

HAVERING SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE STUDENT COMMITTEE held on Monday, 27th November 2017 at 5.05 p.m.

Present: Sam Gould, David Humber, Charlie Innes, Brian Martin, Ridima Thapa,

Apologies Received: Marion Adamson, Nicola Lawrence, Anita Sharma, Paul Wakeling

Quoracy and Attendance: Meeting quorate. 5 out of 9 Members present (55%)

In attendance:

Glory Katerina Zinonos	Student
Dominic Drakes	Student
Rafid Wassuddin	Student
Osifemi Osibemekun	Student
Keith Darvill	Chair of the Corporation
Paul Nutter	Deputy Principal
Julie Warner	Assistant Principal, Teaching and Learning
Cathy Horne	Clerk

In the Chair: Sam Gould

The Clerk informed the meeting that the Principal and Anita Sharma were attending a Parliamentary Reception on behalf of the College.

SC/17/17	Declarations of Interest There were no declarations of interest.													
SC/17/18	Minutes of the meeting held on 19th October 2017 <i>Paper: Minutes of the Student Committee held on 19th October 2017</i> The minutes were approved.													
SC/17/19	Matters Arising <u>SC/17/14 - Annual Report on Students with Additional Learning or Personal Support</u> – the Deputy Principal tabled a document giving student feedback on the counselling service. He explained that the data would be provided for the Corporation meeting and that this was additional feedback provided by individual students. A student commented that the Care Suite was a good, safe space for students and that the changes made had been effective. Referring to comments on the catering service made at earlier meetings, the Student Governor commented that the quality of food from the new caterer was good but there was an issue over price, particularly for Bursary students who were unable to get a drink with their meal.													
SC/17/20	College Union Report A Student Governor introduced the report informing Members that the data from the student survey had been collated. There were five key observations with actions put in place. <table border="1"> <thead> <tr> <th>Observation</th> <th>Action Plan</th> <th>Who by?</th> </tr> </thead> <tbody> <tr> <td>HLL results are down across the board</td> <td>Supported course evaluation</td> <td>T&L led by HLL</td> </tr> <tr> <td>Respect and tolerance down across demographics</td> <td>College wide focus groups (by demographic)</td> <td>Led by leadership and including student sub-group</td> </tr> <tr> <td>Good results on VOC on questions 1 and 3 and MST</td> <td>Faculty QIPs and focus groups from faculties</td> <td>T&L led by MST and VOC</td> </tr> </tbody> </table>	Observation	Action Plan	Who by?	HLL results are down across the board	Supported course evaluation	T&L led by HLL	Respect and tolerance down across demographics	College wide focus groups (by demographic)	Led by leadership and including student sub-group	Good results on VOC on questions 1 and 3 and MST	Faculty QIPs and focus groups from faculties	T&L led by MST and VOC	
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on question 2		
Feedback is low across the board	College wide survey	Entire council (led by SSB and AMC)
The resource question is not specific enough	Problem lies with the questionnaire, to be taken up with staff	Leadership

Referring to the final observation regarding resources, the Assistant Principal commented that the question was not always understood by students but included the VLE and teaching resources. She explained that changing the question would mean that the result could not be benchmarked but that consideration could be given to the inclusion of a guidance note.

JUW

The Deputy Principal asked the students how valuable they found Moodle and was informed that some subjects used it to better effect than others. Some were not using Moodle at all but were using other platforms such as Sway to good effect. Students commented that Moodle was often disorganised with 'clutter' making it hard to find relevant information. The Assistant Principal asked a Student Governor to visit the IT Helpdesk with her so that they could see the student view. Issues were raised over specific subjects which the Assistant Principal agreed to follow up on. However, she pointed out that students should be reporting issues to the IT Helpdesk if it was IT related or to their teacher if it was subject related. Members expressed concern over a student's comment that, for one subject, there had been no access over the summer holiday which had caused problems with submitting coursework and an additional students comment that it was hard to complete 15 hours of independent study if teachers were not putting the required resources onto Moodle. The Assistant Principal explained that over the summer there had been a push to archive old material and drive forward improvements and that the development and use of Moodle was still a work in progress. The Chair of the Corporation expressed his concern at the effect on current students, stating that the College needed to prioritise this area of work to enable students to perform at their best. A Member suggested a clear policy be put in place explaining exactly what was expected of staff and students, commenting that it would be helpful if the format was the same across the College so students knew exactly where to find what they were looking for. The Assistant Principal confirmed that she was meeting with the IT Manager to discuss Moodle on 28th November and would be reporting to Operational Executive on 29th November. The Student Governors agreed to arrange student focus groups to determine how wide spread the problems with Moodle were and to report back to the Assistant Principal, Teaching and Learning. The Chair of the Corporation requested a report to the Corporation in December.

JUW / CI

Referring to the Chair's question about the feedback in HLL, the Deputy Principal explained that a focussed action plan was in place and the Assistant Principal, Learner Resource, Culture and Behaviour, was working with the student body to look at the issues.

PGW

A student raised a concern that in one particular subject the teacher did not always respond to emails which sometimes made it hard for students to complete the required independent study. The Assistant Principal agreed to follow this up with the appropriate Faculty Leader. Referring generally to advice received from teachers, a Member suggested that discussions should be shared on Moodle if it was an issue which would be relevant to other students. Responding to a comment from the Student Governor that student expectations may also need to be managed, Members suggested a College Charter which clearly stated expectations of staff and students, for example how long a student should expect to wait before an email was replied to. The Assistant Principal explained that the Coach should be the first point of contact when there was a problem but that students could also go to the Faculty Leaders. The Chair suggested the College Council obtain more anecdotal evidence from students to ascertain whether this was a widespread problem or specific to one particular teacher.

CI/RT

A Student Governor commented that my HSFC was hard to navigate and that most students tended not to try as they found it overwhelming. Another Student Governor added that it would be helpful to have a general knowledge board on the College website informing students who they could go to for any specific issue.

	The Committee RECEIVED the report.	
SC/17/21	<p>Student Surveys and progress against the Action Plan <i>Tabled Paper: Student Survey November 2017</i></p> <p>Referring to the tabled paper, the Deputy Principal the number of students completing the survey had doubled but added that the responses were slightly lower than the survey undertaken in March. A full analysis was currently taking place which would be brought to the Corporation in December. The Assistant Principal explained that there had been a focus on students on underperforming courses which may have had an impact on the results. In response to the Chair's question about progress against the action plan, a Student Governor reported that the plan was in place and actions were being taken.</p> <p>The Committee RECEIVED the report.</p>	
SC/17/22	<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/17/23	<p>Date of Next Meeting</p> <p>Thursday 8th February 2018.</p>	

The meeting ended at 6.05 p.m.

Chair _____

Date _____

CLH 29th November 2017