



## STUDENT AFFAIRS COMMITTEE

### Minutes of Meeting on Thursday 3 March 2016

<b>Present:</b>	John Turner( <i>Chair</i> )	Chair of Governors
	Mr A Abdi	Student Representative
	Mr K Amlani	Student Representative
	Ms A Arhipova	Student Representative
	Mr K Brown	Governor
	Ms C Cook	Student Representative
	Ms S Gannon	Staff Governor
	Mr L Middleton	Student Representative
	Ms G Mistry	Student Governor
	Ms S Overton-Edwards	Principal
	Mr A Pabari	Student Representative
	Ms E Pabari	Student Representative
	Ms M Petrie	Student Representative
	Ms R Shah	Student Representative
	Ms N Patel	Student Representative
	Mr H Solanki	Parent Governor
Mr N Unadkat	Student Governor	
Ms E Ward	Student Executive Team Lead	
<b>In attendance:</b>	Mr R Mansfield	Clerk

Ref.		Action
L/16/01	<p><b>Item 1 – Apologies for Absence:</b></p> <p>There were no apologies for absence. The meeting was declared quorate. John Turner welcomed all present to the meeting.</p>	
L/16/02	<p><b>Item 2 – Declaration of Interests in Agenda Items:</b></p> <p>There were no declarations of interest in agenda items.</p>	
L/16/03	<p><b>Item 3 – Minutes of the Previous Meeting and Matters Arising:</b></p> <p>The minutes of the meeting on 23 November 2015 were accepted as an accurate record and were duly signed by John Turner.</p> <p>The actions listed in the minutes were then reviewed. Suzanne Overton-Edwards reported that a notice would be displayed in the Canteen from week commencing 7 March 2016 advertising the fact that complaints and compliments slips were available from College Reception.</p> <p>Suzanne Overton-Edwards said that the seating arrangements in the Street had been reviewed. It was impossible to satisfy everyone. The current set-up was considered an improvement</p>	

upon that of the previous year. Nishil Unadkat said that many students held the opposite view. Suzanne Overton-Edwards said that the current arrangement had been chosen because many students had complained in 2014/2015. Nishil Unadkat accepted that not everyone could be satisfied, but still felt that the current arrangement was worse. Suzanne Overton-Edwards said that the problems were in part the result of increased student numbers; the College was looking at ways of relieving pressures on space in 2016/2017, for example through changes to timetabling. John Turner said that his main concern was that students reported feeling so uncomfortable in the Street that they had to use the landings, especially around the lunch time. He felt that any ideas from students for improving the layout should be welcomed. Nishil Unadkat questioned in particular why chairs had been placed along the middle of the Street. Mercedes Petrie said that she had felt much less intimidated during the previous year. Agnes Arhipova said the problem was made worse by students deliberately stretching their legs across the walkways. Gayatri Mistry suggested that the seating should be more dispersed. Suzanne Overton-Edwards said that the number of sofas had been increased in 2015/2016 – in response to student requests. John Turner suggested that at the end of the current academic year the layout should be returned to that of 2014/2015. Suzanne Overton-Edwards said that she would nominate a member of staff to take part in discussion the following week with the Student Executive Team about the TV screens on the Street and their content.

**SOE**

It was reported that the previous facility to send cross-College texts was no longer available. Currently anyone wishing to send such a text had to submit proposals to MIS and then to Hamid Ravat, because of the potential cost implications. After discussion it was agreed that Suzanne Overton-Edwards would with Liz Ward investigate how students might be enabled to access the list of staff members who were present and absent held on Sharepoint.

**SOE**

Suzanne Overton-Edwards said that instructions to enable students to access their emails via their mobile phones would be placed on Moodle. The intern from DMU was to set up a stall in the Street in order to distribute printed instructions. Suzanne Overton-Edwards would advise Liz Ward of the timing of these actions.

**SOE**

Nishil Unadkat clarified his previous concerns about the unequal provision of male toilets. This related in particular to the *proportion* of male facilities convenient to the canteen. Suzanne Overton-Edwards said that an adjustment would be made to improve the balance in 2016/2017.

**SOE**

Suzanne Overton-Edwards reported that charges for plastic cutlery were made by Midshires when students brought food into the canteen that had been obtained elsewhere only. Nishil Unadkat accepted this as reasonable. Suzanne Overton-Edwards said that students' concerns about

smoking shelters had been considered. It had been concluded that more needed to be done to advertise the support provided by the College to help students to stop smoking. The forthcoming Health Week would be used as an opportunity to address this.

Suzanne Overton-Edwards said that the concerns about USB sticks had been discussed. USB sticks did not work well with thin clients. However it would take several years to replace all the thin clients currently in service. As a temporary measure the USB facility on the thin clients was to be disabled; this would at least prevent the problem reported of USB sticks causing thin clients to freeze. Students with specific problems should consult the IT Technicians.

Suzanne Overton-Edwards said that further consideration had been given to encouraging female students to access sports. The College was trying to provide female instructors or coaches wherever feasible. Jonathan Dick, the Sport Maker, was well aware of the issue. Suzanne Overton-Edwards had suggested approaching local universities to see whether students might be willing to help. Gayatri Mistry said that there had been an increase in the number of female College students involved in sports.

Suzanne Overton-Edwards advised the meeting that staff received periodic reminders from Human Resources about the correct arrangements for reporting absence. John Turner asked whether there had been a discussion with IT about the notification of teacher absences to the relevant student cohorts. Gayatri Mistry said that there remained a problem with the setting of work to be done in the absence of teachers. Harshad Solanki said that his son found it distressing to come into College and find that no work had been set. Sarah Gannon said that work set was posted on classroom doors. Harshad Solanki doubted that all teachers followed this practice. Agnes Arhipova said students should already be aware what they should next be studying. Sarah Gannon agreed. Suzanne Overton-Edwards said that not all students were sufficiently proactive and this had to be recognised. Abdifatah Abdi said it would be helpful if work set could be posted on Moodle. John Turner asked that this suggestion be investigated.

