

HAVERING SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE STUDENT COMMITTEE held on Thursday, 19th October 2017 at 5.00 p.m.

Present: Marion Adamson, Sam Gould, Brian Martin, Anita Sharma, Ridima Thapa, Paul Wakeling

Apologies Received: David Humber, Charlie Innes, Nicola Lawrence

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

In attendance: Paul Nutter Deputy Principal
Ian Budge Assistant Principal, Learner Resource, Culture and Behaviour
Julie Warner Assistant Principal, Teaching and Learning
Cathy Horne Clerk

In the Chair: Sam Gould

SC/17/09	<p>Declarations of Interest There were no declarations of interest.</p>	
SC/17/10	<p>Minutes of the meeting held on 9th February 2017 <i>Paper: Minutes of the Student Committee held on 9th February 2017</i></p> <p>The minutes were approved.</p>	
SC/17/11	<p>Matters Arising</p> <p><u>SC/17/04 College Union Report – Student Survey Results</u> – the Assistant Principal, Learner Resource, Culture and Behaviour, explained that the results from the March survey would be brought to the November meeting of the Committee. Referring to the minutes which stated 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, the Chair asked if this had been achieved. The Assistant Principal explained that the number had increased to approximately 300 and further work would be carried out this year to improve the response rate further. He explained that the Coaching system would also be used to gain feedback and encourage completion of surveys.</p> <p>The Principal informed Members that, as part of the three-day workshop held in July, a panel of students had been questioned by staff about their experiences of being a student at the College. The feedback had then fed into future planning.</p> <p>The Chair asked whether the NUS visit had taken place. The Assistant Principal and the Student Governor explained that this had been at the request of a different student cohort and that work carried out so far suggested that it would be helpful to reconsider the student constitution to reflect the flat structure preferred by the students. The College was currently still affiliated to the NUS but he added that they preferred a formal structure with a President and Vice-President.</p>	
SC/17/12	<p>College Union Report</p> <p>The Student Governor informed Members that the College Union had gathered feedback during the summer which had shown that students would like more interactive teaching. Comments had also been made about the requirement from some subject areas that students buy their own books and other resources. Students suggested that they be able to sell these back afterwards and therefore buy second hand. The Principal commented that a significant amount of work had been carried out on teaching and learning during the previous year with student feedback key to this. The Assistant Principal, Teaching and Learning, added that it would be helpful to hear from students whether the focus on stretch and challenge, differentiation, interactive learning and setting of homework had been noticed by upper sixth students. Responding to the comment about resources, the</p>	

	<p>Principal explained that work carried out by the Assistant Principal, Quality and Innovation, had resulted in most students being able to borrow text books which were administered through the Library. The Deputy Principal explained that there were some exceptions where the student kept the resource at the end of their course, for example books for English Literature which were annotated as well as supplies for some art and design courses.</p> <p>Members were informed that two members of the College Union were keen to introduce a buddy system. This had already begun and would be rolled out more widely during the year.</p> <p>In response to the Student Governors comment that a presentation had been prepared for new students but it had not been ready in time to use at the assembly's, the Principal suggested using the presentation in an alternative way and the Student Governor agreed to consider using it in Coaching sessions or emailing to students.</p> <p>The Assistant Principal, Learner Resource, Culture and Behaviour, explained that the College Union had introduced a flatter structure but would still be using sub-committees. This year there were five key areas - staff/student relationships; communication; safety; destinations; and increasing the democratic voice. He explained that students would prefer to meet regularly with the Principal and Deputy Principal rather than attend Executive every week.</p> <p>Referring to the Student Governors suggestion that good attendance could be rewarded, the Chair asked how she saw this being done. The Student Governor suggested shopping vouchers, adding that it would be important to ensure that all students were made aware of any reward scheme. The Assistant Principal commented that current attendance was higher than ever before and was almost 5% higher than at the same point two years previously. He added that, by Easter, there were normally 400-500 students with attendance over 98%. He pointed out that awarding students vouchers for high attendance had a cost but that there was no other reason why this should not be done. However, he commented that the College would be rewarding students for something that was expected of them. The Chair suggested a draw rather than all students being rewarded.</p> <p>The Committee RECEIVED the report.</p>	
<p>5.25 pm Paul Nutter left the meeting</p>		
<p>SC/17/13</p>	<p>Annual Report on any Serious Disciplinary Cases involving Students <i>Paper: Annual Report on Serious Disciplinary Cases</i></p> <p>Referring to his paper, the Assistant Principal, Learner Resource, Culture and Behaviour, explained that serious incidents and suspensions had fallen in 2016-17 with both male and BME involvement falling. However female involvement had risen for the second year in both number and percentage. Members were informed that this was largely due to social media issues. In response to questioning by the Chair, the Assistant Principal explained that Coaching groups would be addressing social media issues in November and that rules and expectations were clearly laid out.</p> <p>He explained that suspensions and 'cooling off' were categorised in the same way and informed Members that 'cooling off' was where a student went home voluntarily after an incident and returned to College the next day. Suspension was imposed by the College and was normally just for one day, however if there were particular reasons such as the safety of the student concerned or other students it could be a longer suspension until a Disciplinary Panel took place. He added that many suspensions were preventative and a restorative approach was used. Parents were always informed of issues.</p> <p>Referring to a serious incident where a student was found to be in possession of a knife, the Assistant Principal explained that this was the second incident in two years and that knife crime was taken extremely seriously. It was included on the Risk Register and there were clear and explicit procedures in place.</p>	

