



## STUDENT AFFAIRS COMMITTEE

### Minutes of Meeting on Monday 9 April 2018

<b>Present:</b>	Mr J Kirk ( <i>Chair</i> )	Chair of Governors
	Ms M Ali	Student Representative
	Mr J Bagley	Principal
	Ms A Banjade	Student Representative
	Ms V Dalal	Student Representative
	Ms S Gannon	Staff Governor
	Ms S Gohil	Student Representative
	Ms N Martin	Assistant Principal
	Ms O Moyo	Student Governor
	Ms J Oludairo	Student Representative
	Mr J Rana	Progress Coordinator
	Mr H Solanki	Parent Governor
	Ms A Touseef	Student Governor
	Mr S Vadher	Student Representative
<b>In Attendance:</b>	Ms F Rippin	Assistant Principal
	Mr R Mansfield	Clerk

Ref.		Action
L/18/07	<p><b>Item 1 – Apologies for Absence:</b> There were no apologies for absence. The meeting was declared quorate.</p>	
L/18/08	<p><b>Item 2 – Declaration of Interests in Agenda Items:</b> There were no declarations of interest in agenda items.</p>	
L/18/09	<p><b>Item 3 – Minutes of the Previous Meeting and Matters Arising:</b> The minutes of the meeting on 29 January 2018 were accepted as an accurate record and were duly signed by John Kirk. The meeting then reviewed the matters arising from the minutes. Shivam Vadher had not pursued his previous interest in musical enrichment activities. It was explained that this was because the College had dropped a course in the relevant provision for 2018/2019. It was left that he might still raise the issue of musical enrichments if he wished to do so. Nicola Martin said that she was about to send the requested email to all students about the installation of CCTV. Jimmy Rana had taken action as requested in response to concerns raised about various matters relating to teaching and learning; the results of a survey were to be presented later. The Student Executive Team had met with the Catering</p>	<b>NM</b>

Manager as suggested and had been pleased by subsequent changes to the menu offered and the times at which lunch was available.

Nicola Martin and Frances Rippin were currently considering issues relating to remote access for learners, including extended use of Moodle. Staff training would be needed in advance of the deployment of possible changes. Nicola Martin had as requested referred to Frances Rippin the points raised about lesson preparation and trips, matters that had been included in a recent survey of student opinion. It was stressed that trips, other than those at the year end, must be meaningful and enrich the courses that students were taking. John Kirk asked for clarification of the difference between enrichments and trips. Nicola Martin said that, year-end trips aside, it was most important that both promoted learning.

**L/18/10 Item 4 – Issues of Current Interest or Concern:**

*IT Support*

Alishah Touseef said that when students reported computers and other devices not working, IT Technicians would respond only if they received a request from a member of staff. This meant that problems identified by students could remain unresolved for significant periods. She asked if the process for dealing with such matters could be made slicker. James Bagley said he would look into this with Hamid Ravat and hoped for a positive outcome. Harshad Solanki said it was surely in the interests of all parties to provide an effective solution. John Kirk agreed, but said it was clearly unrealistic to expect instant response, as jobs needed to be logged and prioritised. James Bagley said the matter should be addressed with some urgency. Alishah Touseef said that students might be unclear who best to approach if faulty equipment was found in a classroom, the Learning Resource Centre or the Mezzanine Study Area, and asked that clarity should be provided. Nicola Martin said that she had hoped to invite an IT Technician to the meeting of the Committee, but this had proved impractical. It was also noted that some students were vandalising College equipment, and that the College could not afford a large budget for replacing vandalised equipment.

**JB**

*Feedback and Results from recent Student Survey*

Jimmy Rana explained that a College-wide survey of student opinion had recently been undertaken using an external survey tool. It had become apparent late in the day that the provider of the survey would release the first 100 results only without payment of a significant 'annual fee'. Although about 250 students had taken part the results available therefore pertained just to the first 100 respondents.

Alishah Touseef then presented the results of the survey. Concerns about the quality and timeliness of feedback on written work were not universally shared. In fact just 10% of respondents were not satisfied. John Kirk asked what more

needed to be done. Frances Rippin said that the aim was to provide clear guidance on how to improve. Action was being taken via moderation. Alishah Touseef said that moderation delayed the process of feedback thereby reducing its impact. Frances Rippin said that accuracy was of critical importance: there was no value in providing prompt feedback that was incorrect. John Kirk said that some delay was inevitable until all feedback had reached the required standard. Sarah Gannon said that teachers were becoming more accustomed to moderation so response times should improve.

Alishah Touseef reported mixed opinions on whether study leave was wanted, with a small absolute majority in favour. Frances Rippin said that she believed teachers held similarly mixed views. Sarah Gannon said that students already had plenty of time for independent learning within their timetables. Mariam Ali felt strongly that study leave should be a matter of individual choice for students. Nicola Martin reminded the meeting that teaching time was 'golden'. John Kirk said that not all students had the self-discipline to work independently. Frances Rippin agreed that different approaches were appropriate for individual learners, and that there was room for negotiation with teachers. Learners wishing to initiate such discussions should however be prepared to accept that there might be valid reasons not to allow study leave.

Alishah Touseef reported that 52% of respondents wanted more trips, whereas 25% did not. Nicola Martin said that the usefulness of trips might vary between courses but she was generally in favour of trips that provided real value, including trips to relevant places of work. The College should probably try harder to include an appropriate trip on every course.

Alishah Touseef reported mixed views about whether sufficient printing credits were provided. In general it seemed that those on vocational and Art & Design courses considered that insufficient credits were allowed.

Other questions in the survey related to the choice of charities for fund-raising (£158 had recently been raised for Sport Relief) and options for end-of-year celebrations.

**L/18/11 Item 5 – Date and Time of Next Meeting:**

Robert Mansfield explained that in previous years it had proved impossible to convene meetings of the Committee in the summer term, because of revision, examinations or loss of interest in the final weeks. It was therefore agreed that a date for the next meeting should be set around the end of November 2018.

RM

**L/18/12 Item 6 – Any Other Business:**

Shivam Vadher sought leave to introduce an item of other business concerning the teaching of Public Services. It was explained that this should properly be discussed privately after the meeting with Nicola Martin and Frances Rippin as it was not a matter of general concern to the student body.

John Kirk then thanked all participants for their contributions. The Student Affairs Committee provided an invaluable opportunity for governors to hear at first hand the views and concerns of students. He wished student members every success in their examinations.