

HAVERING SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE STUDENT COMMITTEE held on Thursday, 9th February 2017 at 4.45 p.m.

Present: Marion Adamson, Sam Gould, David Humber, Brian Martin, Anita Sharma, Paul Wakeling

Apologies Received: Deborah Egundebi, Sigourney Hove, Nicola Lawrence

Quoracy and Attendance: Meeting quorate. 6 out of 9 Members present (67%)

In attendance:

Alice Sellar	Student
Liam Thomas	Student
Adita Varavina-Grover	Student
Atul Vadher	Governor
Paul Nutter	Deputy Principal
Ian Budge	Associate Principal, Learner Resource, Culture and Behaviour
Julie Warner	Assistant Principal, Teaching and Learning
Claire Hackett	Student Liaison Officer
Cathy Horne	Clerk

In the Chair: David Humber

SC/17/01	Declarations of Interest There were no declarations of interest.	
SC/17/02	Minutes of the meeting held on 29th November 2016 <i>Paper: Minutes of the Student Committee held on 29th November 2016</i> The minutes were approved.	
SC/17/03	Matters Arising There were no matters arising.	
SC/17/04	College Union Report <i>Tabled Paper: Learning Plus Overview of College Council Activities and Targets</i> The Student Liaison Officer introduced the report, explaining that the Teaching and Learning Sub Group had met with the Assistant Principal, Teaching and Learning. A dossier of feedback had been compiled, enabling the group to monitor progress on actions throughout the year, and would be used with senior management and in conjunction with the LOOP responses. The Group were focussing on stretch, challenge and communication. The Associate Principal, Learner Resources, Culture and Behaviour, suggested that the new laptops would be available for students to borrow from the IT Helpdesk in Newcourt. Reporting from the Life After College Sub-Group, Alice Sellar informed Members that an employability / apprenticeship event had been organised by the Cube and had taken place the previous day. An evening meeting had attracted 400 parents and included a presentation by EY as well as Prospects. The Principal commented that feedback from the presenters had been very good and the event had demonstrated real engagement and identified routes into work for good Level 3 students. Responding to a question from a Member, the Student Liaison Officer explained that the day had included employability workshops such as CV writing and interview skills. Responding to a question from a Member, the Associate Principal explained that the apprenticeships were mainly in business and finance but that other events were put on specifically for certain areas, such as Health and Social Care. Former students were also asked to provide help and support where appropriate. He added that the CUBE produced a regular apprenticeships bulletin which included details of suitable apprenticeships and directed students to the	

	<p>appropriate websites to find more information and apply. The Member suggested approaching professional bodies as well as employers. The Chair questioned what support students were given following an event such as this and was informed that written individualised feedback from the employers was given to Coaches who would then discuss this with the students.</p> <p>Members were informed that the Teaching and Learning Sub-Group would be trying to increase the number of responses to the LOOP survey, with the aim of achieving 500 responses. Processes other than surveys for obtaining student voice were also being considered.</p> <p>Reporting from the College Services Sub-Group, the Student Liaison Officer explained that the group were trying to define their roles more clearly to put in place a rep for each of the central services areas who would work with their staff equivalent. Members were informed that a social action project involving the local community would be taking place. Responding to questioning from the Chair, the Associate Principal explained that the neighbours were not surveyed but that there was continuous open dialogue. Community meetings were hosted by the College which brought together the police, the London Borough of Havering and other external agencies. As a result of these meetings there were now 14 bins between the local shop and the College entrance and the cleaning contract had been revised to include the frontage. The Deputy Principal added that neighbours were invited to College open days and other events such as the Christmas concert.</p> <p>The Principal expressed his thanks to the students for the work they had put into RAG week. Adita Varavina-Grover, reporting on behalf of the College Events and Community sub group, informed Members that RAG week in December had raised £840 compared to £120 in the previous year. The Associate Principal explained that the international charity supported by the College was Educaid, who built schools in Sierra Leone. There would be a student nomination process to determine the local and national charities for the following two years. The current charities were Cancer Research UK and St Francis Hospice.</p> <p>The Student Liaison Officer informed Members that Shakira Martin from the NUS had asked to come to the College on 13th March which was, unfortunately, during mock week. The Principal commented that the visit was important as the College was one of only a handful of sixth form colleges associated with the NUS. The Associate Principal, Learner Resource, Culture and Behaviour added that students unable to attend due to mocks could ask questions in advance which could be put to her at the meeting.</p> <p>The Committee RECEIVED the report.</p>	
<p>SC/17/05</p>	<p>Report on Survey Responses and progress against the Action Plan <i>Tabled Paper: Counselling Service - Update</i></p> <p>Referring to his paper, the Associate Principal, Learner Resource, Culture and Behaviour, explained that there had been a 41% response rate to the December 2016 survey which was disappointing, although higher than the previous survey which had resulted in a response rate of around 30%. Key strengths identified through the survey were:</p> <ul style="list-style-type: none"> • 85% agreed that the College promoted mutual respect and tolerance • 82% would recommend the College to a friend • 80% agreed that the teaching on their course was good <p>Areas to develop were identified as:</p> <ul style="list-style-type: none"> • 73% agreed that the College supported personal development • 70% agreed that 1:1 reviews with their coach were helpful • Responses for some subjects indicated a need to improve teaching and feedback. <p>A follow-up survey would take place in March. The survey had been shortened and there were now 13 questions which included coaching, British Values and Teaching and</p>	

