

**Team Meeting Minutes**  
**Person Centred Counselling Diploma**  
**06/05/2019 Perth**

Present: Lesley Connaghan (Chair), Eleanor Brown, Sally Campbell, Jan Kerr, Jordan Waugh, Ro Bell

Apologies: Jacqui Allison, Pamela-Jane Finch

Welcome and introductions made.

Registers noted as up to date. EB suggested that the team use the BRAG system. LC gave a brief outline as to what this system entails.

SC and JW updated the meeting on the residential programme for year 2. Blairmore Farm is booked for the 31<sup>st</sup> May, 1<sup>st</sup> and 2nd June. EB asked that the finances be sent to LC.

All 3 year leads are on target with marking. Assessment schedule and feedback deadlines are on track. RB requested that any late submissions be marked by JK for continuity. EB stressed that this was not an expectation of the college on JK but that we would support this if she decided to do it. JK felt that she could do this.

SC, JW and JK confirmed that they would be able to attend the development day in Inverness on the 11<sup>th</sup> June. They also noted that they are enrolled to go on mandatory training for COSCA on the 6<sup>th</sup> and that there is an accreditation event on the 18<sup>th</sup> that SB and JW should attend. JK offered good guidance as to requirements/expectations of this event.

EB explained why the CCM had to include all years. RB informed the meeting that the student representative for year 3 had not been invited to previous CCMs. EB could not respond to this as the lecturers involved are not currently available. There was some discussion around a found minute which EB replied to as she had seen it but felt it was notes as opposed to an accurate record. EB stated that she had shared her concerns with the PCC Curriculum Managers and Fiona Skinner (SNL) that information with spelling errors/grammatically flawed must never go out again. That all of the team must check the notes/minutes and confirm if accurate.

SC noted that JA had already suggested a CCM date. RB stated that there would be no year 3 student representation at the upcoming CCM at the student' request. LC asked if there was any way that students could give some form of feedback and RB said he would ask.

Some discussion took place around a letter from the principal sent to students about funding. See final action.

Under AOB RB wanted it recorded that the group felt very strongly that the lecturing staff were excellent and that they were delighted with the teaching given by JK and JW. He said that there had been 13 very different experiences of the course and that he had personally felt the qualification to be transformational. He also said that the groups' experience of the college/university processes and procedures were poor.

RB asked EB if there was a way to reinstate the Diploma. He said that it was disappointing in terms of the loss of social capital. JK made reference to a similar situation at Strathclyde University. EB stated that at this point in time she was unable to take this forward as the Principal and SMT had agreed that this course would be withdrawn due to the fact that complaints etc. had identified flaws with the course and brought the college reputation into disrepute.

Action	Who	Notes
BRAG development for new team	JA	This should be done pre summer and will be revisited on our return
Residential Invoices to be processed by KM and sent to LC for sign off	SC	This has not been typically arranged but noted in time to be addressed
JA to work with JK regarding summer submission marking administration	JA	JA and JK to meet in mid- May 2019
Book any necessary travel for upcoming development/CPD events	Team	Team should work together to do this
Diary a CCM date and disseminate to team including student rep and line manager	SC/JA	SC feels this exists and, if so, will forward it on
Written student feedback from year 3 to be requested	RB	EB noted that she had already received some feedback but would welcome any further feedback
Clarity required around funding for year 3.	EB	RB, JK and JW remember being told that there were discussions taking place around payment and that students had been asked to withhold payment until the investigation was complete