



STUDENT AFFAIRS COMMITTEE

Minutes of Meeting on Monday 27 November 2017

Present:	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 D Polowczyk	Student Representative
	Mr U Ragee	Student Representative
	Mr J Rana	Progress Coordinator
	Ms A Touseef	Student Governor
Mr S Vadher	Student Representative	

In Attendance: Mr R Mansfield Clerk

Ref.		Action
L/17/13	<p>Item 1 – Apologies for Absence: Apologies for absence were received from Humera Charania, Temitayo Ogunnowo and Harshad Solanki. The meeting was declared quorate. John Kirk welcomed everyone to the meeting. Those present then briefly introduced themselves.</p>	
L/17/14	<p>Item 2 – Declaration of Interests in Agenda Items: Robert Mansfield explained the nature of declarable interests. Interests in agenda items had to be declared in the interests of transparency and integrity. It was for the Chair of the meeting to decide what part, if any, the person who had declared an interest should take in discussion of the item concerned. There were no declarations of interest in agenda items.</p>	
L/17/15	<p>Item 3 – Minutes of the Previous Meeting and Matters Arising: The minutes of the meeting on 3 April 2017 were accepted as an accurate record and were duly signed by John Kirk. It was unclear whether Martin Sim had taken an action to explore benchmarks for the provision of computing devices to students. Robert Mansfield asked if this still remained an issue in view of the fall in the student role and action take over the summer break to replace older devices. Alishah Touseef said that the</p>	

situation in the Mezzanine study area had not improved and that parts such as keyboards and mice were often missing. Nicola Martin undertook to look into this. Jane Oludairo asked why the computers and laptops in the Learning Resource Centre (LRC) had not, like those in the Mezzanine Study Area, been replaced. James Bagley advised her that the College had to take into account financial considerations. Its normal policy was to replace computers on a three-year cycle, and 100 computers had been replaced over the summer break. John Kirk asked whether the College was making adequate provision for those students without home access to computers. James Bagley said that, partly to cater for such students, the opening hours of the LRC had been extended to 8.00 a.m. to 6.00 p.m. on most days. He believed the level of the College's provision was high. John Kirk advised the meeting that libraries also had freely available computer facilities.

L/17/16 Item 4 – Committee's Terms of Reference:

Robert Mansfield presented the terms of reference of the Committee. The Committee was a forum where matters of interest to the governing body and the student body could be freely discussed. These matters covered a very wide range of matters relating to the College. It was however not for the Committee to involve itself in individual cases of student discipline. The Committee was an important channel of communication between the governing body and students. He urged student members to make effective use of the opportunities they had to influence College affairs. Nicola Martin said that she had explained that student members had a duty and a responsibility to represent their fellow students.

The meeting received the terms of reference.

L/17/17 Item 5 – Issues of Current Interest or Concern:

Enrolment

Alishah Touseef said that during enrolment students had been informed that they would be offered enrichment activities within three weeks. This had not happened. Learner Performance Tutors had been unable to advise when asked. Nicola Martin said that it had been the College's intention to offer enrichments as originally announced. However priority had been given during the early weeks of term to resolving timetables and programmes of study. In previous years enrichments had not always been relevant to programmes of study, and so consultations with teachers had been necessary. For some courses academic workshops had been seen as more appropriate. James Bagley said that OfSTED had stressed the importance of *meaningfulness*. There had been a large increase in work experience in the current year, in place of 'fun activities'. A significant amount of enrichment activity, such as academic and sporting workshops and work experience, had already been arranged.

Vinie Dalal reported that returners had found the start-of-year

processes much easier than in the previous year, and better suited to their aspirational choices. John Kirk welcomed this feedback, which confirmed his own first-hand observations. Shivam Vadher said that there was no musical enrichment activity. He would welcome this and believed that it could prove highly motivating to students. Nicola Martin considered this an excellent suggestion, which needed to be more specific. John Kirk said that he too was very much in favour, as he believed that music helped to improve learning. Shivam Vadher was asked to provide Nicola Martin with more specific proposals.

SV

Early Teaching and Learning Experience

Umar Farouq Ragee said that feedback and the marking of work were taking too long. He saw this as the consequence of the increased workloads on both students (who had more homework) and staff. James Bagley noted this observation. He thought it might be a local problem, rather than College-wide. He agreed that homework had been increased as part of efforts to improve results. Shivam Vadher said that there were no computers in Room H104 this year, and as a result students were having to take more work home. Alishah Touseef and Jane Oludairo stressed that the late receipt of marking and feedback reduced their usefulness and impact. James Bagley said that the College had a clear policy on this and advised that in the first instance students with concerns should contact their teachers.

