



## STUDENT AFFAIRS COMMITTEE

### Minutes of Meeting on Monday 29 January 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 D Polowczyk	Student Representative
	Mr U Ragee	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>	Mr R Mansfield	Clerk

Ref.		Action
L/18/01	<p><b>Item 1 – Apologies for Absence:</b> There were no apologies for absence. The meeting was declared quorate.</p>	
L/18/02	<p><b>Item 2 – Declaration of Interests in Agenda Items:</b> There were no declarations of interest in agenda items.</p>	
L/18/03	<p><b>Item 3 – Minutes of the Previous Meeting and Matters Arising:</b> The minutes of the meeting on 27 November 2017 were accepted as an accurate record and were duly signed by John Kirk. Robert Mansfield said that there had been considerable interest in the matters raised by students when the minutes had been considered by the Board, and frustration that it had been impossible to explore these matters further in the absence of both Student Governors. He hoped that Student Governors would be present at future meetings of the Board. John Kirk confirmed that this was most important. The meeting then reviewed the matters arising from the minutes. Nicola Martin reported that she had spoken to Hamid Ravat about the missing items of computer equipment in the Mezzanine study area. He had explained that the College had</p>	

a rolling plan for the replacement of IT equipment, which normally took place over the summer holidays. Students were expected to use and not to abuse this equipment. There was no budget for replacement in-year. Student Representatives were asked to make this clear to their Tutor Groups. Harshad Solanki sought assurances that there was a budget for minor repairs. Nicola Martin confirmed this but said that the College was faced with a continuing pattern of damage caused by students.

Student  
Repres-  
entatives

Shivam Vadher said that he had not provided to Nicola Martin the further information requested. He was urged to do so. Nicola Martin explained the action taken to communicate the College's decision to install CCTV at sensitive locations including the Reflection Rooms and asked whether this had been effective. Umar Farouq Ragee asked that an email should also be sent to every student. It was agreed that this would be done.

SV

The Student Executive Team (SET) had heard nothing from Midshire Catering in response to a list of suggestions. It was advised that the SET should invite the Canteen Manager to attend a meeting to discuss these.

NM

JR

**L/18/04 Item 4 – Issues of Current Interest or Concern:**

Jimmy Rana explained that the list of topics for discussion reflected the interests in particular of A level students.

*Study Leave*

Alishah Touseef said that students were hoping to be allowed one or two weeks of study leave. Mariam Ali said that in the previous year she had missed having a gap in which to revise for examinations. John Kirk accepted that the College appeared not to have a consistent approach. Nicola Martin said that the mixed curriculum provided made it difficult to operate a common approach across the College. This was a broad question that required consideration by the Executive Team, including Frances Rippin. James Bagley said the matter needed discussion with a wider group of students as it was necessary to consider the impacts on students across the full range of study programmes. Mariam Ali said that an early response would be helpful. Nicola Martin asked Jimmy Rana to open his next meeting to all student representatives so that views from all tutorial groups could be heard. Harshad Solanki said that all students needed to be able to access the support available in College and that he was unconvinced that study leave worked well for all students. Mariam Ali felt that this should be a matter of individual choice.

JR

*Marking and Feedback*

Alishah Touseef described personal problems that she was experiencing as a result of delays in marking and feedback. After three weeks feedback was of little value. Sarah Gannon said that teaching staff were well aware that the College's

policy was a ten-day maximum for turning round marked work. Umar Farouq Ragee said that ten days was too long. Sarah Gannon said ten days was the maximum and would be difficult to reduce for large cohorts. Nicola Martin said that such difficulties should in the first instance be referred to tutors. Alishah Touseef said that she had done this and had been disappointed to be referred back to the teacher. Nicola Martin said that information from a larger sample of students was needed and asked this should be obtained from tutorials. Alishah Touseef replied that not many students attended tutorials and suggested that a survey be undertaken. Sarah Gannon said that students ought to attend tutorials. James Bagley reminded the meeting that the College had procedures for complaints and provided support via the Schools. He asked Jimmy Rana to take rapid action to determine the extent of the issues raised. Jimmy Rana said that clearer information was needed. Alishah Touseef said that the feedback she received was 'useless'. It was provided during lessons, thereby also wasting learning time. Nicola Martin and James Bagley stressed that for effective action to be instituted a clear picture was needed. Jane Oludairo said that she was still unable to obtain her mock examination results. Sarah Gannon said that feedback on these might well have been delayed by action, as required by OfSTED, to standardise results so that feedback to students was accurate. Alishah Touseef said it had been apparent that teachers had put in extra effort during the inspection and said students would like to see this sustained at all times.

