Item 12
For Noting

Glasgow Kelvin College

Board of Management Meeting – 5 October 2020

College Operational Transformation & Renewal 2020/21 – Update

Report by Vice Principal Curriculum and Quality Enhancement

1. Update on Main Areas of Progress

As described in the update paper provided to the Board in August, a Consultative Committee and 4 sub-groups have been established to lead delivery of the Transformation and Renewal plan. The Consultative Committee has met on a weekly basis to review progress across the working groups and consider cross-college issues. This has included the collaborative development of guidance to staff and students on health and safety matters such as the use of masks and social distancing.

The following section provides a summary of key activities undertaken by the working groups.

Health, Safety & Environment Activity

- Liaison has taken place with Faculty staff and maximum room number notices have been placed on doors of all classrooms. The College Master Spreadsheet is kept up to date and timetabling are also kept fully informed in relation to maximum class size numbers.
- An enhanced daily cleaning regime continues with particular attention paid to heavily used areas such as libraries/learning centres, touch points and toilets.
- Face coverings are available from all reception areas for anyone who needs one.
- Training is being held for all staff in relation to dealing with individuals who are displaying symptoms of the virus. This is being done in the form of scenario based training.
- Two Scottish Government workshops (Outbreaks and Mitigation) attended by Interim Assistant Principal.
- The two retail shops are operating effectively; some feedback received and improvements suggested being implemented.
- An enhanced flushing regime has been implemented across all College buildings due to low useage to prevent legionella.
- Anti-viral sprays in all toilets areas for individuals to use if they wish.
- Pedal bins in place in all classrooms and staffrooms.
- Organisations who let rooms within the College building have been written to explaining the measures in place and social distancing requirements.
- Directional arrows installed on the side of Springburn Campus to highlight the one-way system in place.

Learning, Teaching and Assessment and Learner Experience

- Admissions activity is continuing for part-time students across a range of student groupings, including Senior Phase learners, day-release employed students, and community-based learners. Whilst good progress has been made to complete this, there have been operational issues related to converting paper-based enrolment arrangements into online application processes which will need addressed for future years.
- All risk assessments related to learning and teaching activity have been completed. As part of this work, PPE has been put in place for staff and students to use in subject areas such as engineering, hairdressing, and beauty.

- All full-time courses have completed their course induction and are now delivering Block 1 units. Where this is being delivered online, digital learning and teaching arrangements seem to be generally working well with MS Teams providing a stable platform for student engagement.
- Faculty managers are continuing to monitor student numbers and where appropriate to continue to recruit and infill classes. Whilst excellent progress has been made in terms of achieving targeted enrolment levels, recruitment levels remain below target overall and additional provision will need to be developed to meet the shortfall in activity.
- Work is still ongoing to agree assessment arrangements for SQA awards. Subject specific guidance is still being issued by SQA and further work is required to understand the implications of this. The College Quality Group is meeting on a weekly basis to lead oversight of arrangements for 2020-21 and an all teaching staff in-service day on 9th of October will be prioritised for dealing with SQA related issues.

Digital Transformation

- Over 1,100 new laptops or Chromebooks have been procured for students who are unable to source a device due to their financial circumstances. At present, around 800 of the devices have been distributed to students.
- A remotely accessible lab solution has been developed which allows students and staff to access high-end lab software at any time of day for subject areas such as Computer Aided Design, and Creative Industries.
- A first for the Glasgow region, a new student-focussed mobile app, MyKelvin, was launched during induction to provide greater support and access to college services for students. This provides an entry point for students when looking for information about their course or the college and initial user data suggest good levels of engagement by students.
- A team of Faculty based Digital Leads has been established to provide additional capacity for supporting staff professional development in the use of digital approaches to learning and teaching. Nominated lecturing staff have been provided remission from teaching to support colleagues in the use of new technologies and blended learning.

People and Wellbeing

- A range of communications continue to be issued to staff, learners and stakeholders to minimise risks from Coronavirus using various methods and media. Regular FAQs are issued to staff and learners to respond to common themes arising and student/staff newsletters are routinely issued.
- Presentations and staff briefing sessions continue to be held to inform staff of changes to processes, procedures and the assistance available. This also provides an opportunity for staff to feedback and raise any issues.
- A managers' forum has been established which provides the opportunity for managers to share good practice, discuss concerns and support one another. These are hosted by Human Resources and Health and Safety which enables managers to feedback and ask questions.
- In partnership with the Trade Unions and managers the compulsory training modules for staff working from home continue to be promoted and monitored.
- A self-assessment tool to identify any individual risks and mitigation actions which can be taken was issued at the start of the session. This has been supplemented with the Scottish Governments Occupational Risk Assessment. These processes continue to be promoted, monitored and reviewed.
- An anonymous staff survey on staff perceptions regarding the coronavirus risks was issued and closed on 2nd October. The College will respond to any concerns raised by

staff using the anonymous platform. The information gathered will be shared with the Trade Unions and management and used to inform future College actions.

- A Wellbeing Action Plan has been developed to ensure that support and assistance is promoted and provided to staff and students throughout the session.
- Consultation continues to take place to ensure Trade Union representatives, staff, managers and students are consulted on areas such as health and safety, changes to working/learning practices, policies and processes in addition to providing an opportunity to shape communications and method of delivery.
- The College has developed an Outbreak Management process. In conjunction with the Health and Safety Manager the HR Team are monitoring the number of reported COVID-19 cases of isolation, whether symptoms or Test and Protect and confirmed cases. Where there are two or more confirmed cases of COVID-19 in a campus within 14 days where cross-transmission is identified the College will take appropriate action. All functional areas have in place an action plan should an outbreak occur.

2. Resource Implications

There are no resource implications arising directly from this report.

3. Equalities Implications

There are no equalities implications arising directly from this report.

4. Risk and Assurance

COVID-19 related disruption has increased risks to the effective delivery of high-quality learning and teaching. The actions set out in the Transformation and Renewal plan and highlighted in this report seek to reduce these risks.

5. Data Protection

There are no data protection implications arising directly from this report.

6. Recommendations

Members are recommended to:

i) note the contents of this report.

7. Further Information

Members can obtain additional information on the contents of this report from Robin Ashton, Vice Principal Curriculum and Quality Enhancement (rashton@glasgowkelvin.ac.uk).

Glasgow Kelvin College
RA/DS/LC/AL
29/09/2020