

Chichester College

Minutes of the Meeting of the Student Committee held on Wednesday 21 January 2009

Present:

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| Mrs Angie Hobson (Chairman) | |
| Mr Nick Scarfield (Vice Chairman) | |
| Miss Eva Boussia | Mr David Hett |
| Miss Emma Caldwell | Mr Jamie Holland |
| Mr James Collins | Miss Katie Loe |
| Mr Luke Cotter | Mr Lewis Pacelli |
| Miss Lara Emerson | Dr Richard Parker |
| Mrs Louise Goldsmith | Mr Liam Saunderson |
| Mr Tom Harrington | Miss Laura Ware |
| Mr Luis Henson | Mr Craig Williams |

In Attendance:

Mrs Karon Chamberlain, Head of Student Support
Mr John Goble, Governor
Mrs Lisa Humphries, Student Tutor Team Leader
Ms Vicki Illingworth, Director of Student Success
Mr Steve Payne, Management Accountant
Mr David Smith, Clerk to the Governing Body
Miss Catherine Vinall, Senior Administrator

APOLOGIES FOR ABSENCE

26. Apologies for absence were received from Shay Bastes, Tom Gibbs, Jayne Roberts, Frances Russell, Rosie Smith and Mark Vickers.

DECLARATION OF INTERESTS

27. The Chairman drew the attention of the Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed in the agenda sheet.

MINUTES

28. The Minutes of the Meeting of the Student Committee held on 15 October 2008 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

29. 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)

ANNUAL STUDENT INDUCTION SURVEY

30. The Committee received and noted the annual student induction survey prepared by Colin Whitaker.

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

31. Vicki summarised satisfaction ratings and stated that high and consistent rates had been recorded across curriculum areas for a number of aspects of the induction. There were some areas where students did not participate and Vicki would welcome feedback from the Student Executive. Vicki would also be working with those curriculum areas. The aim was to put in place a holistic range of support for new students.
32. Vicki Illingworth confirmed that she and James Collins were working on financial support to students and would be meeting to discuss how information about financial support could be best communicated to students. Vicki asked the Student Executive to pass suggestions onto herself or James.
33. In response to a question from Richard Parker, Vicki Illingworth confirmed that SMT had received a breakdown of the number of students who responded to the survey. Karon Chamberlain said that she was in the process of putting together posters to display the results.
34. Vicki Illingworth reminded the Student Representatives that the Framework for Excellence National Survey was also underway and asked that Student Executive members spread the word. Posters would be available at the Plus Point.

ANNUAL SELF ASSESSMENT REPORT - SUPPORT FOR STUDENTS

35. The Committee received and noted an extract from the Annual Self Assessment report focussing on guidance and support for learners.

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

36. Vicki Illingworth stated that further work was needed on target setting to support student progression. Staff training around target setting and interpersonal skills was being planned and pilot groups were running using mini-laptops for students to feedback on target setting. The Committee discussed various ways to undertake target setting, including using email. In response to a question from Nick Scarfield, Vicki Illingworth confirmed that target setting meetings with tutors would still take place. Vicki Illingworth stated that target setting might also be added to Moodle pages, although it would take time to develop the technology. In response to a comment by Jamie Holland, Lisa Humphries confirmed that she attended meetings with subject tutors where target setting was discussed. In response to a question from Richard Parker, Emma Caldwell reported that targets were set but can slide, particularly if students had to wait until their next one to one meeting for targets to be reviewed.
37. Karon Chamberlain stated that Student Support would be working to build careers advice and guidance into curriculum areas, as well as the Student Centre. James Collins said that it had been positive for the Careers Co-Ordinator to attend tutorials. Vicki Illingworth stated that careers noticeboards needed to be in all curriculum areas. Karon said that a number of ideas had been put forward and it would be possible for a focus group to take ideas forward.
38. Vicki Illingworth said that there had been a good response to the survey from students, although James Collins believed there could be a danger of students being asked to complete too many surveys. Lara Emerson suggested that groups could be selected to undertake different surveys. In response, Vicki Illingworth stated that it might be possible to use a variety of tools to undertake different surveys. Vicki Illingworth confirmed that all feedback would be taken forward.

(Karon Chamberlain left the meeting).

QUALITY PROCESS

39. Vicki Illingworth confirmed that she had met with James Collins and Nick Scarfield. They had agreed to discuss student involvement in the quality process at the next Student Executive meeting. Vicki informed the Student Executive that she was available to meet with students to discuss quality issues.

STUDENT GOVERNORS

40. Student Governor, Nick Scarfield stated that Tom Gibbs had been officially appointed a Student Governor at the meeting of the Governing Body on 10 December 2008. Tom Gibbs was in the process of completing his induction as Student Governor and as part of that had met with David Smith, Clerk to the Governing Body. Over the coming months both Tom and Nick would be attending the Building & Estates Committee. Tom would be attending Finance Committee and Nick Scarfield had attended the Quality and Curriculum Committee. Tom would also be attending the Learning and Skills Improvement Service Student Governor induction on 25 February 2009.
41. Nick stated that both he and Tom welcomed Catherine Vinall to the College in her new role as Senior Administrator.

STUDENT PRESIDENT'S REPORT

42. The Student Union President, James Collins reported that the move of the Plus Point had been positive as since the move there had been an increase in students visiting the office. James stated that the College's involvement with the One Water charity meant that there was now a real possibility of Chichester College being able to fund a well in Africa. Not only was the initiative making a real difference in Africa but it was also helping to raise student awareness. James said that he had forged close links with the local Council and there was now a Student Working Group under the Local Strategic Partnership, which was chaired by either James or the Student Union President from the University of Chichester.
43. James and Lara Emerson provided the Committee with a report on their recent visit to China. The aim of the visit was to look at education in China and raise cultural awareness, and included visits to universities and colleges. Lisa Humphries confirmed that a bi-lateral exchange agreement was signed with the Shangdong Province to encourage projects to give opportunities to students'. It is planned that a group of students from Shangdong will visit the UK in July and it is hoped that they would visit the College.

STUDENT COUNCIL

44. James Collins reported that a great deal of time had been dedicated to working with Sally Challis-Manning to raise the presence of the Student Council and Student Voice at Brinsbury. James recognised the work of Sally Challis-Manning and student tutors at Brinsbury had been admirable, but it had highlighted for him that the needs of students at Chichester and those at Brinsbury were sometimes different. James stated that there were some concerns regarding the cost of work undertaken on the Brinsbury common room which remains underutilised. Work would continue on how to balance the needs of students who want to join activities and making those activities viable.
45. James stated that previous Student Council meetings had enjoyed a large turnout, but at the last meeting on 20 January turnout had been low, including members of the Student Executive. A review was planned to highlight areas not represented at the meeting, and James and Vicki Illingworth would be planning different ways to get students involved. Notwithstanding this James said that a number of big events would take place over the coming months and he looked forward to reporting back at the next meeting.

STUDENT CAMPAIGNS

46. The Committee received for information two action plans by the Student Union President on the current student campaigns, Promotion of the Student Union and the Eco Group.

(Copies attached at APPENDICES 4 & 5 to the Minute Book copy)

FOCUS GROUPS

Hospitality

47. The Committee received for information minutes of the Chichester Hospitality Focus Group meeting on 11 December 2008 and the Brinsbury Hospitality Focus Group on 10 December 2008.

(Copies attached at APPENDICES 6 & 7 to the Minute Book copy)

ANNUAL ACCOUNTS 2007 - 08

48. The Committee received for consideration the annual accounts of the Chichester College Student Union for the year 2007 - 08.

(Copy attached at APPENDIX 8 to the Minute Book copy)

49. Presenting the accounts, Steve Payne stated that the Student Union had made a loss of £10,700. Steve reminded the Committee that this was the first year that the Student Union President received a salary and considerable money had been spent on improvements to the Brinsbury common room. Steve stated that the balance sheet remained healthy and expenditure was the same level as last year. After further discussion it was

Resolved to recommend:

That the Annual Accounts for 2007 - 08 for the Chichester College Student Union, as set out at APPENDIX 8, be adopted by the Finance & General Purposes Committee.

GREEN TRAVEL GROUP

50. David Smith updated the Committee on developments. David stated that the project to provide secure bike parking for staff and students was underway and would be a totally enclosed area. Following a discussion about recent bike thefts, Karon Chamberlain stated that on 10 and 11 February bike marking would be available for free at the College. Lisa Humphries reminded students that permits and vouchers must be displayed in the College car park to avoid a fine.

DATE OF NEXT MEETING

51. It was noted that the next meeting of the Committee would be held on Wednesday 6 May 2009 at 12:15 pm.

REVIEW OF THE BUSINESS OF THE MEETING

52. 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 manner. She invited members to contact the Clerk with any thoughts they had on the issue.

Chairman

Date