

HAVERING SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE STUDENT COMMITTEE

held on Wednesday, 19th October 2016 at 4.50 p.m.

Present:	Marion Adamson, Deborah Egundebi, Sam Gould, Sigourney Hove, David Humber, Nicola Lawrence, Brian Martin,																
Apologies Received:	Anita Sharma, Paul Wakeling																
Quoracy and Attendance:	Meeting quorate. 7 out of 9 Members present (78%)																
In attendance:	<table> <tr> <td>Sapphire Ogunbadego</td> <td>Student</td> </tr> <tr> <td>Alice Sellar</td> <td>Student</td> </tr> <tr> <td>Adita Varavina-Grover</td> <td>Student</td> </tr> <tr> <td>Paul Nutter</td> <td>Deputy Principal</td> </tr> <tr> <td>Ian Budge</td> <td>Associate Principal, Learner Resource, Culture and Behaviour</td> </tr> <tr> <td>Julie Warner</td> <td>Assistant Principal, Teaching and Learning</td> </tr> <tr> <td>Claire Hackett</td> <td>Learning Plus Officer</td> </tr> <tr> <td>Cathy Horne</td> <td>Clerk</td> </tr> </table>	Sapphire Ogunbadego	Student	Alice Sellar	Student	Adita Varavina-Grover	Student	Paul Nutter	Deputy Principal	Ian Budge	Associate Principal, Learner Resource, Culture and Behaviour	Julie Warner	Assistant Principal, Teaching and Learning	Claire Hackett	Learning Plus Officer	Cathy Horne	Clerk
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In the Chair:	Nicola Lawrence																

<i>Nicola Lawrence introduced herself as the new Chair of the Student Committee and welcomed everyone to the meeting. Those present then introduced themselves.</i>		
SC/16/10	Declarations of Interest There were no declarations of interest.	
SC/16/11	Minutes of the meeting held on 9th March 2016 <i>Paper: Minutes of the Student Committee held on 9th March 2016</i> The minutes were approved.	
SC/16/12	Matters Arising <u>SC/16/03 – Matters Arising – Report on Smoking</u> – responding to a Members question, the Deputy Principal confirmed that the possibility of a smoking shelter had been explored but that there had been problems with the insurance company due to the risk of fire. In addition, as the majority of students were under 18 and it was illegal for them to buy cigarettes, the College owed the students a duty of care and therefore this option was no longer being explored. <u>SC/16/04 – Progress against the Action Plan</u> – a Member asked what actions had taken place and was advised that there was a sub-group of the College Council looking at catering and that the catering contract was due for renewal and would therefore be looked at in more detail. <u>SC/16/04 – Progress against the Action Plan</u> – responding to a Members question about all-weather bike storage, the Associate Principal, Learner Resource, Culture and Behaviour, explained that he was exploring the options with Tfl to see if there was any funding available. <u>SC/16/07 – College Union Report</u> – The Deputy Principal confirmed that a 3D virtual tour was now available on the College website.	IAB
SC/16/13	College Council Report Introducing the College Council report, Sigourney Hove explained that 156 students had completed the loop survey in 2016 and that this, along with additional student feedback and learner voice collected throughout the year, would form the basis of the College Council main business for 2016-17. She added that the College Council were looking to improve representation and student representative meetings, review the Union	

