Schools Technical Advisory Committee

Minutes 29 September 2019

SNOWSPORT ENGLAND

Date / Time	29 September 2019. 10.00–13.00
Venue	SE office, Sport Park, Loughborough
Action Note Taker	SG
Apologies	Dave Stewart (DS)
Present	Ian Fawcett (IF), David Armstrong (DA), Claire Pennell (CP), Dave Cumming (DC), Keith Sharkey (KS), Stuart Milne (SM), Stacy Gillow(SG), Chris Stroud(CS), Nigel Matthews(NM)

	Action Notes	Whom
1	**Welcome**: to all **Notice of AOB**: Conflict of Interest Policy and Register of Interests – to be discussed with item 3 below	KS
2	**Minutes of last meeting** Change 'Instructors' to 'tutors' when referring to those who deliver the SCO course and correct Initials from SSE to SE re new branding, then approved **Matters arising** **Demonstration of EVOLVE** will take place at the start of SCO Tutor Refresher training after lunch **Sue Stroud and Rachel Parnham** – will be attending the SCO Tutor refresher training at 1330 29 September 2019	All DA CP/IF
3	Update from SE **SE New Vision and Mission** The ratification of all Committee chairs is ongoing: SE has a new vision/mission which is currently being finalised, which will then need to be fulfilled. The committees of SE will be asked how they will intend to support the new vision. Some background – Sport England – funds Snowsport England as well as other NGBs All the Committee Chairs will be/are discussing how the vision and mission of SE is to be sustained, and maintained, as all the	CS/CP

	committees look after their own areas, areas which need to blend together with the finalised mission statement	
	Ratification of all Committee Chairs is ongoing process. Once Committee Chair is ratified, and finalised mission statement complete, then committee can draft new Terms of Reference once the process is finalised	ALL
	The main core of business of STAC is running the courses that we do. However we do need to be commercially viable and **need to be focused on delivering our courses, and thus bringing in new SE members**	
	Discussion of how we as the STAC compare with other National Governing Body committees such as Volleyball, Swimming, wheelchair basketball and others , this would be good to pursue	SCO Tutors
	Ideas discussed included • SCO tutors to ensure the SE website is shown and explained at SCO courses, as well as ensuring that National Snowsports Week is advertised and discussed	CP/DA
	• The SCO ASCL flier could be made available for distribution at OEA Conferences-updating with new Logo would need to occur	DA
	• Committee member may want to attend a OEA Conference (which meet twice a year) to promote the courses, if so, contact DA	
	Conflict of Interest Policy All committee members have read Conflict of Interest Policy and have completed their Register of Interests, hard copies with CP except DS, who has sent electronically	ALL/CP
4	Budget status to be looked at in more detail at next meeting Background – CP reports each Quarter, STAC income does fluctuate with the abundance of the courses that are planned and delivered falling in the Autumn, Winter, and Spring. Each Committee does pay fees, insurances etc., and the amount of those fees does vary between the committees, depending on their objectives. The Organisation is looking at trialling external sponsorship	CP
5	Course information **SCO Courses**	

The courses do cover most part of the country, although the NE is not well covered.		
	CP	
When a candidate needs a course, they should be going through CP in the office, and through the SE Website. Further discussion on how all information for the different courses on the website should be consistent, and show the current logo. (Template needed?)		
	ALL/SG/CP	
The Schools page does need to contain more information; all members to consider what would be useful from a teacher's point of view. Send list to SG. CP can help standardise. (also see item 9)		
Discussions ongoing re having standardised SCO Course fees. (£35 for course resources, Membership included in first instance)		
	All	
SCO Refreshers – (**Please note that there has not yet been a decisive conclusion on whether a SCO refresher for teachers takes place, or how it would be conducted. *Discussions continue.*)** *(Looking into possible funding for creation of a refresher course also needs to be investigated further.*	CP	
Concept of having SCO holders refresh their training will be discussed again during afternoon Tutor refresher training to see how other SCO Tutors view the proposed refresher training.		
Further comments:		
The process of recertifying SCO holders needs to be formalised, so that all know that it is expected. (*This is the process – this is how it works.)*		
How to ensure that SCO holders get refresher training – is it down to the employer to say *must* or *encouraged to* or should the wording be in order *to stay current*? A reminder that the SCO training and the refresher are there to keep safe, and that enhancement of safety is good reassurance for teachers and parents of skiers on ski trips		
A database of SCO holders is needed. SCO Tutors to send a list of attendees to SE office (CP) so database can show dates of attendance and when refreshers would be due.		
Further discussion of whether to call it a Qualification (implies an assessment of competence) or a Certificate.		

