

SSMS – Quality and Curriculum Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 15 June 2016

Time: 4.00pm – 6.45pm

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

Apologies: John Eltringham
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.</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 15 March 2016 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>Market opportunities and concerns update</u></p> <p>GH confirmed that more staff were now posting to or using You Tube videos.</p> <p><u>Terms of Reference</u></p> <p>The Clerk confirmed that this matter had been considered under a proposed new governance structure and had been presented to the Audit, Governance and Search Committee for consideration, although it had not been through the SSMS Committee.</p> <p><u>Learner Forums</u></p> <p>It was reported that Terry Cornick had not been invited to the Learner Forum in June as GH was concerned that there would be no students attending having a no-</p>	

	<p>show at the previous meeting in April. It was also noted that the recent forum clashed with the Special meeting of the Board at which Terry attended.</p> <p><u>Committee Membership</u></p> <p>GH reported that Philip Gordon would not be able to continue his role on the committee as he was leaving the College. It was recommended that Philip be replaced by Ms Emma Douglas (school of Applied Studies and Professional Services).</p> <p>Resolved: That the Board is asked to confirm Ms Emma Douglas as a member of the Committee.</p>	NL
4.	<p>Quality Report</p> <p>Confidential item</p>	
5.	<p>Destination of Learners HE Report</p> <p>GH reported that the College was still awaiting data therefore this report would now be presented to a future meeting.</p>	
6.	<p>New QA processes within HE – presentation</p> <p>GH highlighted key changes to Higher Education which included:</p> <ul style="list-style-type: none"> • Current QAA processes would be replaced from 2017-18 with a new review process. Three new elements: <ul style="list-style-type: none"> - Verification of provider’s methodology for review - Annual Provider Review sign off - Five yearly Assurance Review • Greater emphasis on external oversight by governors and external bodies (need to comply with the new “Higher Education Code for Governors or equivalent) • White Paper May 2015: <ul style="list-style-type: none"> - DAP (degree awarding powers) within 3 years - “Skills Plan” - technical education - Improve graduate employment - Double disadvantaged students by 2020 - “Office for Students” to replace HEFCE/OFFA - Student Protection Plan Longitudinal Education Outcomes (LEO) - Biggest change was the new TEF (Teaching Excellence Framework) <p>Action to be taken was highlighted and noted.</p> <p>Resolved: That the information is received and acknowledged.</p>	
7.	<p>HE programme validation update</p> <p>Confidential item.</p>	
8.	<p>UKVI update</p> <p>The report gave an update on the current UKVI issues and risks that the College</p>	

	<p>faced and the College's response to these.</p> <p>GH stated:</p> <ul style="list-style-type: none"> • The number of visa refusals had increased this year due to the rejections for Bangladeshi nationals for credibility issues. • The College was just above the 10% limit, which would cause a removal of its Tier 4 licence. This was being addressed. • The progress from OOW to Chief Mate was influenced by the 24 month limit imposed for programmes below degree level. <p>Resolved: That the report is received and acknowledged.</p>	
9.	<p>Curriculum planning report 2016-17 including staff resources</p> <p>Confidential item</p>	
10.	<p>Revised HE 3 year strategy 2016-19</p> <p>Members were reminded that the medium term strategy for the Higher Education was revised in May 2015.</p> <p>At that meeting the operation plan for 2014-17 was articulated, which would normally be due to be reviewed in 2017. However, due to the recent changes from the White Paper on Higher Education plus the revised QA provision, it was proposed that this strategy be reviewed.</p> <p>The HE Strategy group and SEG had reviewed this proposal and their amendments were highlighted for consideration.</p> <p>Resolved: That the medium term strategy for the period 2016-19 is approved.</p>	
11.	<p>New collaboration partner in Romania</p> <p>Confidential item</p>	
12.	<p>Annual review of College Charter</p> <p>The report provided the committee with the working document of the College Charter that formed part of the student handbook</p> <p>It was explained that the aim of the College Charter was to provide to students, an outline of the service they could expect to receive from the College during their time at the College.</p> <p>The charter focused upon the student learning experience from initial enquiries to the student leaving the College: Key elements of this included:</p> <ul style="list-style-type: none"> • Enquiries/applications • Coursework and teaching, learning and assessment • English and maths qualifications • The tutorial framework • Learners views and student committees/governance • Accessing information e.g. Policies and procedures 	

	<p>The Charter was currently made available to all students via the student handbook of which all students received an e-copy. The Charter was also displayed on notice boards throughout the College.</p> <p>Resolved: That the committee approve the College Charter for 2016-17.</p>	
13.	<p>Committee Workplan 2016-17</p> <p>The draft Workplan was presented for the Committee's consideration.</p> <p>Members made several suggested changes which included:</p> <ul style="list-style-type: none"> • The addition of the Full Cost self-assessment • Removal of 'monitoring progress against targets (Strategy)' • Change from 'market research' to 'Market Report' <p>Resolved: That the Workplan is recommended to the Board for approval subject to the changes identified.</p>	NL
14.	<p>Any Other Business</p> <p><u>Link Governor report</u></p> <p>DB reported that he visited HR Wallingford recently with staff from the College.</p> <p>The purpose of the visit was to observe the operation of the HR Wallingford ship manoeuvring simulation facilities to permit benchmarking of the College's own facilities as part of the growth strategy.</p> <p>A written report about his visit was received with thanks.</p> <p>DB responded to questions from members of the committee.</p> <p>Resolved: That the report is received, acknowledging that this was an area to explore further.</p> <p><u>Internal validation for the HND Hairdressing</u></p> <p>GH informed members of the Internal validation for the HND Hairdressing which took place on 6 June 2016.</p> <p>This course was due to run from September 2016.</p> <p>Resolved: That the report is received and accepted.</p>	
15.	<p>Identification of Confidential Items</p> <p>Resolved: That the following matters are to remain confidential:</p> <ul style="list-style-type: none"> • Item 4 – Quality Report • Item 7 - HE programme validation update • Item 9 – Curriculum Planning • Item 11 - New collaboration partner in Romania 	

16.	Date and Time of Next Meeting It was noted that the next meeting had been scheduled for Wednesday 30 November but this was to be changed as it now conflicted with GH's work commitments.	
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Chair's signature:

Date: