

Chichester College

Minutes of the Meeting of the Student Committee held on Wednesday 15 October 2008

Present:

Mrs Angie Hobson (Chairman)
Mr Nick Scarfield (Vice Chairman)

Miss Eva Banssia	Mr Tom Gibbs
Miss Shay Bastos	Mr Luis Henson
Miss Emma Caldwell	Miss Katie Loe
Mr James Collins	Mr Liam Saunderson
Mr Luke Cottex	Miss Rosie Smith
Mr Lewis Dacelli	Mrs Jayne Roberts
Mr Joe Ellis	Miss Laura Ware
Miss Lara Emerson	Mr Luke White
Mr Craig Williams	

In Attendance:

Mr David Smith, Clerk to the Governing Body
Mr John Bates, Deputy Principal
Mrs Jenny Brooker, Deputy Clerk
Mrs Karon Chamberlain, Head of Student Support
Mrs Lisa Humphries, Student Tutor Team Leader
Ms Vicki Illingworth, Director of Student Success
Mrs Shelagh Legrave, Chief Financial Officer
Ms Sarah Stannard, Vice Principal (Marketing & Business Development)
Mr Kevin White, Premises Manager

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Louise Goldsmith, David Hett, Robbie Hoffman, Leo Lee, Nick O'Brien, Richard Parker and Mark Vickers.

CHAIRMAN 2008-09

2. On the nomination of Nick Scarfield, seconded by James Collins it was

Resolved:

That Angie Hobson be appointed as Chairman of the Student Committee for the period 2008-09.

VICE CHAIRMAN 2008-09

3. On the nomination of Angie Hobson seconded by James Collins it was

Resolved:

That Nick Scarfield be appointed as Vice-Chairman of the Student Committee for the period 2008-09.

MEMBERSHIP OF THE STUDENT COMMITTEE 2008-09

4. The membership of the Student Committee for 2008-09 was noted as follows:

Mrs Louise Goldsmith	Mr Nick Scarfield
Mrs Angie Hobson	Mr Mark Vickers
Mr Nick O'Brien	Mr David Hett (Ex officio)
Dr Richard Parker	Miss Frances Russell (Ex officio)
Mrs Jayne Roberts	+ Student Exec members and a 2 nd Student Governor

MINUTES

5. The Minutes of the Meeting of the Student Committee held on 7 May 2008 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

6. The Committee received and noted a schedule outlining responses to action points from the Minutes of the previous Meeting.

(Copy attached at APPENDIX 1 to the Minute Book copy)

Minute 84: Student Voice Policy

7. Karon Chamberlain stated that a Working Group was being established to review the Student Voice Policy. She welcomed expressions of interest in membership of the group from both staff and students.

STUDENT GOVERNOR

8. The Student Governor, Nick Scarfield welcomed newly appointed members of the Student Executive to their first meeting of the Student Committee. He stated that the Governing Body had

approved the Application in Principle for the major capital project and this had been submitted to the LSC for approval. Nick stated that he was a member of both the Student Committee and the Quality and Curriculum Committee this academic year and he also planned to attend other Standing Committee meetings as a student observer.

9. Nick stated that the Student Executive would be appointing a second student Governor in the next few weeks and congratulated Frances Russell on her recent appointment as Chairman of the Governing Body. He stated that he looked forward to working closely with both Frances and the new Student Governor.

STUDENT UNION ACTIVITIES

10. The Student President, James Collins, said that the induction week had gone fantastically well and had included the promotion of student support services and the Student Union itself. 'Its a Knock Out' competitions were held at both campuses. The Freshers Welcome Party had taken place successfully and a diverse range of students had attended including large numbers of international students. There was a large increase in the number of students using Student Union services and forthcoming visits included Thorpe Park, Disneyland Paris and New York.
11. James stated that the Student Executive had held its first meeting of the year and agreed that its focus would be on recycling, securing further student discounts and raising the student experience. James stated that at the next meeting of the Committee he would report on a forthcoming visit he was making to China to explore student services.

STUDENT COUNCIL

12. James Collins stated that there had been a good turnout for the first Student Council meetings of the year with 125 students attending the Chichester Campus meeting and 30 students attending the Brinsbury Campus meeting. James stated that there would be a huge emphasis on promoting the Student Voice this year and the Student Executive would be working with the College Management Team to ensure that all areas of the College were represented at Student Council meetings.
13. James Collins and Sarah Stannard thanked those students who had been involved in the College Information Day which had taken place on the 14 October. Sarah stated that the support of students at the event had been invaluable.

ENVIRONMENTAL ISSUES

14. Kevin White reported on the College recycling facilities. At the Chichester Campus, recycling bins were in place for glass, paper and clothes. Confidential waste was shredded and recycled, compost bins were used for garden waste and broken electrical equipment was also recycled. General rubbish was compacted before being taken off site to land fill. The College had worked with Horsham District Council to establish recycling facilities at the Brinsbury Campus but it would take around 18 months before the facilities matched those of the Chichester Campus.
15. Kevin stated that other recycling options were being explored. He stressed the importance of the focusing on reducing waste and reusing articles and not just on recycling. With regard to wider green issues, the Green Travel Working Group was considering what the income from car park charges should be spent on. Options included subsidised minibuses and improved cycle storage.
16. Karon Chamberlain stated that the College planned to be involved in a competition being run by a local organisation to promote recycling. Students across Sussex were invited to produce a sculpture made of recycled material and the winning entry would be exhibited at the Goodwood Sculpture Park. The winner would also be awarded a weekend break in Europe. James stated that this competition would be promoted to students and invited anyone to contact him with suggestions they had regarding recycling or wider environmental issues.

TERMS OF REFERENCE

17. The Committee received for consideration a report which proposed alterations to the Terms of Reference of the Committee and a schedule of items considered by the Committee over the past two years.

(Copy attached at APPENDIX 2 to the Minute Book copy)

18. It was noted that the quorum for Governor members was 40% [3 members]. This excluded the ex officio members. The Committee discussed whether the quorum for Governor members should be reviewed to ensure that it was not too high. After further discussion it was

Resolved:

That the Governance & Search Committee give further consideration to the quorum for Governor members of the Student Committee.

19. It was also

Resolved to Recommend:

That the Terms of Reference of the Student Committee, as set out at APPENDIX 2, be adopted subject to further consideration regarding the quorum for Governor members.

ANNUAL BUSINESS PLAN

20. The Committee received and noted the annual plan of business for the Committee.

(Copy attached at APPENDIX 3 to the Minute Book copy)

21. Lisa Humphries stated that a review of focus groups was currently taking place and this would include how the groups reported to the Student Committee. After discussion it was

Resolved:

That the Business Plan be altered to state that an annual report on Student Union Activities and the Student Council be provided at summer term meetings of the Committee.

DATE OF NEXT MEETING

22. It was noted that the next meeting of the Committee would be held on Wednesday 21 January 2009 at 12:15pm.

ANY OTHER BUSINESS

23. On behalf of the Committee, Angie Hobson congratulated Jenny Brooker on her appointment as Clerk of Plumpton College and wished her well in her new post.
24. James Collins stated that the Student Executive Christmas lunch would take place on 12 December and invited all members of the Student Committee to attend.

REVIEW OF THE BUSINESS OF THE MEETING

25. Angie Hobson invited members to consider whether any items of business discussed at the meeting might have been dealt with in a different or more appropriate fashion. She invited members to contact the Clerk with any thoughts they had on the issue.

Chairman

Date