SOE

**L/16/04 Item 4 – Issues of Current Interest or Concern:**

*Study Areas being Squeezed*

Nishil Unadkat said that students were concerned at the reducing amount of study space available as examinations approached. For example the F1 Pod was now closed to students, after inappropriate behaviour by some, and was being used as a classroom. He was periodically removed from G Pod when trying to study. Rooms D2 and E2 was also being used as classrooms. He asked why teachers requiring rooms could not routinely make use of Room F1, rather than disturbing students at work elsewhere. Suzanne Overton-Edwards said

that she would require details of specific instances to be able to address this question. It was a fact that the increased number of students had led to the need to create more classrooms. The College was looking to reconfigure the timetable for the next academic year. Abdifatah Abdi suggested that a classroom should be made available for general use by students. Nishil Unadkat undertook to provide further details of student concerns to Suzanne Overton-Edwards so that she might then answer specific questions. Mercedes Petrie suggested that room timetables should be posted on doors so that students could tell which rooms were free and for how long. Abdifatah Abdi said that teachers were closing whole pods to students. Sarah Gannon said that this was done because of misbehaviour by students. Suzanne Overton-Edwards said that it had been previously explained that the Learning Resource Centre would find study space for reliable students who requested it. However there had been few recent requests. Nishil Unadkat said that students were unaware of this arrangement. John Turner suggested that a notice should be displayed to publicise the arrangement. Ravina Shah asked that Room A102 should be opened up to students. Suzanne Overton-Edwards said that use of this room was allowed to responsible students. There was however already a range of calls upon it. Students should talk to Patsy Hamer.

#### *ID Cards*

Aayush Pabari sought leave for students to use extendable lanyards for their ID cards. These could be worn round the waist and avoided the need to bend when presenting the card to the readers at the barrier. Suzanne Overton Edwards said that students were asked to wear their cards on the lanyards provided in order to aid recognition of who should and should not be on campus. Agnes Arhipova reported that her friends at Wygggeston QE1 College were allowed choice over the wearing of lanyards. Students still had to carry cards to gain admission to college. The system appeared to work without problems. Suzanne Overton-Edwards said that she was prepared to look into extendable lanyards, but would still insist that they should be worn round the neck. Harshad Solanki said that displaying ID cards on lanyards worn round the neck was commonplace in business. Karl Brown expressed his opposition to extendable lanyards. The College should in his view be encouraging healthy lifestyles; bending towards the sensors was good exercise.

#### *Reflections (Multi-Faith) Room*

Aayush Pabari said that the Multi-Faith Room was open at all times, and that there had been many reported incidents there. OfSTED would in his view certainly not approve of current practice. Suzanne Overton-Edwards said that the room was in fact currently locked. Liz Ward said that this was a temporary

measure occasioned by student misbehaviour. It was intended that a key would be kept at Reception, to be signed in and out. Aayush Pabari felt that the use of swipe cards would be better. Nishil Unadkat however opposed this, as he believed it was too easy to forget to swipe out on exit; there were also concerns about responsibility in the event of there being multiple users. Luke Middleton thought that swipe cards would be simpler.

Karl Brown asked why the room could not be supervised, perhaps by spot checks. Agnes Arhipova dismissed the idea that students might organise the supervision, as she felt they had other priorities. Suzanne Overton-Edwards said that currently the room was subject to ad hoc monitoring by various members of staff. It was clear that the room was being misused and was frequently left untidy. Harshad Solanki suggested that a booking system should be established and notices posted in the room reminding students against misuse. John Turner said that Suzanne Overton-Edwards had been tasked with looking into current arrangements as the separation of the facility into separate male and female rooms appeared perhaps to be at variance with the College's values. Gayatri Mistry said that it was necessary to cater for all faiths and that some required separate prayer facilities for males and females. Karl Brown suggested that the matter had become over-complicated; there should be two rooms, but neither should be gender-specific. Suzanne Overton-Edwards said that she believed that the College would have to continue to provide separate rooms. She would discuss with Liz Ward and Denise Wilson future arrangements for access.

**SOE**

### *Police Dogs*

Mercedes Petrie said that she understood that the College was to invite police dogs on to the campus to undertake random drug checks. Suzanne Overton-Edwards confirmed this and said that it was taking time to organise. Unfortunately the College was not a high priority for the unit concerned.

Karl Brown argued that there should also be support for students involved in drug abuse, for example, a course run by the police. Liz Ward agreed with the principle. Until recently the College had organised cross-College events. This topic would be included in the forthcoming Health Week. Progress Coaches had received and continued to receive relevant training.

Karl Brown asked about measures to deter smoking and discourage known abusers. Suzanne Overton-Edwards outlined the steps taken by the College.

Harshad Solanki expressed unease about the presence of police dogs on site, as he felt this might be injurious to the reputation of the College. Suzanne Overton-Edwards said it depended on how the situation was handled. In an institution as large as the College there were certain to be drug users, and some 'would only learn the hard way'. Several students

said that they believed the dogs would serve as a deterrent and their presence would show the College in a positive light.

**L/16/05 Item 5 – Date and Time of Next Meeting:**

The date and time of the next meeting were confirmed as Monday 18 April 2016 at 4.15 p.m. at the College.

**L/16/06 Item 6 – Any Other Business:**

There was no other business.