

SSMS – Quality and Curriculum Committee

Venue: Conference Room 1, South Shields

Date: Wednesday 8 March 2017

Time: 4.00pm – 5.30pm

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

Apologies: Emma Douglas
Andrew Walton
Andrew Watts
Lindsey Whiterod

In Attendance: Gary Hindmarch
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 7 December 2016 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Higher Education Annual Self-Assessment 2015-16</u></p> <p>The Clerk confirmed that the HE SAR had been presented to the Board and agreed.</p> <p><u>3.2 Full Cost SSMS Self-Assessment Report</u></p> <p>It was reported that the Full Cost SAR report and associated improvement plan for 2015/16 had been approved by the Board.</p>	

	<p><u>3.3 Quality Report</u></p> <p>GH reported that sickness levels would be measured in two ways in future, the current format and by using the Bradford Score, as suggested by governors.</p> <p><u>3.4 Learner Forums</u></p> <p>The Clerk tabled the remaining dates of the Learner Forums for information.</p>	
4.	<p>Appointment of Vice-Chair</p> <p>Nominations were sought for the position of Vice-Chair.</p> <p>Resolved: That Mr David Byrne is appointed as Vice-Chair for a period of up to 2 years.</p>	
5.	<p>Quality Report</p> <p>Confidential item</p>	
6.	<p>Market report</p> <p>The purpose of this report was to inform the Committee of the current marketing activities which were undertaken and confirm that as external advisors, the current marketing policy met employer expectations.</p> <p>GH reported that engagement with employers had been increased this year to ensure they received information on the impending college merger and the College's changes proposed to the UK Officer Trainee market.</p> <p>GH commented that companies were not recruiting as they could not find the right people.</p> <p>Q. Marine information point at TyneMet? No, but staff would be going into Queen Alex 6th Form to promote SSMS and there would be literature available.</p> <p>GH reported that certificates were being changed to show the new College name, Tyne Coast College.</p> <p>The move from printed to digital marketing was being finalised. Whilst this appeared to attract younger enquiries the College needed to ensure it retained the information flow to parents and employers.</p> <p>The number of brochures available had been reduced to a manageable 2, Marine and Pre Cadet.</p> <p>Q. Head of Employer Engagement involved with Marine? No but there would be an element for the Head of Marketing.</p> <p>A governor made reference to a recent audit report which stated that that the marketing action plans for the South Shields Marine School and Professional Vocational College mirrored the broad strategy but varied little despite the very</p>	

	<p>different target audiences. GH felt that there were clear differences and gave the split website as an example.</p> <p>Q. Funding announcement and implications for College? GH stated that the £500m would need to be divided between 230 colleges but this was not new money.</p> <p>The analysis from the Marine Open Day held on 4th February showed a similar number of attendees to the previous year, but the additional marketing undertaken this year did not appear to have yielded any more enquiries. The number of companies attending was also slightly lower.</p> <p>The Chair commented that he did not favour the format of the open day and shared his views with the members of the committee. GH indicated that he would review the format and possibly move the timing of the event to later in the year.</p> <p>Resolved: That Governors agree to receive the report and confirm that the move from printed to digital marketing would meet employer needs.</p>	
7.	<p>National Maritime Meeting report</p> <p>The purpose of this report was to inform the Committee of the current discussions taking place at a national level for maritime training and skills</p> <p>It was explained that the UK Chamber of Shipping was pressing for more Government support for their training costs – named SMarT+. If accepted it would improve the attractiveness of training UK cadets and the link for graduate work was welcomed.</p> <p>GH stated that the UK cadet schemes were being liberalised with a small “L”. The 5 phases must remain and the content had been barely altered. The phase length could now be altered to suit the College and the client, and new phase planners had already been distributed to the College’s clients to allow it to reduce the high number of students in the spring term and move some of this teaching into the summer term.</p> <p>The industry was still responding to the Maritime Growth Study, with a Brexit twist included. South Tyneside College had already submitted its response.</p> <p>Resolved: That Governors agree to receive the report.</p>	
8.	<p>Research into UK Seafarer Projections</p> <p>Confidential item.</p>	
9.	<p>Any Other Business</p> <p><u>Tier 4</u></p> <p>Responding to a question GH updated governors on the recent Tier 4 visa refusals. It was noted that 159 had been processed but it was unclear as to the position concerning some Nigerian students. There were 120 expected but payments had not yet been received. GH informed the Committee that the Director General of</p>	

	<p>Nimasa was visiting the College over the next few days. Nimasa had been told that the College would not release any further visa applications for any more students until their debt was paid.</p> <p>GH confirmed that the College was currently beyond the 10% limit but he expected to process more applications shortly.</p> <p>Q Common failure? Out of 39 refusals 32 were as a result of the College incorrectly applying the rules but only because this did not match the guidance that was given which staff had been following.</p>	
<p>10.</p>	<p>Identification of Confidential Items</p> <p>Resolved: That Item 5 and 8 are to remain confidential.</p>	
<p>11.</p>	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting was scheduled for Wednesday 24 May 2017 at 4.00pm.</p>	

Chair's signature:

Date: