



## STUDENT AFFAIRS COMMITTEE

### Minutes of Meeting on Monday 26 November 2018

|                       |                            |                           |
|-----------------------|----------------------------|---------------------------|
| <b>Present:</b>       | Mr J Kirk ( <i>Chair</i> ) | Chair of Governors        |
|                       | Mr J Bagley                | Principal                 |
|                       | Ms A Banjade               | Student Representative    |
|                       | Mr M Benjamin              | Learner Performance Tutor |
|                       | Ms S Gohil                 | Student Governor          |
|                       | Mr S Lodhi                 | Staff Governor            |
|                       | Ms N Martin                | Assistant Principal       |
|                       | Mr B Nasivuddim            | Student Representative    |
|                       | Mr N Pau                   | Student Representative    |
|                       | Ms F Rippin                | Assistant Principal       |
|                       | Mr H Solanki               | Parent Governor           |
|                       | Ms A Tandel                | Student Representative    |
|                       | Ms S Varghese              | Student Governor          |
| <b>In Attendance:</b> | Mr R Mansfield             | Clerk                     |

| Ref.    |  | Action |
|---------|--|--------|
| L/18/13 | <p><b>Item 1 – Apologies for Absence:</b><br/>An apology for absence was received from Humairaa Ulghad. The meeting was declared quorate. John Kirk welcomed everyone to the meeting. Those present then briefly introduced themselves.</p>  |        |
| L/18/14 | <p><b>Item 2 – Declaration of Interests in Agenda Items:</b><br/>Robert Mansfield explained the nature and importance of declarable interests. There were no declarations of interest in agenda items.</p>   |        |
| L/18/15 | <p><b>Item 3 – Minutes of the Previous Meeting and Matters Arising:</b><br/>The minutes of the meeting on 9 April 2018 were accepted as an accurate record and were duly signed by John Kirk. The meeting then reviewed the matters arising from the minutes. The actions listed had all been taken.</p>   |        |
| L/18/16 | <p><b>Item – Committee’s Terms of Reference:</b><br/>Robert Mansfield explained the remit of the Committee as defined by the Board in the terms of reference. There were very few matters, such as individual disciplinary cases, that were not within this remit. John Kirk said that the Committee did not consider issues relating to individual members of staff or concerns relating to individual learners or small groups, as</p> |        |

there were other channels through which these should be raised; otherwise matters concerning all aspects of College life could be considered.

Robert Mansfield said it was good practice for committees to review their terms of reference every year. He was indebted to Nicola Martin who had prepared a revised text (as in the paper before the meeting) to reflect recent contextual changes at the College.

***The meeting agreed the proposed changes and commended the revisions to the Board for ratification.***

**L/18/17 Item 5 – Issues of Current Interest or Concern:**

*Lunch Break*

Sarah Varghese said that for many students the lunch break of 45 minutes was proving too short to allow time to eat their meals after lengthy queuing to be served in the canteen. She proposed that the 15-minute intervals between lessons should be shortened to five minutes and the time saved added on to the lunch break. John Kirk said that previously it had been stated that five minutes was too short, especially for staff. Nicola Martin said that the timetable was organised to accommodate wider choices for students. 45 minutes seemed a relatively long time for a lunch break. John Kirk thought that the issue was perhaps rather that too much time was spent queuing. Shez Lodhi said that his own observations showed that the canteen was often not busy. Sarah Varghese agreed that the peak time was around 12.30 p.m. Anusha Banjade said that many students went out to Tesco or McDonalds during the 15 minute breaks between lessons, and were then late back for the following lesson. Nicola Martin said that these students needed to manage their time more professionally. James Bagley said that he would institute monitoring of the queues at peak times as a precursor to deciding what action should be taken. Aishwarya Tandel said there was insufficient space in the canteen for those who brought their own lunches.

**JB**

*Remote desktop logins*

Simran Gohil reported problems with the remote submission of homework. Many students were finding themselves timed out too quickly after logging in for this purpose. James Bagley said that in the first instance this should be reported to the IT Technicians. It appeared to be a problem particular to students, as staff had reported no difficulties of this kind. Shez Lodhi said he had been made aware of the problem; whenever it was reported to him, he asked what back-up action the student had taken. It was poor practice to rely upon a single channel of communication when difficulties were encountered. John Kirk agreed, and said such poor practice would not be acceptable in business. Those present confirmed that this was a widespread problem. Shez Lodhi said that Moodle offered an alternative route. Nicola Martin urged that teachers should pass this advice on to students.

**FR**

### *Water fountains*

Sarah Varghese reported concerns about the lack of access to water fountains, especially when the canteen was closed. Having one fountain in the female toilet area was unsatisfactory and insufficient. James Bagley said that the College was examining the feasibility of moving the fountain in the canteen area. Amrik Chomber asked whether water coolers could not be installed. Especially in summer access to water would be a major issue. James Bagley undertook to report back to the next meeting. John Kirk said the College recognised the importance of good hydration at all times.

**JB**

### *Mezzanine use*

Anusha Banjade said that the Learning Resource Centre was recognised as an area for quiet study, and was surely sufficient for this purpose. However students also needed space where discussion could take place. She suggested that some at least of the Mezzanine floor (Mezz) could be designated for such use. Nicola Martin said that the Mezz was primarily a space for working. Surely discussion could take place in the Street. James Bagley said that there was no objection to group work in the Mezz, provided that it was reasonably quiet. John Kirk asked whether tables in the canteen could be reserved for this purpose. Sarah Varghese said that the current layout of the furniture in the Street was not conducive to group discussions. Nicola Martin suggested that the Student Council take this on as a project. Representatives should talk to Tutor Groups and report back to Marcus Benjamin. Marcus Benjamin said that his understanding was that there was a desire for space that was less regulated. Nicola Martin said that consideration should also be given to the 'policing' of these areas, as staff would not necessarily be available for this purpose.

**Student  
Representatives**

### *Gym*

Sarah Varghese suggested that students who were already qualified should serve as part-time PE Supervisors, thereby extending the hours when the Gym could be used. Nicola Martin said that this was under discussion with Sam Keene. James Bagley advised that all such students needed not only to be qualified but also DBS cleared.

### *Trips and visits on courses*

Simran Gohil said that students had signed up for trips and then be unable to go because of poor communication. It was established that she was referring to a particular instance in the previous academic year. Nicola Martin said that the issue had been resolved in the previous year. Aishwarya Tandel registered a general plea for more course-related visits. This was generally supported. Nicola Martin said that 15 trips had already taken place in the current term, and many more were planned. Students should speak to their teachers or to her, if

they had suggestions or concerns. James Bagley said it was College policy to avoid trips during the first half-term unless they were essential. The reason was to enable staff and students to come to know each other and establish norms. Sarah Varghese acknowledged the value of this.

John Kirk congratulated student members on the professionalism of their presentations and contributions to the discussion. It was one of the best meetings of the Committee that he could recall.

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

The date and time of the next meeting were confirmed as Monday 21 January 2019 at 4.15 p.m.

**L/18/19 Item 6 – Any Other Business:**

James Bagley advised the meeting that OfSTED was to carry out a monitoring visit on Wednesday 28 November. He asked Student Representatives to spread the message and advise all students to bring their work folders to the College on that day.