Discussion if refreshing online, then an electronic copy with date vice a paper certificate is issued.

Is it up to the employer to decide if a teacher is current – similar to First Aid, Safeguarding

How would the refresher be monitored?

What about ASCL refresher, could that include some of a SCO re – validation process?

IF ASCL is needs to be re-validated every three years, should SE have a 3 year membership?

A reminder of previous minutes about SCO Refreshers
SE approval of the concept of SCO refreshers for party leaders led to discussions concerning possible formats of, timings requirements for, proof of completion of refresher training and time period required for doing a refresher, as well as when and how to notify current SCO holders that periodic refresher training is to be required.

Proposed format and timings to pursue:

- *Create an online course which could result in being able to print out a refresher new certificate, similar to what Teachers currently do in regards to PREVENT training for example*

- *Timeframe for refresher once every three years*

- *Notification of required refresher training for SCOs needs to cascade up (SE) and down (school candidates)(in the first instance)*

SCO holders would be notified by letter from SE to include notice that a proof of completion certificate would be required

ASCL Tutors and SCO Tutors to inform their tutees that there will be online recertification/refresher training required every three years (A 3 year timeframe to get recertified/refreshed)

OEAPs to notify EVCs and those who regulate EVOLVE that recertification/refreshers are required

	It will take time for these new requirements to be cascaded through the system	
	The process needs to be monitored – discussion if technology personnel at SSE could create an automated validation process, to allow alerts of noncompliance. (More discussion needed)	
	It will take time, however it is the right way to go forward.	
	CS offered to write a refresher (should this be a paid task?) Ideas /help offered to CS	
	Budget to be set so some could be done by next OEAPNG Conference (this information can be promulgated to schools through OEAP)	
	STF could do a mail – "e" shot to schools, and perhaps also through to Independent School Bursars conferences, Headmasters conferences and Health and Safety conferences	
	This will also be included in the next SCO Tutor refresher training so SCO tutors can inform their tutees	
6	SE/course promotion	
	SE website and Halsbury both promoting courses	
	Kelsey has stepped down from her role in Communications, a new person has been recruited for communications including social media. We need to determine what we would like to promote on social media. A possibility if the SCO /ASCL flier – with updated logo as mentioned previously. Other ideas to CP	ALL/CP
	Suggestion made to have 'house' PowerPoint background slide for all SCO/ASCL tutors to use (Branding) CP to investigate	CP
7	YDC report	CS/CP
	Lots of emphasis has been on schools racing, NSSA, and ESSKIA. Other work has included KS2 worksheets related to skiing.	
	The YDC Mailer did go out, although discussions are about how many are to go out in the course of one year. Decisions as to what are the desires of the Office? YDC? And STAC?	

	Suggestion made to have small group to discuss options timings and template for the mailer		
8	Schools Newsletter/Mailer	DC/CP	
	DC asked if all received the link for submitting material for the Schools mailer		
	He will send out again for more material for next mailer, all ideas to DC via his link	ALL	
9	Schools Landing Page CS pointed out that the new landing page for teachers is misleading, it needs to say more about the SCO and the ASCL; titles need to be tweaked. CP can update the website	CP	
	Emphasis was made that the teacher's page really needs to be a one stop shop for teachers.		
	YDC participation and the participants should be listed STAC participation and the participants should be listed?		
	Task for all – Consider what else would be useful from a teacher's point of view for the schools landing page. Please list ideas and send to SG	ALL/SG	
10	Committee Communications in the future: Microsoft SharePoint, Drop box, One note, and Slack – some options to consider? This item postponed to next meeting	CP	
11	**Dates for 2020**: Face to Face meetings SE HQ: 2 February 2020 and 7 June 2020	All	
12	*SCO Tutor Refresher Training* to be conducted following STAC meeting end at 1300. DA to present demonstration of EVOLVE KS to present STF presentation		
13	Next Meeting: Date: Sunday 2 February 2020 Time: 10.00am for 10.30 start / 13.30 finish. Venue: SSE HQ, SportPark, Loughborough		