

South Shields Marine School Local Board

Venue: Conference Room 1, South Shields

Date: Wednesday 15 November 2017

Time: 4.00pm – 6.05pm

Present: David Byrne (Chair)
Terry Cornick
Nigel Lehman-Taylor
Alain Reynier
Charles Uba
Timi Ojo Victor
Susan Wear

Apologies: John Eltringham
Nick Whalen-Griffiths

In Attendance: Neil Longstaff (Clerk)
Gary Hindmarch

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>Introductions were made and 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 SSMS Quality Committee held on 24 May 2017 were signed off by the members of the Local Board and signed by the Chair.</p> <p>Matters Arising</p> <p>There were no outstanding actions from the minutes.</p>	
4.	<p>Principal's Report</p> <p>Confidential item</p>	
5.	<p>Tyne Coast College Higher Education Annual Self-Assessment 2016-17</p> <p>The purpose of this report was to confirm the decision of the HE SAR Working Group and approve the College's Self-Assessment report for its Higher Education provision.</p>	

	<p>It was explained that the College was required to undertake a Governor / Board review of the HE provision and to confirm this strategic oversight to HEFCE by 1st December as part of the Annual Provider Review Process (APR). This APR was the current risk based external review that HEFCE undertook in place of the formal four yearly audit or inspection regime.</p> <p>Resolved:</p> <p>i. That the Committee endorse the HE SAR, as presented, and that this be presented to the College Board for final sign off.</p> <p>ii. That subject to TyneMet Local Board's approval of its HE SAR, the Local Board agree to authorise the Chief Executive to submit their confirmation to HEFCE for the Tyne Coast College provision.</p>	<p>GH</p> <p>NL</p>
<p>6.</p>	<p>Full Cost SSMS Self-Assessment Report</p> <p>The purpose of this report was to update the Local Board on the performance in external examination and those programmes that fell within the ISO 9001:2015 system.</p> <p>GH provided the following summary:</p> <ul style="list-style-type: none"> • The target set for external examinations was 75%, but this had not been achieved for three of the five deck and engineering programmes. Whilst the recent changes to the structure of the new engineering management examinations would be expected to cause the dip in performance levels, the fall in the SQA results were disappointing and would now see new measures being implemented to correct this and better support candidates. • The fall in the offshore programmes showed that over two years the numbers of these courses had fallen by 68% <p>Q. Chief Mates (SQA) 59.1% compared to 81.2% and 74% in previous years? Not performed well, possibly owing to poor preparation. However, the College was keeping up with the national average therefore, it could be assumed that the exam set was too difficult. It was explained that there had been concerns over the subject areas being covered by the exam paper and there had been one particular question, which no one in the country was able to answer. This created issues for staff in preparing students. It was stressed that staffing at the College had not changed and neither had the method of exam preparation.</p> <p>Q. Did the Exam Board report to anyone? No. Governors indicated that there remained the issue of just over half passing, which needed to be addressed.</p> <p>The performance by Officer Of the Watch students had strengthened this year, on a larger number of candidates. The additional support provided with examination techniques was continuing to benefit students of all ethnic groups, although the performance of the African students continued to be poor and possibly linked to the experience they gained at sea.</p> <p>Resolved: That the Full Cost SAR report and associated improvement plan for 2017/18 is accepted and recommended to the Board for final approval.</p>	<p>GH</p>

7.	<p>Business Plan update</p> <p>This report provided an update on the 2017-18 business plan for the South Shields Marine School provision.</p> <p>It was reported that the ten top activities had been included in the SSMS Business Plan for 2017-18 of which three activities had already been successfully completed.</p> <p>The enrolment levels of the L2 and L3 pre-cadets was below target albeit with an increased entry level and new actions were proposed.</p> <p>Governors noted that owing to the recent merger, the College would need to re-apply for a new rating for the Teaching Excellence Framework in HE.</p> <p>Resolved: That the Board agree to receive the report and approve the corrective actions as proposed.</p>	
8.	<p>Maritime Apprenticeships Update</p> <p>This report provided an update on the current position of the apprenticeship provision within the marine school.</p> <p>GH reported that SSMS currently offered two apprenticeship routes, these being Port Operative (Framework) and Able Seafarer Deck. The College had three students on the Port Operative route.</p> <p>As new standards were developed, the College was looking to offer up to five maritime apprenticeship routes:</p> <ul style="list-style-type: none"> • Able Seafarer Deck • Port Operative • Port Marine Operations Officer • Maritime Pilot • Maritime Caterer <p>With the exception of the Able Seafarer, which was approved for delivery, the others were currently at varying stages within the DfE approval process.</p> <p>Q. Levy impact? Confusing to many particularly employers. Q. Teaching qualifications through apprenticeships? Yes. The College was using the levy to place staff on CMI courses.</p> <p>Resolved: That the Board agree to receive the report.</p>	
9.	<p>ISO Quality Update</p> <p>The purpose of this report was to update the Local Board on current processes and internal audit findings within South Tyneside College and to be informed that the ISO system was to be expanded into the commercial activities at the TyneMet campuses.</p> <p>GH stated that South Tyneside College had operated an externally approved ISO / BSI system since 1995. The current ISO9001 processes were revised and approval</p>	

	<p>gained on the 9001:2015 standard in May 2017. These ISO processes operated where there was no Ofsted or QAA processes and focussed on the commercial operations and training activities.</p> <p>It was explained that the College undertook internal audits, which identified improvement opportunities before they became issues for its clients. The College currently had four improvement opportunities of which one was classified as a non-conformity.</p> <p>The expansion of these processes to Tyne Met, probably in Engineering, was proposed for completion by November 2018.</p> <p>Resolved: That the report is received and note that the Quality and Standards Committee have agreed to expand the ISO processes to TMC.</p>	
10.	<p>UKVI update</p> <p>Confidential item</p>	
11.	<p>Marketing and Recruitment Report</p> <p>Confidential item</p>	
12.	<p>Any Other Business</p> <p><u>Open Night</u></p> <p>Nigel Lehman-Taylor complimented the College on a very successful open night.</p>	
13.	<p>Identification of Confidential Items</p> <p>Resolved: That the following are to remain confidential:</p> <ul style="list-style-type: none"> • Item 4 - Principal's Report • Item 10 - UKVI update • Item 11 - Marketing and Recruitment Report 	
14.	<p>Date and Time of Next Meeting</p> <p>It was noted that the next meeting was scheduled for Wednesday 7 March 2018 at 4.00pm.</p>	

Chair's signature:

Date: