



**MINUTES OF A MEETING OF THE BOARD OF  
LEICESTER COLLEGE CORPORATION:**

**STUDENT LIAISON COMMITTEE  
HELD ON 10 MAY 2017**

Present: Alan Pearson (Chair)  
Verity Hancock (Principal)  
Brigitte Heller (Governor)  
Jennie Gardiner (Governor)  
Mohammed Tokaria (Student Governor)

In Attendance: Louise Hazel Director of Governance and Policy  
Lyn Landon PA to Director of Governance and Policy  
David Jackson Director of Student Services (DoSS)  
Lisa Armitage Director of Maths & English Cross College (DoMECC)

LEET Team Course Representatives and Student Union Representatives  
(See attached list)

- |  | <u>Action</u> |
|--|---------------|
| <b>1. <u>Declarations of Interest</u></b>  |               |
| 1.1 Alan Pearson declared he was a County Councillor.  |               |
| <b>2. <u>Apologies for Absence</u></b>   |               |
| Apologies for absence were received from Danial Khan.  |               |
| <b>3. <u>Minutes of Previous Meeting</u></b>   |               |
| 3.1 The minutes of the meeting held on 23 November 2016 were received and agreed.  |               |
| <b>4. <u>Matters arising from the minutes</u></b>  |               |
| There were no matters arising from the minutes.  |               |
| <b>5. <u>Responses to issues raised at the last meeting held on 23 November 2016</u></b>   |               |
| 5.1 The DoSS presented a paper that detailed the responses to queries raised at the last meeting of the Committee. He highlighted the following: |               |

5.2 *“Our class has not had many sessions on 1:1 meetings on a regular basis (CRAM)*

**Response:** There had been some staffing issues in Creative Arts and Media this year which had affected the frequency of tutorial sessions. A new member of staff has now been appointed, this should ease the situation.

5.3 *“The LEAP tutorial sessions are very effective and enables the class to raise issues. However, these are not frequent enough and some students do not attend.” (CARE).*

**Response:** Learners receive three 1:1 sessions (one per term) and group tutorials are held once a week. Attendance of one particular group had been poor; this had been followed up. Attendance of learners is monitored and dealt with via the Learner Attendance, Punctuality and Retention Policy. (PAM Health and Social Care).

5.4 *“There is no atheist group within the College.” (Engineering)*

**Response:** The Humanist Chaplain said he would be happy to meet with learners to discuss this. No contact has been made to date. (DoSS)

5.5 *“...learners do not have enough information regarding the chaplaincy.” (CARE)*

**Response:** The chaplains are present at Freshers’ Fair each and also at other events throughout the year but the LEET Team Leader would look at increasing publicity for the team. (HoLEE)

5.6 **The Committee noted the report.**

## 6. **Learner Survey**

6.1 The Principal reported on the Learner Survey 2017 and highlighted the following:

6.2 The overall satisfaction score for the College was 89%, this was a 2% decrease when compared to last year. However, there have been additional questions included in this year’s survey, so it is difficult to make a direct comparison.

6.3 There has been a 68% response to the survey, which is a 16% increase compared to last year.

6.4 Asian learners are 3% more satisfied than any other ethnic group.

6.5 50% of respondents intend to continue their studies at Leicester College.

- 6.6 Where courses had an overall satisfaction of 10% or more below the College overall satisfaction and 10 or more learners, they would be required to have a Student Consultation meeting to ascertain the reasons for the poor score.
- 6.7 The slight variation in satisfaction by learners with a disability was noted. There remained some issues with access and the committee was assured these were being monitored.
- 6.8 Learners commented that more feedback would be welcome when issues had been resolved. It was agreed that mechanisms for better communication would be explored.
- 6.9 Learners commented on the survey results and raised the following issues:
- Whether the issue of campus wardens on site was being addressed - There would be an increased presence year
  - That the wardens do a good job and the College should be more positive about its successes
  - The College was slow to get information on social media
  - Some learners at SMC felt some staff had a bad attitude to learners. This would be followed up in the student consultation meetings at course level.

VH/AW

6.10 **The Committee noted the report.**

## 7. **Student Discipline**

- 7.1 The Director of Student Services reported on Student Discipline for 2015/16 and highlighted the following:
- 7.2 The Learner Disciplinary policy has been changed for 2016/17, therefore reporting of Student Discipline for the current year should reflect this.
- 7.3 In relation to the large numbers of learners who attend the College, the number of serious disciplinary cases remains small and serious indiscipline by learners is rare.
- 7.4 The number of Stage 3 disciplinary cases rose during 2015/16 with 37 cases compared to 49 during 2013/14 and 63 in 2014/15.
- 7.5 The number of exclusions totalled 13 compared to 16 in 2014/15, 20 in 2013/14 and 11 in 2012/13.

- 7.6 The number of suspensions decreased to 27 compared to 49 in 2014/15, 41 in 2013/14 and 38 in 2012/13.
- 7.7 During 2015/16 there were no cases involving drugs. The need to remain vigilant regarding the use of drugs continues to be emphasised to all staff.
- 7.8 The breakdown by age and gender indicates that the majority of incidents involved 16-18 year old, male learners at Abbey Park.
- 7.9 **The Committee noted the Student Discipline report.**

## **8. English and Maths Update**

- 8.1 The Director of MECC gave a presentation on the plans developed for the summer GCSE English exams which were scheduled to take place on 6 June and 12 June and the GCSE Maths which were scheduled 25 May, 8 and 13 June 2017 at the Abbey Park Campus.
- 8.2 The number of exams that would take place were 779 English and 731 Maths. An Exam Information Evening would be held for all parents before the exam period.
- 8.3 A letter would also be sent to learners which would be received mid-May and revision workshops would take place prior to the exam period.
- 8.4 The College was again in a fortunate position to be able to use the Community Sports Arena. The venue was close to Abbey Park Campus and as such, the decision was taken to host all exams at that venue.
- 8.5 Again a free breakfast was being provided to all learners, as research proved that individuals perform better if they had eaten before sitting examinations.
- 8.6 All students were asked to be at Abbey Park Campus by 8.00am on their specific days for the exams.
- 8.7 A number of learners highlighted issues they had experienced in relation to English and Maths. These would be followed up by the Director outside the meeting.
- 8.8 **The Committee noted the presentation.**

## **9. Feedback from Course Representatives on agreed questions:**

**LA**

Harjinder Singh from the Learner Engagement and Enrichment Team (LEET) introduced course representatives who provided feedback to the Committee in response to the following questions:

9.1 **Question 1: *Looking back on the year, what worked well for you in terms of teaching styles and methods of learning?***

“All the students agreed that e-learning was a really good use of technology for a teaching tool as it makes learning far more memorable.” (Billie McShane, Uniformed and Public Services)

“This year the teaching styles and methods of learning went particularly well and students all felt involved.” (Vasita Sawatdee, Travel and Tourism)

“The lecturer involves everyone in the class and also has competitions within the class rooms which helps and encourages us in the learning process.” (Georgina Faulks, Uniformed and Public Services)

“In Catering Paul asks students to research different methods and then share with the class. Any research we find interesting and beneficial would be entered onto Moodle. All the class feels involved during these lessons.” (Shemika John, Catering).

9.2 **Question 2: *Looking back on the year is there anything that you think would have been beneficial for you to know before you started your course at the College?***

“The main problems we had at the beginning of our course were timetable changes, especially with maths and English.” (Vasita Sawatdee, Travel and Tourism)

“Last year my grades were not good enough for the course I wanted, however I was put on the course I am now studying. It would have been better if I had received better information and detail for the programme as I struggled at first. However, I am now enjoying the course.” (Leah Doohan, Creative Arts and Media)

“There were some problems with students being enrolled on the wrong course and they did not receive the correct information.” (Shemika John, Catering)

**Response: *It can be difficult with timetables as the College does not know exactly how many learners will be joining each course until enrolment. This can also mean that some of the courses may get changed if not enough students are enrolled on that course. The College is always trying to improve this, but there is always some uncertainty, which means things can change at short notice, although we try to make this as undisruptive as possible.***

“There was not enough information regarding subsidies and money that students could receive.” (Brad Harpur, Engineering).

“All the students on our course received information through a Committee meeting which welfare attended, giving advice on any financial funding we could apply for.” (Shemika John, Catering).

