

## Schools Technical Committee

Date / Time	3 <sup>rd</sup> February 2019. 10.30-13.30
Venue	SSE Head Office, Sport Park Loughborough
Action Note Taker	SM/SG
Apologies	IF
Present	CS, DS, CP, DC, NM, KS, SM, DA, SG

	Action Notes	Whom
1	Welcome and introductions from SG and DA to new members	SG and DA
2	Minutes of last meeting accepted	All
3	Matters arising <ul style="list-style-type: none"> <li>• <b>Review of functions</b> – CS informed that there is nothing to report, material to go through CP</li> <li>• <b>Course information</b> – DA was able to provide more information regarding the use of EVOLVE software. Offered to demonstrate EVOLVE at a future meeting.</li> <li>• <b>ASCL video promo</b> is being created to be used by SCO tutors to inform those attending</li> </ul>	CS/CP  DA  CS/KS
4	Update from SSE Currently undergoing process of rebranding and new website Communications now being done by an agency	CP
5	Finance CP to circulate finance reports to committee	CP
6	Course information <ul style="list-style-type: none"> <li>• 12 SCO courses, 1 ASCL, 7 ASCL refresher courses have taken place since the last meeting</li> </ul>	CP/NM

7	YDC report  No meeting since our last meeting	CS
8	SSE/course promotion  <ul style="list-style-type: none"> <li>Ideas to be fed to CP who will forward to the new marketing person (TPC)</li> <li>DC has offered to co-ordinate views/opinions/suggestions on the following; SCO refresher, online CPD, Pre-ASCL, Questions about EVOLVE, schools landing page on new website. DC will be supported by SG, DS. <b>DC requested responses by 12/5 to allow a conference call to discuss on Sunday 19/5 at 10.00</b></li> </ul> ASCL video being put together by KS/CS/NM for SCO tutors to show at their courses to promote ASCL courses	CP/DC/SG
9	SSE Snowsport certification/accreditation  Proposed criteria has been shared, amends/additions to the committee by email	CS/IF/CP
10	Committee workbook review  Appointment process for officers – Chair, Secretary  CP to distribute job descriptions for the positions of Chair and Secretary. There will follow a process to identify people for these positions, conference call to elect, when posts filled the terms of reference for this committee can be created	CP  All
11	Future meetings  <ul style="list-style-type: none"> <li>We have been asked to consider having 4 meetings per year (2 face to face, 2 conference calls)</li> <li>Agreed to trial conference call for Sunday 19/5 to discuss the work of the DC led sub-committee.</li> </ul> Conference call to approve the Chair and Secretary (see item 10 above)	
12	AOB  <ul style="list-style-type: none"> <li>CS distributed a letter from a Rachel Parnham - who has asked to be considered as a potential SCO Tutor and how to become one. Led to discussion of how to become an SCO tutor, process to be looked at a following meeting.</li> <li>SCO re- qualification – perhaps could be a 2-tier way to generate more income A – online refresher, and B- initial qualification as SCO</li> </ul>	
13	Next Meetings:  <b>Conference call Sunday 19 May 1000</b>	

	<p><b>Face to face Mtg</b> - Sunday 9 June 2019.</p> <p>Time: 10.00am for 10.30 start / 13.30 finish.</p> <p>Venue: SSE Head Office, Sport Park, Loughborough</p>	
--	---	--