

SSMS – Quality and Curriculum Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 2 December 2015

Time: 4.00pm – 6.15pm

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

Apologies: Jed Calcutt
Alison Rowley
Lindsey Whiterod

In Attendance: Neil Longstaff (Clerk)
Daniel Askew (Student)

ITEM NO.	ISSUES	ACTION
1.	<p>Appointment of Chair</p> <p>Nominations were sought for the position of Chair.</p> <p>Resolved: That Nick Whalen-Griffiths is appointed Chair of the Committee for a period of 2 years.</p>	
2.	<p>Apologies for Absence</p> <p>The members approved apologies for absence received from those identified above.</p>	
3.	<p>Declarations of Interests</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p> <p>DB informed the Committee that he was a business user of the simulator (3rd party).</p>	
4.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting of the Committee held on 20 May 2015 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>Destination of Learners HE Report</u></p>	

	<p>GH made members aware of the new HE Prospectus and the document produced in readiness for the Area Reviews.</p> <p><u>UK Visa and Immigration update</u></p> <p>GH reported that the risks highlighted had been recorded on the Risk Register.</p> <p><u>Minutes/feedback from student forum meetings since last meeting</u></p> <p>A report on Sodexo was covered in the Halls Report.</p> <p><u>Committee Workplan 2015-16</u></p> <p>It was reported that the Workplan had been approved by the Board.</p> <p><u>Higher Education Strategy 2014-17</u></p> <p>GH confirmed that the strategy and vision statement had been agreed by the Board.</p>	
<p>5.</p>	<p>Committee Workplan 2015-16</p> <p>The Clerk drew governors' attention to the Workplan 2015/16, as approved by the Board, which took into account changes made at the previous Committee meeting.</p> <p>Resolved: That the Workplan 2015/16, as presented, is received.</p>	
<p>6.</p>	<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 2014-15.</p> <p>The Clerk informed governors that members of the Committee (2014-15) were asked to complete an online survey and the results were provided as part of the report.</p> <p>There had been 55% return to the survey and there were no areas identified as being ineffective or 'Partially effective'.</p> <p>No area was judged to be outstanding (greater than 50% response). However, five areas were at least 'Effective' with some members being of the view that elements of the committee's work were outstanding.</p> <p>All responses indicated that the committee members had an appropriate mix of skills and experience to achieve its responsibilities.</p> <p>The Committee felt that they had fulfilled their role in accordance with the terms of reference. However, it was felt that there were aspects of the terms of reference that needed reviewing along with some of the questions used in the survey (rephrasing).</p> <p>Resolved:</p>	

	<p>i. That the report is received and accepted.</p> <p>ii. That an initial review of the Terms of Reference be undertaken by the Chair, Vice-Chair and Clerk in time for the annual review.</p>	NWG/ NL/ DB
7.	<p>Quality Report</p> <p>Confidential item</p>	
8.	<p>Recruitment Report</p> <p>Confidential item</p>	
9.	<p>Maritime Growth Study 2015</p> <p>The report covered the publication and effects of the Government Maritime Growth Study which attempted to influence future Government policy.</p> <p>GH explained to governors that:</p> <ul style="list-style-type: none"> • The College needed to modify its promotion of the maritime sector to better inform the general public. Nationally coordinated promotion would have a greater impact and staff were trying to develop this by influencing the UK Chamber of Shipping • There was a need to ensure the College remained an influential voice at national maritime meetings to ensure the industry embraced Government initiatives in Apprenticeships and that they did not discard the current HNC route due to the concerns of a few employers • Government funding for the Maritime industry was not likely to increase, but an effective response to the Growth study should ensure that the College was not penalised for having an apparent low workforce numbers, when the industry was a substantive contributor to UK inward investment. <p>Resolved: That the report is received and accepted.</p>	
10.	<p>HE College Self-Assessment</p> <p>The annual Higher Education self- assessment report for 2014/15 was presented to the Committee. This report included all HEFCE, Higher level and Higher Education courses undertaken at South Tyneside College.</p> <p>Governors attention was drawn to the following:</p> <ul style="list-style-type: none"> • The number of graduating students and programmes had fallen slightly in 2014/15 although there was still a significant level at 609 graduating students. • The improvement plan from 2013/14 had improved the learning and success rates in a number of programmes, where the target for success was 80%. The College achieved 76.5% in 2014/15 which was 1% higher than last year and above the College's five year average. • Eight of the twenty one programmes did not achieve the College target of 80% achievement and individual improvement plans were in place to address these issues. 	

	<ul style="list-style-type: none"> • Ethnicity data indicated that the Bangladeshi and Arab students performed below the College average, with achievement being the restricting issue. For the local UK students retention continued to reduce overall success rates. • The National Student Survey highlighted both successful feedback (from the University of Sunderland franchised programmes) and programmes with critical feedback (Maritime Foundation Degree programmes), where action plans were in place to address this • The employability statistics from the College's Higher Education programmes collected in February 2015 remained excellent with 196 completed survey showing only 7.8% of students were unemployed, six months after graduating. <p>It was highlighted that this report had already been received and modified by the HE Operations group, who agreed the various School annual ratings. The report had also been discussed by the Senior Executive Group.</p> <p>Governors felt that overall this was a satisfying set of results which were on a rising trend.</p> <p>Q. Validated? HFCE every 4yrs (previous Feb 2014) and SQA audits.</p> <p>GH informed governors that the College had won the SQA Award for the best Centre outside of Scotland and also the British Council Award for new ventures.</p> <p>Resolved: That the HE College Self-Assessment be presented to the Board for consideration.</p>	<p>NL/ GH</p>
<p>11.</p>	<p>FC 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 key areas to report upon were as follows:</p> <ul style="list-style-type: none"> • This Quality and Curriculum Committee had requested that the external courses be reported annually so that College performance could be reviewed at main committee stage. • The target for external examinations was 70% and UK national forums highlighted that many Colleges significantly failed to reach this standard. This report showed that the College had exceeded its target in three of the five examination sections and in the other two areas the performance had improved in 2014/15 compared to 2013/14. • The review of the ethnicity of student performance indicated that for the UK students, the College needed to improve further in the Second Engineer academic examinations, Chief Mate stability and Deck Officer navigation examinations. • In some significant examinations such as Engineering EK's (at 87.2%) and Deck Officer Stability and Operations (at 78.8%), the College had performed better than expected 	

	<p>Responding to questions GH clarified figures on the comparative data provided.</p> <p>Q. National Average? Chief Mate (Nav) 46% College was 79% and Chief Mate (Stab) 69.9% and College achieved 69.7%.</p> <p>Q African students (OOW Deck)? Performance poor. Staff were now asking students to take mock exams to establish whether certain students were ready to be entered for the full exam.</p> <p>Resolved: That the Full Cost SAR report and associated improvement plan for 2014/15 is accepted and recommended to the Board for approval.</p>	<p>NL/ GH</p>
<p>12.</p>	<p>Market Research Update</p> <p>This report provided an update on the information the College gave to its clients via their visits to the College, or on visits to them, and the current marketing campaign.</p> <p>GH outlined the following:</p> <ul style="list-style-type: none"> • The College undertook formal annual visits from the Marine School Management Team to UK clients and this would be completed by summer 2016. • Since the last Committee meeting in May, there had been one external visit to Saudi Arabia, one to Brazil (by PVC staff), and the QA visit to India and Bangladesh in November. • There was a scheduled visit to the Gulf clients in January 2016 which would incorporate a meeting to India to discuss opening a senior marine training centre there. • The current hard brochures were being refreshed and examples were shown to the members of the committee (e.g. Leading Lights) • The main College website was renewed and launched on 5th November and GH gave a demonstration highlighting key changes and areas yet to be addressed e.g. online booking disabled but was to be operational soon. <p>Q. Loss of business through website? It was a risk but changes were being made as soon as possible.</p> <p>Resolved: That the report is accepted and agreed.</p>	
<p>13.</p>	<p>Internal Audit Reports</p> <ul style="list-style-type: none"> - Staff recruitment, retention and capability report - Stakeholder engagement and client management report <p>It was explained that these document had been presented to the Audit Committee. The members of Audit agreed that these documents should be presented to the SSMS Quality and Curriculum Committee for information purposes only.</p> <p>Resolved: That the Committee agree to receive the reports.</p>	

14.	<p>Any Other Business</p> <p><u>Area Reviews</u></p> <p>Confidential Item</p>	
15.	<p>Identification of Confidential Items</p> <p>Resolved: That Item 7 Quality Report, Item 8 Recruitment and Item 14 AOB are to remain confidential.</p>	
16.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting was scheduled for Wednesday 24 February 2016 at 4.00pm.</p>	

Chair's signature:

Date: