

SSMS – Quality and Curriculum Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 7 December 2016

Time: 4.00pm – 5.50pm

Members Present: Nick Whalen-Griffiths (Chair)
 Conrad Bays
 Terry Cornick
 Emma Douglas
 John Eltringham
 Alain Reynier

Apologies: David Byrne
 Andrew Watts
 Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)
 Gary Hindmarch

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The members approved apologies for absence received from those identified above after having considered the reasons for their 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 June 2016 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Committee Membership</u></p> <p>The Clerk confirmed that the committee’s membership had been strengthened by the appointment of additional governors and external members.</p> <p><u>3.2 HE programme validation update</u></p> <p>Confidential item</p> <p><u>3.3 Employer Survey</u></p> <p>Confidential item</p>	

4.	<p>Committee Workplan 2016-17</p> <p>The Clerk drew governors' attention to the Workplan 2016/17, as approved by the Board, which took into account changes made at the previous Committee meeting.</p> <p>Governors acknowledged the appointment of additional members onto the committee but stressed the need for contributions from students.</p> <p>Resolved: That the Workplan 2015/16, as presented, is received.</p>	
5.	<p>Review of Committee Performance against Terms of Reference</p> <p>The Clerk presented the report on the performance of the SSMS Quality Committee during 2015-16.</p> <p>The Clerk informed governors that members of the Committee (2015-16) were asked to complete an online survey and the results were provided as part of the report.</p> <p>There had been an 86% return to the survey and there were no areas identified as being ineffective or 'Partially effective'.</p> <p>Two areas were judged to be outstanding, which were shared with the Committee and the responses also indicated that the committee members felt they had an appropriate mix of skills and/or experience to achieve the committee's responsibilities.</p> <p>The Clerk stated that committee members were of the view that the terms of reference were highly effective.</p> <p>Resolved:</p> <p>i. That the report is received and accepted.</p> <p>ii. That an indication of time/number of questions being asked is to be shown at the start of each self-assessment survey.</p>	NL
6.	<p>Quality Report</p> <p>Confidential item</p>	
7.	<p>Higher Education Annual Self-Assessment 2015-16</p> <p>GH explained that in previous years the HE SAR would be discussed at length at this meeting but HEFCE now required that the annual report be submitted to them by 1st December each year.</p> <p>To achieve this a HE SAR meeting was organised to consider the draft self-assessment report. The group consisted of governors and external members (minutes were attached to the report for reference).</p> <p>This meeting confirmed the SAR, as presented, which then allowed the CEO to sign off the College annual statement to HEFCE.</p> <p>The Committee considered future arrangements for the approval of the HE SAR.</p>	

	<p>Resolved:</p> <p>i. That the Committee endorse the HE SAR, as presented, and that this be presented to the Board for final sign off.</p> <p>ii. That the committee agree to recommend to the Board that a separate HE SAR approval meeting is to be held each year prior to the meeting of the SSMS Quality Committee to undertake a detailed review of the SAR for presentation to the SSMS Quality Committee at a meeting to take place before the 1 December each year. This will enable the draft SAR to be formally agreed thereby allowing the CEO to send to HEFCE by the given deadline.</p>	<p>NL</p> <p>NL</p>
8.	<p>Full Cost SSMS Self-Assessment Report</p> <p>This report confirmed that a Full Cost Self-Assessment (SAR) report had been completed this year.</p> <p>The FC SAR provided the following:</p> <ul style="list-style-type: none"> • A record of the academic performance for the chosen FC course for 2015/16 • Ethnicity data for 2015/16 • Improvement plan for 2016/17 <p>GH confirmed that the achievement rates were well above target. Q. National rates? Difficult to calculate but were approximately 55%.</p> <p>Governors felt that the overall FC SAR grade, which was now rated at 'outstanding', should be publicised wherever possible. GH was to follow up.</p> <p>Resolved: That the Full Cost SAR report and associated improvement plan for 2015/16 is accepted and recommended to the Board for approval.</p>	<p>GH</p> <p>NL</p>
9.	<p>Update on the Maritime Growth Study 2015</p> <p>The report provided an update on the Government's Maritime Growth Study released in September 2015.</p> <p>GH provided the following summary:</p> <ul style="list-style-type: none"> • The maritime industry was working collectively to respond to the Maritime Growth Study, but the lack of additional central funding meant progress was tempered. • College staff contributed to the national maritime meetings which provided a discussion and common response to the issues facing the maritime sector. • It was unknown for how long the industry would continue to respond to the recommendations when international commercial and Brexit pressures might exert a greater influence on maritime priorities <p>Q. College responded? Not directly.</p>	

	<p>GH made reference to a bid submitted for funding to support an initiative with Ridgeway Academy for maritime based material aimed at raising awareness of maritime careers.</p> <p>Resolved: That the report is received and accepted.</p>	
10.	<p>ISO Quality Update</p> <p>This report provided information on changes that the College quality assurance processes were to adopt to transfer from the current ISO 9001:2008 standard to the new 9001:2015 standard.</p> <p>Work had already commenced on the new standard transfer and the new Chapters had been reviewed and the transition framework completed. This transition planning was discussed with BSI during their visit in November 2016 and they would be undertaking a desktop transition exercise in March 2017 to review the College's readiness for change.</p> <p>The current timescale was that the College would transfer in May 2017, well before the 2018 deadline.</p> <p>Resolved: That the report is received and transition arrangements acknowledged.</p>	
11.	<p>Recruitment Report</p> <p>This report provided an update on the current recruitment for Maritime and Higher Education programmes at South Tyneside College.</p> <p>Members were informed that the maritime cadet recruitment in September had as predicted, fallen by 7% from the College intake levels in September 2015. The national levels for UK cadets in September 2016 had fallen by 9% and the College's overall market share had slightly increased from 22% to 24%.</p> <p>The overall HE recruitment levels were lower with variable enrolment to target across the programmes. The largest reduction was in the engineering part-time HN programmes, which had been affected by staffing changes in 2015/16 (pre-entry L3 programmes).</p> <p>A governor indicated that there was some confusion as to what was happening at pre-cadet recruitment regarding the entry levels (maths). GH outlined the impact on South Tyneside College.</p> <p>Q. Merger? Contact had been made with employers and feedback to date had been positive.</p> <p>Q. Marketing? GH outlined the marketing strategies being used e.g. TV advert. He was of the view that this was more cost effective than mailshots.</p> <p>It was reported that a joint meeting between South Tyneside College, TyneMet College and the University of Sunderland had been held to consider various programmes to ensure there was no duplication of courses or numbers.</p>	

	<p>Q. UCAS? Applications were made individually and only combined when merger took place.</p> <p>GH felt that there were more positives than negatives in the merger.</p> <p>Q. part-time weekend working? GH outlined the benefits to students e.g. those who require childcare during the week but may not at weekends.</p> <p>An update on partnerships and client visits was provided for information.</p> <p>Resolved: That the report is received.</p>	
12.	<p>Tier 4 Immigration Issues</p> <p>Confidential item</p>	
13.	<p>Marketing Plan for 2016-17</p> <p>Confidential item</p>	
14.	<p>Any Other Business</p> <p>None.</p>	
15.	<p>Identification of Confidential Items</p> <p>Resolved: That the following are to remain confidential:</p> <ul style="list-style-type: none"> • Item 3 Matters arising (3,2 and 3.3) • Item 6 Quality Report • Item 12 Tier 4 Immigration Issues • Item 13 - Marketing report 	
16.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting was scheduled for Wednesday 8 March 2017 at 4.00pm.</p>	

Chair's signature:

Date: