

SSMS – Quality and Curriculum Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 15 March 2016

Time: 4.00pm – 5.55pm

Members Present: Nick Whalen-Griffiths (Chair)
David Byrne
Conrad Bays
Terry Cornick
John Eltringham
Gary Hindmarch

Apologies: Alison Rowley
Andrew Watts
Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The members approved apologies for absence received from those identified above after first considering their reasons for absence. It was noted that comments had been received regarding the papers to feed into the meeting at the appropriate time.</p>	
2.	<p>Declarations of Interests</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting of the Committee held on 2 December 2015 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Terms of Reference</u></p> <p>This matter had been considered under a proposed new governance structure but would come back to the committee for consideration at the next meeting.</p> <p><u>3.2 HE College Self-Assessment</u></p> <p>GH clarified an issue raised by a governor on government funding for the Maritime industry. GH confirmed that he had recently had to appeal a decision over funding through the SFA (Standards Funding Agency).</p>	

	<p><u>3.3 Learner Forums</u></p> <p>It was reported that Terry Cornick had indicated he could attend the Forum meeting on 8 June. As yet there had been no volunteer come forward for the meeting on 27 April.</p>	
4.	<p>Quality Report</p> <p>Confidential item</p>	
5.	<p>Higher Education external validation update</p> <p>Confidential Item</p>	
6.	<p>Curriculum planning report 2016-17</p> <p>Confidential Item</p>	
7.	<p>Market opportunities and concerns update</p> <p>This report gave an update on the information the College received from its clients and informed the College's future operational (1 year) and strategic (3 year) planning.</p> <p>It was explained that:</p> <ul style="list-style-type: none"> • Formal annual visits from the Marine School Management Team to the main and prospective UK clients were undertaken and this would be completed by summer 2016. • Since the Committee meeting in May, there had been one external visit to the GCC and one external visit to India. • The new marine brochures had been circulated – they had been well received. • Improvements to the main College website were still required to ensure full course information was available for students. • The College expected new UK cadet recruitment numbers to fall, senior marine training numbers to stabilise, overall HE enrolments to stabilise and refresher training to continue to increase within 2016. • The Marine Open day had less attendees this year in line with other UK venues. <p>GH highlighted discussion with Carnival over a £6m hotel (30 beds) which would include conference facilities.</p> <p>It was reported that, with the Chair's approval, a proposal was submitted to the MCA to operate a partnership programme with AIMS (Asian Institute of Maritime Studies) in Pasay City, Manila. The training profile was to use an existing Philippines model and after a three year academic and one year sea service, the AIMS students would proceed to the UK for their final year of HND and CoC. This received MCA approval and the College was to now market this with its new partner.</p> <p>Members were made aware that staff were to visit a College in Romania in April</p>	

	<p>2016.</p> <p>Q. Website content updated in-house? Yes.</p> <p>Q. Fees still incorrect on website? Yes, was being addressed as only codes were shown. The Chair stressed the need for the website to accurately show the courses being run and whether there were any vacancies on them.</p> <p>GH referred to the LEAN review that had taken place on course bookings and highlighted the four key improvement recommendations that had been identified. Action to be taken was noted. It was hoped that the system would become more efficient and meet customers' expectations. Members felt that the current arrangements were costing the College financially as companies/students would not enrol if they could not book a course.</p> <p>Q. Were there KPI's ? Yes.</p> <p>Q. Would the information be acted upon? Yes, target dates had been identified.</p> <p>Q. Need to go into schools more? Difficult, aiming for digital route as attracts more students.</p> <p>Q. Schools invited to simulator to attract interest? No as they tended not to visit and schools tried to persuade pupils to stay at their sixth form. If they asked to visit then the College was more than happy to accommodate.</p> <p>Q. You Tube videos? Unsure. GH to check.</p> <p>Resolved:</p> <p>i. That the report is received.</p> <p>ii. That the Committee endorse the Chair's actions.</p>	GH
8.	<p>Overseas visit reports</p> <p>This report recorded the visit to the GCC (Gulf) area in January 2016 by David Byrne and Gary Hindmarch.</p> <p>Key points following the visit were as follows:</p> <ul style="list-style-type: none"> • This was the annual visit to the Gulf to promote the College and update existing clients (previous visit was January 2015). • In total nine meetings were held over 5 days in 4 different countries and all meetings were held to the visit schedule. • Price of oil had affected recruitment levels at UASC and especially Oman Shipping. As such overall recruitment levels were expected to fall from the numbers seen in 2014 and 2015. <p>DB provided feedback on the visit indicating that overall he was very happy with the current arrangements.</p> <p>Follow-up actions circulated to College staff following the visit were reported and discussed.</p> <p>GH outlined lobbying taking place with the government (Department of Transport) on funding restrictions for 2year courses and detailed the potential implications for the Colleges (UK potential loss of £4.5m). It was stressed that the College was very good on visa processing.</p>	

	Resolved: That the report is agreed.	
9.	Any Other Business None	
10.	Identification of Confidential Items Resolved: That Items 4, 5 and 6 are to remain confidential.	
11.	Date and Time of Next Meeting It was noted that the next meeting was scheduled for Wednesday 18 May 2016 at 4.00pm.	

Chair's signature:

Date: