. The Committee NOTED that the College would undergo a Tertiary Quality Enhancement Review in academic 2025/26, and that a review panel visit had been scheduled for October 2026. Members were informed that the panel visit

would involve interviews with staff and students from across the College, and would seek to corroborate the findings detailed within the review report. In response to a query, it was clarified that class observation was not an expected component of the review panel visit.

Members DISCUSSED briefly preparations for the review; the expected level of input from college staff; and how the requirements of the review could best be aligned with the College's business-as-usual processes.

8 STUDENT SATISFACTION

8.1 ECSA Overview Report – November 2025

The Committee NOTED the ECSA Overview Report for November 2025 (Paper D); which provided an overview of the class representative system; an update on the recruitment and training of class representatives as of November 2025; and initial feedback from the 'Have your say' survey of class representatives.

The ECSA Representation & Impact Coordinator and the ECSA Director provided a brief overview of the 'Have your say' survey results. It was reported that, overall, the results had been very positive although there had been mixed feedback on digital experience and the induction. Members were informed that survey results indicated that students had inconsistent experiences around induction. It was explained that induction activities were devolved throughout the College, and there was a brief discussion on the extent to which a singular college induction should be developed.

Members were advised that common feedback arising from the survey related to difficulty in navigating College buildings. It was observed that campus tours took place during the induction period but students often reported being unaware of the tours. Separately, the Committee was informed that signposting was a known issue at the College, and that the Marketing, Communications and Policy Team were reviewing College signage as resources permitted.

8.2 Learning & Teaching Survey 2025

The Committee NOTED the findings and outcomes of the 2025 Learning & Teaching Survey (paper E); and NOTED that the average score across the College and the 4 themed questions was: 4.3 (out of 5); up from 4.2 (out of 5) in 2024. The average, College-wide, scores for the themed questions were reported on as detailed below.

- Feeling welcome and valued 4.4
- Your learning experience so far 4.3
- Spaces and places for learning 4.2
- All things digital 4.1

The Committee DISCUSSED the College's digital provision, and it was commented that students were often required to use different systems throughout their time at the College. It was observed that there was a cost to users from needing to learn how to use different systems, and that the experience of students and members of staff would likely benefit from fewer systems being used more effectively. It was suggested that a student-centric user review be undertaken, and for staff to be supported with appropriate communications and training. The Chair observed that the Committee's terms of reference included oversight of the College's Digital Strategy. Members were advised that the Digital Strategy was in the process of being refreshed, and would be brought to the Committee for consideration in due course.

Separately, members DISCUSSED briefly recent changes to the allocation of Learning Development Tutors (LDT) to students, and whether any impact had been identified through the survey results.

The Student Success Committee congratulated the college community on the positive survey results. It was queried how the survey results would be communicated to the college community, and members were advised that the College's Communications Team would circulate key messages digitally. Separately, the Chair commented that they would also like for key takeaways from the Committee's meetings to be communicated to the college community.

8.3 Early Experience Survey 2025/26

The Committee NOTED that the 2025/26 Early Experience Survey had recently closed, and were informed that there had been a record number of responses to it. The Assistant Principal Quality & Improvement commented briefly on the initial findings, and advised that a detailed report would be provided to the next meeting of the Committee.

Members attention was drawn to the Matters Arising Report, where there was an open action to consider survey questions related to 'how Edinburgh College could become a 5-star college'. Members were informed the Early Experience Survey already included the question "What's one thing that would make a difference to the student experience". After a brief discussion, the Committee AGREED that the action should be closed.

9 REPORTS FROM STANDING GROUPS

Members NOTED that the Student Success Committee's remit included receiving regular updates from the Access and Inclusion Strategy Group and the Learning Teaching and Quality Strategy Group. The Chair advised that there would be a standing item on the Committee's agenda to receive minutes and reports from the Groups.

9.1 Access and Inclusion Strategy Group

The Committee NOTED the minutes of the meeting of the Access and Inclusion Strategy Group held on 19 September 2025; and received a brief overview of the meeting from the Assistant Principal Student Experience.

It was observed that the Access and Inclusion Strategy Group formally reported to the Student Success Committee, and that the People and Remuneration Committee were formally responsible for matters relating to equality, diversity and inclusion. It was suggested that further consideration of the committees' terms of reference could be required to ensure that the Student Success Committee could consider equality, diversity and inclusion matters from a student perspective.

9.2 Learning, Teaching and Quality Strategy Group

The Committee received a verbal update on the Learning, Teaching and Quality Strategy Group from the Vice Principal, Education & Skills.

Members were informed that the Group had recently been formed, and was comprised of staff drawn from across the College. The Group's main focus to date had been the organisation and successful delivery of the recent Learning, Teaching, and Student Success development day. It was reported that the event had been attended by around 360 attendees and had been very well received.

Members were advised that a Clerk would be appointed to support the Group, and that the Committee would receive minutes of the Group's meetings going forward.

10 COMMITTEE PROGRAMME OF WORK 2025/26

Members NOTED the potential agenda items identified for the Committee's remaining meetings within the 2025/26 academic year, and NOTED the associated mapping against the Committee's terms of reference (Paper G).

The Chair invited members to discuss the paper, and it was suggested that the timing of Student Success Committee meetings be reviewed to ensure alignment with key stages of the Tertiary Quality Enhancement Framework. Separately, it was observed that an increased proportion of applicants had opted to go onto higher education, rather than enrol with the College. It was suggested that the Committee could potentially consider the implications of a reduction in its ability to recruit Scottish-domiciled students.

11 ANY OTHER COMPETENT BUSINESS

There were no items of other competent business.

12 FOR INFORMATION

12.1 Student Success Committee Terms of Reference (Paper H)

Members NOTED the Committee's current Terms of Reference, as approved by the Board of Management in June 2025.

12.2 [Scotland's Tertiary Quality Enhancement Framework](#)

Members NOTED the information on the Tertiary Quality Enhancement Framework provided by the Scottish Funding Council.

12.3 [Tertiary Quality Enhancement Review - Guide for Institutions](#)

Members NOTED the Quality Assurance Agency's guidance on Tertiary Quality Enhancement Review.

13 DATE OF NEXT MEETING: 05 MARCH 2026