Vinie Dalal complimented teachers on easing the transition from secondary school to College, for example through the use of peer assessment and group activities.

Student Body Social Calendar

Jane Oludairo asked that there should be a Christmas tree on The Street as part of the seasonal festivities. Nicola Martin said that the SET could certainly consider this idea. Jimmy Rana said he would be happy to facilitate the planning and running of the first event.

Dawid Poloczyk asked that there should be more events, for example for Sikhs, and that these should be organised by members of the wider student body, not just Student Representatives. Jimmy Rana advised that any students who were not members of the SET wishing to organise events should in the first instance contact him for advice and support. Nicola Martin said that the College was in favour of holding a variety of inclusive events. Jimmy Rana urged the SET to look widely at sources that might suggest events for inclusion in the social calendar. Nicola Martin suggested that the SET might also look internally at ways of celebrating being at the College. Simran Gohil requested that students should be provided with a calendar showing all extra-curricular activities, including sporting activities, so that attendance at these could be planned in advance. Jimmy Rana said that this could be done

electronically. John Kirk felt that it would be good to advertise such activities also on the TV screens. Umar Farouq Ragee supported this idea as students had reported missing events because of lack of publicity. James Bagley said that the College would welcome advice on how best to communicate with students, given that email messages, texts and the like were often not read or were ignored. Nicola Martin felt that Student Representatives were themselves the best channel. Jimmy Rana agreed and urged Representatives and Tutorial Groups to take a lead in finding out, for example, which sports classes were in most demand. Umar Farouq Ragee advised that such activity needed to be structured and promoted in such a way that it was not monopolised by cliques. Umar Farouq Ragee asked about the latest developments with respect to prayer facilities. John Kirk said that the Reflection Rooms were to be more closely monitored. Robert Mansfield explained that Safeguarding was a continuing concern for the College. CCTV would be installed in various locations round the College, including in and near the Reflection Rooms, and on this basis the rooms would remain open for the time being. James Bagley said that OfSTED's stated view was that such rooms should be closed unless they were monitored all the time. Umar Farouq Ragee asked that the College's decision should be clearly communicated.

NM

Canteen

Ozlinah Moyo asked why there was a lack of variety in the food provided in the canteen, and whether the prices could not be reduced. John Kirk explained that the canteen service was contracted out to Midshire Catering and that the contractor set the prices. Ozlinah Moyo said that pizza and chips figured far too much on the menus. Robert Mansfield said that it was open to the SET to invite Erica Jackson to attend one of its meetings in order to discuss options. Alishah Touseef then asked whether the canteen could provide access to a microwave and kettles in which students could heat their own food and make hot drinks. Nicola Martin said that she thought that this would raise serious health and safety issues, and would entail a significant change to the contract. She advised that this matter should first be discussed with Hamid Ravat. Anusha Banjade asked for more healthy and interesting food to be provided. Simran Gohil asked if the opening hours of the canteen could be extended as some students with lessons finishing at 2.00 p.m. were unable to obtain food. Miriam Ali asked why the water fountain was situated inside the canteen, where it was inaccessible outside opening hours. It was believed that this had been done as a result of misbehaviour with water by students in previous years. It was then pointed out that many students were not comfortable with drinking the filtered water available in the toilets. Shivam Vadher asked why the canteen did not offer meal deals. It was pointed out that a meal deal had been offered

for the first time that day. It was left that the SET would arrange a meeting with Erica Martin, having first clarified with her the agenda to be discussed.

SET

Other

Alishah Touseef said that some students were still unaware of the recent change of Principal. It was pointed out that this had been well publicised through various channels, and that students were expected to make efforts to use these. John Kirk said that he intended to run sessions of 30 to 45 minutes on 'advanced life skills' in the new year for students. These would draw upon his previous experience as trainer and coach to business clients. Nicola Martin urged Student Representatives to attend in order to develop their personal leadership skills.

L/17/18 Item 6 – Date and Time of Next Meeting:

The date and time of the next meeting were confirmed as Monday 29 January 2018 at 4.15 p.m. at the College.

L/17/19 Item 7 – Any Other Business:

John Kirk thanked all participants for their attendance and contributions.