Learning. The College were limiting the number of surveys sent to students to try to avoid 'survey fatigue'. In response to questioning from a Member, the Associate Principal explained that the survey had been completed through the Coaching Groups. The Assistant Principal commented that Faculty Leaders were beginning to use the survey responses more and were keen to encourage a higher response rate. The survey could be completed on a mobile although most teachers and Coaches had access to IT rooms where the survey could be completed. The Associate Principal confirmed that, where external benchmarking data existed, it was being used. Members were advised that there were some nuances in and around the Faculties which did not reflect in the raw data. The Action Plan was in place and the areas to develop formed part of the Learning Plus and College Union action plan.

Referring to the graphs on page 2 of the report, the Principal commented that the College had three Faculties with a self-assessed grade 3 'Requiring Improvement' and three Faculties who had self-assessed as a grade 2 'Good'. He added that within this there were nuances including the fact that one of the Faculties which had self-assessed as Requiring Improvement was, in fact, the most improved Faculty in the College but that it contained some large courses with particular problems. The other Faculty which 'Required Improvement' had a significant number of BTEC courses and some performance management issues, partly due to teachers moving from A level to BTEC. However, within this Faculty was one of the best performing courses in the College.

The Associate Principal, referring to the Leadership Actions on page 3, explained that there had been a number of successes and positive comments which had been shared with the appropriate staff. Members were informed that the Staff Appraisal Review day was being held on 10th February and Faculty Leaders would be using this to drill down course by course and to set clear targets for staff. The focus for the day would be on improvements in student outcomes.

Members were informed that, whilst only 73% of students had agreed that the College supported personal development, progression to positive destinations was excellent. A student suggested that some students may not have been clear about what the question meant and not related it to the CUBE. The Associate Principal explained that the Apprenticeship Bulletin and other publications produced by the CUBE included lots of information about careers and HE but that maybe not all students, particularly those in the lower 6th, were fully aware of the service offered.

Commenting on the number of emails being sent to students, the Student Liaison Officer explained that the College Union were looking at the use of social media to try to decrease the number of emails being sent and to put messages across in a different way. The Assistant Principal commented that the Teaching and Learning Sub-Group were considering this and the Associate Principal added that an email strategy, including who could send emails to students, was being looked at. A Staff Governor commented that there were other methods of communicating including the use of the message boards and the website. Members were informed that students were able to access College emails on their phones with support available to help set this up. However, this was not an enforced policy. Members suggested teaching students how to manage their emails, enhancing the College Charter to include a requirement to check and read College emails regularly, and considering the use of an emoji where a particular action was required or prize to be won.

Referring to Coaching, the Associate Principal explained that learning walks were taking place to identify what the Vocational Faculty were doing to make students feel most supported compared to the other Faculties. The results would then be analysed and shared by the Progress and Inclusion Faculty Leaders Team. Focus Groups of students would also take place to identify what students wanted from their Coach.

Responding to a question from a Member regarding student safety when travelling to and from College, the Associate Principal confirmed that representatives from the District Line had been into the College and would also be attending the HE day. He reminded Members that the College had an information sharing agreement with the Police and added that communication with the British Transport Police was via this arrangement. A

	<p>Member suggested providing attack alarms to students to help them feel safer and was informed that the College had some which had been provided by the British Transport Police and would be distributed. Responding to a question about the planned self-defence classes, the Student Liaison Officer explained that a four-week mini enrichment had been arranged to address concerns from students in the safety survey, adding that the timing of the survey was likely to have had an impact on the responses. The Member added that self-defence was also a useful form of stress relief.</p> <p>As there was no Student Committee in the summer term, the Associate Principal confirmed that the results of the March survey would be brought to the autumn term meeting and Members were reminded that the Principal's report to the Corporation would contain an interim report.</p> <p>The Committee RECEIVED the report.</p>	
SC/17/06	<p>Review of Committee Terms of Reference <i>Paper: Current Terms of Reference of the Student Committee</i></p> <p>The Clerk reminded Members that all Committees were tasked with reviewing their own terms of reference in the summer term but that as the Student Committee had no further meetings planned during the academic year, they were being asked to review them now. She reminded Members that the Student Committee had agreed to meet twice in the autumn term and once in the spring term, with no meeting in the summer due to the students' exam commitments. There were no proposed changes to the terms of reference.</p> <p>RECOMMENDATION: The Corporation should APPROVE the terms of reference for the Student Committee for a further year.</p>	
SC/17/07	<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/17/08	<p>Date of Next Meeting</p> <p>Autumn term 2017 – date to be arranged.</p>	
<p>The Chair thanked the students for their attendance and contribution throughout the year and wished them well in their exams and future careers.</p>		

The meeting ended at 5.45 p.m.

Chair _____

Date _____

CLH 13th February 2017