	<p>The Assistant Principal commented that the fall in the number of serious incidents and suspensions could be due to a range of factors including the changes to the timetable which meant that students had less time when they were not in lesson, the Coaching system and improved attendance in lessons. The College made it clear what behaviour would not be tolerated and the knife arch and sniffer dogs which were brought in occasionally helped to reinforce the message.</p> <p>Members were informed that staff received Safeguarding training but that more was planned for teaching staff, particularly to look at unhealthy behaviours. He added that the Police were proactive and keen to be involved with the College in training staff or speaking to students. Communication between the College and the Police was very good. All students had access to a confidential number where they could report anything of concern.</p> <p>The Committee RECEIVED the report.</p>	
<p>SC/17/14</p>	<p>Annual Report on Students with Additional Learning or Personal Support</p> <p>The Assistant Principal, Learner Resource, Culture and Behaviour, informed the Committee that the College now had a SENCO in place and that the Care Suite had been rebranded as The Zone. He explained that a consultant had visited the College and that this, along with discussion with colleagues in the London Sixth Form Partnership, had shown that the College was very good at supporting students and provided excellent care. However, there were gaps which a SENCO could fill such as applying for funding for students on Educational Health Care Plans (EHCP) and ensuring that the Plans were in place and clear.</p> <p>He explained that the main role of The Zone was to help ensure academic progress for the student and to remove any barriers which might be affecting this where at all possible. Responding to questioning from the Chair, he explained that progress was tracked on ProMonitor in the same way as any other student but that this would be followed up by coaches and Faculty Leaders more robustly than it had been previously in order to monitor impact.</p> <p>The Assistant Principal explained that schools did not always forward information and that students themselves often did not want to disclose learning or personal support needs. The College were considering how this data was collected to try to encourage more students to disclose information at an earlier stage which would make it easier to put the support in place.</p> <p>A Member commented that there was a severely disabled student currently in College who could not access some of the rooms he needed for his lessons as there was no suitable fire evacuation process available. He asked whether additional funding was available to help with this from the Local Authority, AoC or EFA. The Principal commented that the College were looking into this with a view to possibly adapting buildings. However, the Assistant Principal explained that the College were required to make reasonable adjustments and that each case needed to be considered on its own merit. He pointed out that the Local Authority had specific rules on what funding could be used for, adding that it in some cases it was difficult to claim funding for a student who rarely attended College. He added that it was important to be clear in the first place what could or couldn't be done for a student with significant needs.</p>	
<p><i>6.00 pm Paul Wakeling left the meeting</i></p>		
	<p>Referring to the Counselling and Mental Health Support Service provided by the College, the Assistant Principal explained that there were currently 68 students being supported by the Mental Health Officer, some of whom were also receiving counselling. He explained that the College now had a Service Agreement with a university which enabled students studying for a Counselling degree to complete their placement at the College. This had reduced the overall costs for the counselling service from £50,000 per annum to £16,000 per annum. He added that an additional benefit was that the service was easier to manage than it had been previously. The Chair requested feedback from the students using the service and the Assistant Principal agreed to bring this to the next meeting.</p> <p>The Committee RECEIVED the report.</p>	<p>IAB</p>

SC/17/15	Evaluation of Meeting Members were asked to complete the evaluation forms individually and return them to the Clerk at the end of the meeting.	
SC/17/16	Date of Next Meeting Monday 27 th November 2017.	

The meeting ended at 6.05 p.m.

Chair _____

Date _____

CLH 20th October 2017