



STUDENT AFFAIRS COMMITTEE

Minutes of Meeting on Monday 20 February 2017

Present:	Steve Holderness (<i>Chair</i>)	Vice-Chair of Governors
	Ms S Gannon	Staff Governor
	Ms S Kacha	Student Governor
	Mr R Ladwa	Student Representative
	Mr M Mistry	Student Representative
	Ms E Pabari	Student Representative
	Mr H Ravat	Vice-Principal Resources
	Mr K Siniara	Student Representative
	Mr H Solanki	Parent Governor
	Ms A Touseef	Student Governor
	Ms E Ward	Student Executive Team Lead
	Ms E Wardle-Footit	Student Representative
In Attendance:	Mr R Mansfield	Clerk

Ref.		Action
L/17/01	<p>Item 1 – Apologies for Absence: Apologies for absence were received from John Kirk (for whom Steve Holderness was deputising), Suzanne Overton-Edwards (for whom Hamid Ravat was deputising), Agnese Arhipova, Jasleen Kaur, Simone Kaur, Charlene Kumalo and Seema Ugharadar. The meeting was declared quorate.</p>	
L/17/02	<p>Item 2 – Declaration of Interests in Agenda Items: There were no declarations of interest in agenda items.</p>	
L/17/03	<p>Item 3 – Minutes of the Previous Meeting and Matters Arising: The minutes of the meeting on 21 November 2016 were accepted as an accurate record and were duly signed by Steve Holderness. The actions listed in the minutes were then reviewed. Hamid Ravat reported that members of the Senior Leadership Team (SLT) had paid unannounced visits in consultation with First Bus at 4.00 p.m. to bus stops and areas near the campus where students congregated. There had been no further recent complaints regarding student behaviour near the campus at the end of the day.</p>	

L/17/04 Item 4 – Issues of Current Interest or Concern:

Attendance, including the new timetable structure

Savannah Kacha reported that the Student Executive Team had been exploring into ways of encouraging students with poor attendance and punctuality records to improve. One idea was to offer discounts on tickets for an end-of-year event for the most improved students. It was noted that the criteria would need to be very clear. Another idea had been to secure earlier parental involvement.

The timetable introduced for 2016/2017 was not popular with many students, as many individual timetables had long gaps between lessons. Having isolated lessons at the end of an afternoon was particularly not liked, and led some students to opt to go home instead. Hamid Ravat said that it was inevitable, given the size of a typical programme, that students would have gaps between lessons. The College based its timetable on the 'less more often' model, which was considered better for learners. He thought that this might need to be better explained at induction. Steve Holderness said that at university most courses had more gaps and it was the responsibility of students to manage their own time effectively. Liz Ward said that there had been problems with the timetable, which was based on units of 50 minutes plus 10 minutes travel time. Sarah Gannon said that 50 minutes was too short, but the previous timetable based on 60 minute units with no travel time had also been problematic. Hamid Ravat said that there was no perfect timetable. Sarah Gannon said that the problem was compounded by the College's practice of allowing students to combine BTEC and A level courses.

Hamid Ravat asked why the mindset of students changed between school, where at least 95% attendance was expected and achieved, and college. The College's current attendance was nearer to 85%. Mohit Mistry said that at school the doors were locked at the time of registration. Students often preferred to go home when there were gaps in timetables. Steve Holderness said that students had choices and it was up to them to make these choices responsibly. Hamid Ravat said that the SLT was interested in hearing what the Student Executive Team (SET) thought would help students to attend better. Kieran Siniara said that he believed workshops and support sessions helped to improve motivation. Savannah Kacha wondered if the College should introduce compulsory registration at 09.00.

Recent Meeting with Canteen Manager

Savannah Kacha reported on a recent meeting between the SET and the Canteen Manager. The discussion had been about the menu offered. It had been explained that some lines sold better than others. The SET had made various suggestions, some of which had proved too expensive and some had been successfully adopted. Canteen takings had improved. A themed Mexican day was planned at which a

member of the SET would assist in the cooking and serving.

Recent Meeting with the Principal

Savannah Kacha reported on a recent meeting with Suzanne Overton-Edwards at which questions relating to quality improvement, and the availability of space and laptops on the Mezzanine floor for independent learning had been discussed. Steve Holderness said that the Finance, Staffing & General Purposes Committee had asked Hamid Ravat to identify the scope for increasing independent learning space in the short term. Hamid Ravat said that he was attempting to benchmark the College's provision against that of the other Leicester sixth form colleges. The College currently provided a total of about 200 spaces for a roll of about 1,700 students. Steve Holderness said that this comparison needed also to take into account working practices in the space provided. Harshad Solanki said that surely the objective must be to provide the best possible facilities for the College's students. Hamid Ravat agreed but said it was important also to understand established practice as OfSTED were likely to consider this in making future judgments about the College's provision. Hamid Ravat said that the College recognised that peak demand occurred after 11.00 a.m. He wondered if students were aware that the Library was open from 08.00. Liz Ward asked students how ready they were to bring their own laptops into College. Alishah Touseef said that there were concerns about security in transit and at College. Steve Holderness said that he could understand this, but at university students had to use their own laptops. Alishah Touseef said there was a further difficulty in that some charging sockets on the Street were not compatible with students' laptops.

Liz ward said that she was aware that students were receiving many requests for personal data, for example about intended destinations. She hoped that students understood the importance of this, as it helped to motivate students to achieve goals and the College to check that students were on appropriate courses.

Alishah Touseef reported that students had encountered difficulties because Moodle had been down during the holidays. Some students had not received the emails about this that the IT Technicians had stated had been sent. The problem had resulted in some students being unable to submit BTEC assignments on time. Sarah Gannon said that there should be clear rules for all BTEC students and teachers in the event of such difficulties about how to arrange to submit work.

End-of-year Event

Mohit Mistry reported on progress towards organising an end-of-year event for second year leavers. A survey had been developed, and was shortly to be administered, to gauge the levels of potential support for options including an outing, a prom and a hoodie. Alishah Touseef said that the possible use

of vouchers as incentives was under consideration. Steve Holderness advised that there needed to be a clear timetable for the planning and organisation of the event. Whatever was selected should be properly costed and it needed to be absolutely clear how the event was to be funded. It was suggested that sponsorship might be sought. Steve Holderness said that if other people's money was involved there needed to be a sound basis for accounting for how the money had been used.

L/17/05 Item 5 – Date and Time of Next Meeting:

The date and time of the next meeting of the Committee were confirmed as Monday 3 April 2017 at 16.15.

L/17/06 Item 6 – Any Other Business:

There was no other business.