JR

#### *Enrichments*

Nicola Martin reported that it was probable that the College would set a policy of offering available enrichments to all those who requested them, provided they were relevant to their courses or were sports-related. These opportunities would be limited to what was deemed meaningful. It was likely that after the next Student Review Board academic workshops would be extended in order to improve pass rates. Jimmy Rana cautioned that failure to attend enrichments would have a negative impact on attendance records. Alishah Touseef said that she believed the benefit of enrichments was to provide a break from study.

#### *Notification of Lesson Cancellations*

Earlier notification of lesson cancellations was requested by students. Ideally 24 hours' notice should be given. Sarah Gannon said that this was impossible if cancellations arose from the onset of illness. John Kirk sympathised with the frustration felt by students who arrived at College, sometimes after long journeys, to find their lessons cancelled. Sarah Gannon said that students were supposed to see their work posted on the classroom door and then to find private study space in which to complete it. Umar Farouq Ragee said that

the College should employ' back-up teachers'. John Kirk said that it was impractical and unaffordable to engage agency cover for short illnesses. Umar Farouq Ragee asked why work could not be posted on Moodle. Harshad Solanki asked whether the College checked that students had turned up in such circumstances and then stayed on to do their work. James Bagley agreed that further use of Moodle should be explored. Umar Farouq Ragee suggested that work might also be submitted on Moodle. Nicola Martin agreed to report back on these suggestions.

**NM**

#### *Quality of Lesson Preparation*

Jimmy Rana said that the view that lesson preparation was poor was widespread among students. Umar Farouq Ragee said the problem was not universal. Dawid Polowczyk said his own experience was patchy. It was agreed that this matter should be referred to Frances Rippin. James Bagley said that the results of a recent student survey were about to be shared with Heads of Department and teachers. This would be completed within the current half term. Alishah Touseef urged that Heads of Department should not also be teachers as they seemed to teach less well.

**NM**

#### *Trips*

Mariam Ali said that every course should include an outing and that she believed access to some outings had been unduly restricted. Umar Farouq Ragee suggested that trips could be used as incentives to encourage students to meet targets. It was noted that end-of-year trips had been used in this way in the previous year. Nicola Martin said the College had given priority in the current year to classroom teaching and learning and to ensuring courses were meaningful. The College's capacity to provide trips was increasing as teaching learning and assessment improved. Mariam Ali said that if lessons were better prepared there would be more time for trips. James Bagley said that more trips were now being planned. Mariam Ali said that trips had the power to inspire. Jimmy Rana said that the College would listen to ideas from students for trips that were truly relevant and would raise interest in courses. Nicola Martin said that she would take this item back to Frances Rippin for further action. Simran Gohil complained that she had submitted her name for a trip and had never received a response. (It was unclear whether the trip had in fact taken place.) Mariam Ali urged that trips should raise aspirations.

**NM**

#### *Other*

Umar Farouq Ragee said that many students were still professing 'not to know what was going on' in the College. He wanted to know of progress regarding his previous suggestion to make fuller use of the television screens. Nicola Martin said that whatever efforts the College made, there seemed always

to be many students who failed to pick up the message or who had selective hearing. Ozlinah Moyo suggested a College newspaper. James Bagley said he would welcome considered suggestions for improving communications with students.

**L/18/05 Item 5 – Date and Time of Next Meeting:**

The date and time of the next meeting were confirmed as Monday 19 March 2018 at 4.15 p.m. at the College.

**L/18/06 Item 6 – Any Other Business:**

There was no other business. John Kirk thanked all present for their contributions.