

## Meeting of the Statistical Advisory Group for Further Education (SAGE).

Minutes of meeting held on Tuesday 4<sup>th</sup> November 2008 at Donaldson House, Edinburgh.

### Present:

John	Duffy	Chair
Gehard	Mors	Scottish Government
Julie	Gilstrap	ASC
Ian	McCallum	Quality Improvement Forum
Gill	Ritchie	Adam Smith College
Kenny	Wilson	Jewel and Esk College
Alan	Forsyth	Cardonald College
Eric	Brownlie	Anniesland College
Gordon	McBride	Secretary to SAGE
Lesley	Sutherland	SFC- Learning and Teaching
Peter	Connelly	HMIE
Robert	McIlwaine	Ayr College
Lynn	Tabor	Reid Kerr College
Fiona	Burns	SFC-Funding
Gordon	Craig	SFC-Funding
Susannah	Lane	Universities Scotland
Hazel	Macdonald	SFC- Statistics

### Apologies:

Brian	Hughes	Anniesland College
Brian	Lister	Stevenson College
John	Kemp	Scottish Funding Council- Strategy
Martin	Smith	Scottish Funding Council- Funding
Marie	McGee	SQA
George	Reid	Scottish Government

Eric Brownlie attended in the place of Brian Hughes, Anniesland College.

Fiona Burns and Gordon Craig attended in the place of Martin Smith, SFC Funding.

## **1. Apologies**

Brian Hughes, Anniesland College, Brian Lister, Stevenson College, Martin Smith, SFC-Funding, John Kemp, SFC- Learning and Teaching, Marie McGee, SQA and George Reid, Scottish Government.

## **2. Introduction of New Members**

No new members although Eric Brownlie was welcomed in the place of Brian Hughes.

## **3. Minutes of Previous Meeting**

The minutes of the SAGE meeting of 27 March 2008 were approved but are to be updated with a note on the follow-up meeting on performance indicators. These are to be placed online.

## **4. Matters Arising**

The set-up of the secure website for ad-hoc data is now complete, with the introduction of a single use password which can be used for downloads.

The performance indicators have now been finalised and published.

With regards to FES online, the committee were made aware of changes for 2008-09 such as adding new checks to FES online. The participation report, with an update of participation data, is now available online. In addition, unique IDs have been included in the EMA return.

The chair apologised to the group as the proposed 06/07 FDG publication was not available on time for the meeting. This was due to the FDG code list not having been updated in line with HESA code lists. The Scottish Government made it clear that FDGs are important due to the reliance on outcome based indicator by government. It was also mentioned that overall response rates are worse than for foreign students at HEIs. Some colleges appear to spend a lot of time on FDGs while others do not.

*Action: SFC to reconsider managing return internally.*

The Scottish Government are in talks to remove duplication of effort between SFC and the Government lifelong learning statistics branch. The group were alerted to the possibility of changes in this area.

## **5. Analysis of Bursary Allocation Paper**

**09/08**

FOI exemption.

*Action: Bursary allocation should remain on the SAGE committee's agenda.*

## **6. Presentation on HMIE pre visits Analysis**

This presentation was given by Peter Connelly, HMIE. It was noted that the purpose of the annual engagement visit is professional dialogue on the quality assurance and enhancement of provision and therefore the focus is more on learning and teaching

issues than on PIs. HMIE uses the course PI tool prior to these visits to provide a 'heat map,' to help set the agenda for the visit. SFC has commissioned HMIE to carry out external college reviews over a four year cycle, and, as this is the first year, only a few colleges have had their annual engagement visit to date; so far, feedback has been good on the usefulness of this dialogue. Use of PIs in this way will be evaluated on an ongoing basis to determine if they are working as well as planned. Gordon McBride will be invited to HMIE's performance indicator group (PIG) as part of the process.

*Action: PIG to meet.*

## **7. Proposed Staffing Collection**

**10/08**

The meeting with ASC, SFC and legal advisors has taken place and no insurmountable data protection issues exist. While a further recent consultation showed that there is not unanimous support for the proposed staff return, helpful points were made by colleges and where possible these have been included in the proposed record structure. John Duffy is to meet with the HR community of practice group at the end of November. The information commissioner was consulted and concluded that the proposed staffing data would not be considered personal/sensitive data for the SFC, but will be for colleges. SFC are to be prepared to sign appropriate agreements in respect of data protection aspects.

*Action: John Duffy to meet with HR comm. practice*

## **8. Update on Teaching Funding Review (Oral)**

The consultation has not been issued as planned, but the group agreed that there is a need for review of funding methodologies. This has been deferred to consider the future thinking task force report and review of Scotland's colleges.

## **9. FES Update (Oral)**

On Friday the 31<sup>st</sup> of October FES data for 8 colleges were not yet complete. It was reported that SFC intended to close FES collection as soon as possible.

Reports will be sent out to colleges with PIs and PI tools at the end of November.

Concern was expressed over college SUMs being changed after audit had taken place as auditors are not taking outcomes into account. This has been brought to the attention of GMAP.

*Action: PIs and PI tools to be sent out end of November.*

## **10. Student and Staff Performance Indicators Update**

The next PI return will continue to include the post-course success ratio but will no longer include SARU. The PI guidance notes have been updated accordingly and the SAGE committee are encouraged to provide feedback on this.

*Action: SAGE Committee encourage to provide feedback on PI returns.*

**11. A.O.B.**

None to report.

**12. Date of Next Meeting**

The next SAGE committee meeting will take place around March. Committee members will be contacted nearer the time.