



STUDENT AFFAIRS COMMITTEE

Minutes of Meeting on Monday 18 April 2016

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| Present: | John Turner (<i>Chair</i>) | Chair of Governors |
| | Mr A Abdi | Student Representative |
| | Mr K Amlani | Student Representative |
| | Ms A Arhipova | Student Representative |
| | 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 |
| | Mr H Solanki | Parent Governor |
| | Mr N Unadkat | Student Governor |
| | Ms E Ward | Student Executive Team Lead |
| In attendance: | Mr R Mansfield | Clerk |

| Ref. | | Action |
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| L/16/07 | <p>Item 1 – Apologies for Absence: There were no apologies for absence. The meeting was declared quorate. John Turner welcomed all present to the meeting.</p> | |
| L/16/08 | <p>Item 2 – Declaration of Interests in Agenda Items: There were no declarations of interest in agenda items.</p> | |
| L/16/09 | <p>Item 3 – Minutes of the Previous Meeting and Matters Arising: The minutes of the meeting on 3 March 2016 were accepted as an accurate record and were duly signed by John Turner. The actions listed in the minutes were then reviewed. Suzanne Overton-Edwards said that she would nominate Jade Walsh as the member of staff to meet the Student Executive Team to discuss the TV broadcasts on the Street. She and Liz Ward would make the necessary arrangements very shortly. Suzanne Overton-Edwards reported that students had been informed about how to access on Sharepoint the names of staff members who were present and absent. Suzanne Overton-Edwards said that the DMU intern would set up a stall in the Street to advise students how to access their emails via their mobile phones at 12.30 p.m. on 21 April.</p> | SOE/EW |

Information had already been provided on *Moodle*. Suzanne Overton-Edwards said that she had spoken with Denise Wilson about the gender allocation of the toilets nearest to the canteen and had conducted a survey. The reason that the toilets in F Block and G Block were denominated as female was because the teaching staff and students in those blocks were predominantly female. Male toilets were available in D Block and H Block within reasonable walking distance of the canteen. There was no good reason to change the current arrangement.

Suzanne Overton-Edwards reported that there was no easy short term solution to enabling students to be informed early in the morning about work set by absent teachers. She felt that it was in any event better that students should come to College, where support was available. Nishil Unadkat said that the problem now was that students upon discovering that their teacher was absent would simply decide not to attend College. How then were they to access the work set for them? Sarah Gannon said that plenty of suitable work was listed on *Moodle*. Agnese Arhipova said that for this to be a satisfactory solution, students needed more experience of using *Moodle*. Suzanne Overton-Edwards said that it was for students to take a proactive approach and to be fully engaged with their learning programmes. Sarah Gannon recommended that more emphasis should be given to this issue during future inductions, especially for level 3 students. Suzanne Overton-Edwards concurred.

SOE

Nishil Unadkat regretted that he had been able to identify only two specific instances of rooms made unavailable to students wishing to study; these related to G Block on Thursdays between 12.00 and 13.00. Other problems were then suggested by other student representatives. Suzanne Overton-Edwards said that these matters should be addressed at a separate meeting and invited Nishil Unadkat to arrange to see her for this purpose.

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Suzanne Overton-Edwards said that after due consideration it had been decided to retain separate male and female Reflection Rooms as this was required by some faiths. The arrangement was not, as some might claim, a breach of equalities, but rather the reverse in that it treated the requirements of those of all faiths with equal respect. This had been the first year, after seven years at the current site, that the issue had been raised. Nishil Unadkat said that he supported this decision. However he saw the issues of concern as being to do with access and supervision. Liz Ward said that there was a lock on the door, but the room was not always locked. Suzanne Overton-Edwards said that it would be easy to arrange for the rooms to be kept locked. The key would then be issued to a named person, who would be responsible for signing the key out and returning it after use. The College did not have the resources to provide regular supervision. She then agreed that she would arrange for keys to be cut as required,

SOE

and for the procedure to be confirmed with staff and notified to students. This would be done as soon as possible.