	<p>Constitution, improve College reputation in the community and generally improve communication. Members were informed that some of the issues arising from the Loop survey included study spaces including those with PC access, laptop improvements which were now taking place, more stable Wi-Fi and more resources for Art and Media students. She added that it was important for students to see that their feedback led to improvements and that communication was critical.</p> <p>Referring to the Careers, Universities and Business Enterprise Group, Alice Sellar informed Members that the Council were working on more tailored employability support, transferrable skills, employment skills for those not going to university, increasing the number of students using CUBE, establishing links with local businesses, more work experience, assistance with apprenticeships and better communication.</p> <p>Adita Varavina-Grover explained that the NUS and Events Group was involved with a range of charity events and the sale of NUS cards. She explained that a plan of events throughout the year would be produced and all students encouraged to get involved. Events included 'Stand up to cancer', Fresher's Faye and society showcase and RAG week.</p> <p>The Societies, Clubs and Enrichments sub group and the College Services sub group were reported on by Deborah Egundebi who informed Members that ideally all students would be on an enrichment programme and that learner voice was being sought on what students wanted. Better management of societies and clubs was also being looked at as well as society leaders and sports captains being more proactively involved. The College Services Group was considering improving the look of smoking areas, issues with littering, recycling and green issues in College, maps and better signage, anti-social behaviour and catering. She added that the Group was aiming to improve the reputation of the College and had discussed the issues with Executive.</p>	
<p>5.05 pm Marion Adamson joined the meeting</p>		
	<p>The Assistant Principal, Teaching and Learning, commented that there was not yet full representation from the Coaching Groups and was informed by the Learning Plus Officer that there were approximately 150 student representatives. The College Council would be visiting Coaching Groups who did not have a representative to try to encourage them to come forward. She added that Loop would also be promoted through Coaching Groups.</p> <p>The Associate Principal explained that the College Union was the student body itself and the College Council was made up of 4 elected and paid officers plus 33 nominated representatives who sat on various working groups. The four elected officers attended Executive on a rota basis and were also present at Student Committee. He informed Members that there had been fewer responses to the Loop survey in 2016 than the previous year but that the areas raised would be looked at in the sub groups. He explained that Loop trained the 37 members of the College Council who then trained the coaching representatives who would encourage their own coaching groups to complete the survey. A Member commented that not all students were aware of Loop and that it was important to ensure a consistent message. The Associate Principal and the Learning Plus Officer confirmed that a consistent message would go out after half term. Responding to a question, the Learning Plus Officer confirmed that there were still a few roles to fill on the Council and that it would be reviewed in November.</p> <p>Members were informed that, in the light of anti-Semitic comments made by one of the leaders of the NUS, the College planned to hold a referendum to decide whether it wished to remain affiliated. The results of this would be reported to the Committee at its next meeting.</p> <p>Referring to the College Union Constitution, a Member commented that it would be helpful for students to have a short mission and values document to help them understand their role. This idea was welcomed and the Learning Plus Officer commented that the current Constitution was approximately 10 pages and did not fit entirely with the NUS requirements. The Associate Principal added that the Constitution would not be reviewed until after the referendum on whether to remain affiliated with the NUS.</p> <p>The Committee RECEIVED the report.</p>	<p>IAB</p>

<p>SC/16/14</p>	<p>End of Year Survey from 2016 Leavers <i>Tabled Paper: End of year Student Survey 2016</i></p> <p>The Associate Principal, Learner Resource, Culture and Behaviour, tabled the end of year student survey explaining that it had been completed early in the autumn term rather than June. Of the 1100 upper sixth students there had been 398 responses, a 36% response rate or one third of the upper sixth. He commented that some of the responses, such as those around Careers and applying to university, should be viewed with caution as students at this stage had little exposure to the Careers Service.</p> <p>Some of the strengths highlighted in the survey included 'College staff are friendly and helpful' and 'I feel I am on the right course'. The number of students who would recommend the College had increased. Areas with the least satisfaction included 'Teachers use a variety of teaching and learning methods' and 'the College offers a good enrichment programme'. Again, the Associate Principal urged caution as the survey had been completed so early in the term. 'I am learning in a safe environment' had declined and Members were advised that this may be due to a particular incident which would be referred to under item 7. He added that better communication was required to ensure students were aware of the facilities and opportunities available to them and also to avoid rumours spreading via social media. 80% of students said that they enjoyed coming to the College which, compared externally against similar sixth forms surveyed by QDP, was the greatest strength.</p> <p>Areas of the survey which the College Council would focus on was the variety of Teaching and Learning; enrichment; and creating a safe environment. Further analysis of the results would be undertaken and the survey would be carried out in the summer term in 2017.</p> <p>Members were informed that there had been no analysis of SEN students but that the Care Manager had joined the Havering Pupil Voice Group. The Executive would be considering a variety of methods, including non-traditional, of obtaining learner voice feedback.</p> <p>A Member commented that the external benchmark referred to on the third page did not appear to be accurate as it referred to 71,562 learners from 14 sixth forms. He commented that surveys within a Faculty often had a better response rate.</p> <p>The Deputy Principal commented that it was important to avoid survey fatigue adding that responses could vary depending on a range of factors. Referring to the Loop survey he commented that it was qualitative not quantitative but that it did allow more information to be drawn out in the comments. In response to a Members question regarding themes, the Associate Principal explained that there was a wide range but that catering and free time appeared frequently. He added that there had been a number of comments both good and bad about specific courses and teachers and that these were fed back via the Faculty Leaders. The Member commented that it was difficult to interpret the information to determine whether it was good or not, particularly where there was no benchmark. The Associate Principal explained that the distance travelled column showed the change from the previous year. Responding to a Members question about an action plan, the Associate Principal explained that the three areas that the College Council were focusing on would form the basis of the action plan which would be brought back to the Committee.</p> <p>A Student Governor commented that feedback techniques would be considered by the College Council with the aim of encouraging a feedback culture amongst students.</p> <p>The Committee RECEIVED the report.</p>	<p>IAB</p>
<p>SC/16/15</p>	<p>Annual Report on any Serious Disciplinary Cases involving Students <i>Paper: Annual Report on Serious Disciplinary Cases</i></p> <p>Drawing Members attention to page one of his report, the Associate Principal, Learner Resource, Culture and Behaviour, explained that the first two major cases had taken place on site whilst the remainder were off site. Members were informed that incidents of this nature were extremely unusual. He commented that the presence of the Police undertaking arrests or collecting victim statements was disconcerting for students and staff who were not aware that the incident had often occurred off site. He pointed out that the first major incident had almost definitely contributed to the rise in students saying they did</p>	

	<p>not feel safe in College as it had occurred in a busy area which had then been sealed off as a scene of crime. The Deputy Principal commented that the incident had been reported in the paper although coverage had been limited. He added that there had been a limited opportunity for the College to say anything about the incident which had resulted in rumours spreading amongst students, staff and the local community. Responding to a question from a Governor, the Associate Principal explained that the student had been arrested and immediately suspended. He had then withdrawn from the College. The incident had been recorded on camera and there were several witnesses. Support for the victim and her friends had been put in place immediately. The Deputy Principal explained that there had been emailed communication to all staff and students the following day but that the College had been limited in what it could say due to the police involvement. He added that, on reflection, it would have been better to have closed off the incident with a final communication once all the procedures had been followed. The Associate Principal added that the College took advice from the Metropolitan Police Press Office and needed to be particularly careful what was said as it could potentially prejudice the case.</p> <p>The Associate Principal explained that the information sharing agreement was helpful in that more information was known about students even before they started at the College but that it had resulted in more actions. Along with a shift in the structure and Faculty Leader responsibilities there had been an increase in the number of suspensions. However, referring to the table on page 2 of the report, the Associate Principal explained that the number of suspensions also included students being sent home to 'cool off'.</p> <p>The Deputy Principal informed Members that the Student Disciplinary Policy had been reviewed and now allowed for much firmer action if a student brought the College into disrepute.</p> <p>Referring to the table, the Associate Principal reported that there was a disproportionate number of BME students involved in incidents (81% in 2015-16 compared to 73% in 2014-15) which would be investigated. Similarly the number of female students involved in incidents had increased to 38% and would be investigated. He added that work would be undertaken with students and staff as well as liaison with the London 6th form Colleges Partnership to explore reasons including cultural differences. Responding to a Governors question, the Associate Principal confirmed that the number of incidents involving students was significantly lower than at other similar providers.</p> <p>Responding to a Governors question regarding the community meetings referred to in the report, the Associate Principal explained that local residents and businesses were invited into the College to discuss areas of concern. One example of improvements made following a meeting was to increase the number of litter bins between the shops and the College and a change to the cleaning contract.</p>	
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6.05 pm Paul Nutter left the meeting

	<p>Members were advised that the information sharing agreement with the Metropolitan Police, and in conjunction with the Safer Schools Police Officer, had begun in 2014. Responding to a question regarding the time between an offence being reported and suspension taking place, the Associate Principal gave an example of a case involving possession of cannabis. The complaint was received at 3.15 pm, the student was searched at 3.30 pm and suspended at 3.40 pm. He explained that any student suspended from College had their ID cancelled resulting in them having to present themselves to the Security team on their re-entry to the College.</p> <p>The Learning Plus Officer commented that the information sharing agreement should make students feel safer but that they may not know of its existence. A Student Governor said that she welcomed the use of the disciplinary panels and the agreement but was not aware that measures were being taken. She commented that a culture should be created whereby if a student didn't feel safe they could inform someone immediately rather than waiting for a survey. She added that it was important to promote the good things taking place in the College through social media. The Assistant Principal supported this view, commenting that even reporting on the bad could be turned into a positive story by emphasising how few incidents took place. The Associate Principal informed the meeting that student feedback to Executive had been taken on board with the Principal</p>	
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	<p>sending immediate communication about students being asked to leave College as well as congratulating those with good attendance. The Assistant Principal commented that the focus in 2015-16 had been on making the College a safe place to be and that more work would be put into communication in the current year.</p> <p>The Committee RECEIVED the report.</p>	
SC/16/16	<p>Annual Report on Students with Additional Learning or Personal Support <i>Paper: Annual Report on Students with Additional Learning or Personal Support Needs</i></p> <p>Introducing his paper, the Associate Principal, Learner Resource, Culture and Behaviour, informed the meeting that the number of students declaring a specific need prior to entry was 313 in 2015-16 compared to 308 in the previous year. He explained Educational Healthcare Plans and pointed out the difficulties with students arriving in September who had not declared any need prior to enrolment.</p> <p>Referring to the Care team, he informed Members that more students than ever had been supported. A new room providing a quiet space for study had been provided this year and the service was now more coherent having been brought back together in one area following a trial where the space had been split. A range of issues were dealt with and the team offered a safe, non-judgemental space for vulnerable students to obtain support or take advantage of the specialist service.</p> <p>Members were informed that 108 students had made use of the College counselling service, up from 65 in the previous year. The current service involved 6 counsellors offering 30 hours in total per week. Students using the service received 12 weeks of counselling. The Associate Principal commented that several colleges no longer offered a counselling service but that the College were keen to continue supporting students in this way. However there was a cost analysis being undertaken due to the high costs involved. Members were informed that there had been a rise in the number of students with mental health issues and that the College had a Mental Health Officer. The Learning Plus Officer commented that the College Council had a Mental Health and Well Being representative.</p> <p>Referring to the action points for 2016-17, the Associate Principal informed Members that it was intended to rebrand 'Care' to more accurately reflect the work carried out. He explained that funding for EHCP and ALS was a priority for the year and had not been claimed previously despite the sizeable sums which were available. Responding to questioning, the Associate Principal confirmed that the funding for EHCP would be claimed from the London Borough of Havering who would reclaim it from the Education Funding Agency. He added that the student owned the EHCP but that the College had the mechanism to be able to obtain the funding.</p> <p>Responding to a question about counselling, the Learning Plus Officer informed Members that the current NHS waiting list was 6 months. The Associate Principal added that the College were aiming to increase the number of hours provided without increasing the costs and that the College Accountant was looking into a cost analysis. The impact on students would also be analysed to determine whether counselling helped them to remain in College, attend more regularly, complete courses or achieve higher grades. A Member suggested seeking support from charities such as MIND. The Learning Plus Officer added that work on mindfulness would also be considered and developed at a later stage.</p> <p>A Member commented on the very small number of students declaring a learning difficulty such as dyslexia. He was informed that many students did not declare this type of need on entry but that there was a member of staff who carried out dyslexia assessments where a need was identified after the student had started. Responding to a question as to whether staff had been trained to identify learning difficulties, the Assistant Principal, Teaching and Learning, commented that a workshop had been offered as part of a training day but confirmed that not all staff had received any training in this area.</p> <p>The Committee RECEIVED the report.</p>	
SC/16/17	<p>Evaluation of Meeting</p> <p>Members were asked to complete the evaluation forms individually and return them to the Clerk at the end of the meeting.</p>	

SC/16/18	Date of Next Meeting Tuesday 29 th November 2016 at 4.45 pm	
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The meeting ended at 6.35 p.m.

Chair _____

Date _____

CLH 21st October 2016