L/16/10 Item 4 – Issues of Current Interest or Concern:

Study Areas

Aayush Pabari asked what action had been taken to alleviate the shortage of study areas reported at the previous meeting. Suzanne Overton-Edwards explained that the Learning Resource Centre was being reorganised. The Careers Officer had been relocated and action was in hand to provide ten extra desks and chairs. She would also ask staff who had empty rooms to allow students to use them for private study, on the strict condition that the students were quiet and well-behaved.

Suzanne Overton-Edwards advised the meeting that a feasibility study into the creation of a mezzanine floor above the canteen area was well advanced. If the study proved favourable, and provided Board approval was forthcoming, the College would create this additional study space. There was limited scope to release Room A102, and this room would become less available once examinations started. Suzanne Overton-Edwards said that she was willing to allow students to work in the canteen area. Students working there would require laptops. However she noted that student noise in the canteen had in the past interrupted work in G Block, and said that such noise would not be tolerated in future. Nishil Unadkat asked if the canteen area could be kept open after 2.00 p.m. Suzanne Overton-Edwards said that, on reflection, the study area should be at the far end of the canteen, away from G Block.

She also advised the meeting that Patsy Hamer had kindly agreed to keep the LRC open until 18.00 on one, or possibly two, afternoons each week. Nishil Unadkat said that Patsy Hamer had also undertaken to provide additional study space when the LRC was full. Suzanne Overton-Edwards said that this offer had referred to Room A102, just discussed. She was willing to look again at this issue, though the additional space provided might not be readily supervised. Nishil Unadkat stressed that a substantial release of space was needed urgently. Gayatri Mistry urged that useful space in F Block should be made available. Suzanne Overton-Edwards advised John Turner that she hoped to commence the trial of allowing the use of space in the canteen later in the week. She would advise all students and staff of the details.

Revision Sessions

Gayatri Mistry expressed her appreciation of the excellent revision sessions she had attended during the recent holidays. However the LRC had not been open after the first week of the holidays. Suzanne Overton-Edwards said that the College kept tight control of its resources, and staff needed a break. Nishil Unadkat said that by contrast there had been a shortage of revision sessions in some subjects, such as Science. Ravina

Shah said that in the previous year some advertised revision sessions had in fact been cancelled. Suzanne Overton-Edwards said these matters were best discussed with teachers and Programme Area Managers. She reminded students that many revision sessions were run by staff in their own time, as an act of goodwill.

Student Reflections on Experiences as Members of the Student Executive Team and the Student Affairs Committee

Kumal Amlani said that he had been impressed by the extent to which students had a say in the running of the College. He had found it useful to gain insights into the running of the College. Participation in the Student Executive Team (SET) and the Student Affairs Committee (SAC) had increased his confidence and his ability to express himself in meetings. Suzanne Overton-Edwards urged students to continue to develop these skills after leaving the College as they would prove very useful in later life.

Gayatri Mistry said that she had found the support provided in every respect amazing – by teachers, Progress Coaches, and the Special Needs team, who had been especially helpful with her university application. Agnese Arhipova too had found the Progress Coaches very approachable and understanding.

John Turner asked how often students told staff how they felt; everybody needed feedback. Suzanne Overton-Edwards said that everyone at the College wanted above all that students should succeed. Ravina Shah felt that the SET should recognise the Progress Coaches.

Nishil Unadkat wished to thank the Board and the SAC for their listening to students. He had really appreciated seeing recorded in the minutes how students had been able to apply their influence. John Turner said that students were the College's customers. The Board could be aware of students' views only to the extent that students expressed their views. He thanked all the student representatives for their participation. Suzanne Overton-Edwards said that the SET had proved particularly effective in the current year, quick to come together as a body, and team players who communicated with clarity. John Turner advised student representatives to include reference to this experience in their CVs.

Nishil Unadkat said that what differentiated the College was the quality of its support. He hoped that, whatever the future size of the College and whatever changes it faced, this feature would be sustained. Suzanne Overton-Edwards urged the students to keep in touch with the College as alumni, so that they might in future help it to progress and perhaps themselves support future generations.

L/16/11 Item 5 – Date and Time of Next Meeting:

No further meetings were scheduled in the current academic year.

L/16/12 | Item 6 – Any Other Business:

John Turner closed the meeting by wishing the students success in their examinations and in their lives to come. Gayatri Mistry thanked staff for all they had done.