“One student from our year was walking to the College and home again in all weathers and he lived quite far away. I was able to advise him to get help and he now receives financial support for bus fares and material fees.” (Billie McShane, Public and Uniformed Services)

**Response: Welfare staff attend all welcome events and are on hand during enrolment. Students must be comfortable and ask for help if they need it. There is also information on the College website.**

9.3 **Question 3: Thinking back on your year at Leicester College, what have been the highlights in regards to your teaching and learning?**

“Everyone on the course really enjoyed the topics taught during the year. We would definitely inform others what a good course this is.” (Billie McShane, Public and Uniformed Services)

“This year we have all had excellent opportunities as well as visiting London to five star hotels, including the Hilton and Langley.” (Shemika John, Catering)

“I received financial help and also help and support from my learning mentor. As a single parent, I honestly could not have believed I would ever go to University, but I am now going to be enrolled on a course at a Coventry university. Tracey as well as all the teaching staff have supported me during my time at Leicester College, I would definitely recommend it. My son is enrolling onto a course next year.” (Bethany, Creative Arts and Media)

“I found my course extremely interesting, photography was particularly enjoyable and I also received the grades I wanted.” (Leah Doohan, Creative Arts and Media)

**Response from the Chair: The meetings during the last year have been good fun and I enjoy hearing comments from learners at the meetings. Thank you all for making my year really pleasurable it had been and great working with you in the Student Liaison Committee.**

10. **Report from the Chair of the Student Council**

10.1 The Chair of the Student Council, Farah Hussain, gave her report and included the following:

- The Student Union gave a presentation on the working of the SU
- Michael Mullins spoke about security within the College, the role of the campus wardens and the importance of everyone wearing identification badges.
- The Deputy Principal, Shabir Ismail presented a financial report and spoke on the stability of the College financially. He also reassured students that the College was moving in the right direction.

10.2 Farah also thanked the Committee and has enjoyed her role of Chairing the meetings and had received a great deal of positive feedback. She would be running for President of the Student Union for the next academic year.

10.3 **The Chair and Committee thanked the Chair of the Student Council for the Report.**

## 11. **Presentation on the work of the Student Union**

11.1 Members of the Student Union's Executive gave a presentation that detailed the recent events attended by members and the activities they had undertaken. They highlighted the following:

### 11.2 NUSD Liber8 Campaign

NUS' Liber8 Education campaign puts forward our vision for what education should look like.

The campaign covers the following eight issues:

1. Fight fees and cuts
2. Affordable housing for all
3. Liberate the curriculum
4. Invest in FE
5. Scrap Prevent: Students Not Suspects
6. It Stops Here: tackling sexual violence
7. More for mental health
8. Defend international students and migrant rights

### 11.3 International Women's Day Event

International Women's Day is celebrated on March 8 every year. It commemorates the movement for women's rights. The Women that the Student's Union concentrated on this year were:

- Emily Pankhurst, Leader of the Suffragette movement

- Margaret Thatcher, former Prime Minister and
- Shakira Martin, a British student politician and the president-elect of the National Union of Students.

#### 11.4 Equality and Diversity Conference held on 24 April

The Student Union funded £300 for workshops and departments across the College organised trips and raised funds.

#### 11.5 National Conference was held in Brighton 24 April – 27 April 2017

Six members of the Student Union attended and over 150 motions were carried, Overall 1,500 members from all over Britain attended.

#### 11.6 NUS Block of 16 Election

Bethany Kitchener, Mature Student Officer spoke at the Conference and although she would be leaving Leicester College at the end of June, confirmed she would continue to represent further education and Leicester College.

11.7 Student Union Election Campaign ongoing at present.

#### 11.8 Mental Health Awareness Week.

Stands have been set up in the atrium at all campuses, with pictures of celebrities who have suffered from mental health illness.

#### 11.9 Finance Update

As of 9 May 2017 the SU has £234.43 in the cash tin and from the latest bank statement in February has generated £2266.89 from NUS Extra Card Sales. Therefore the bank account overall has £15,670.10.

**11.10 The Committee thanked members of the Student Union for their presentation.**

### **12. Equality, Diversity and Inclusion**

12.1 The Director of Governance and Policy asked if any of the Committee had anything to raise on EDI that was not part of the agenda items. There was no response as issues had already been discussed at the meeting.

### **13. Committee Self-Assessment**

13.1 The Director of Governance and Policy reported that the Self-Assessment would be open to all members of the Student Liaison



Committee, including super-reps and Student Council and Student Union members. This would be sent out within the next two weeks using Survey Monkey.

**14. Workplan 2017/18**

14.1 The Director of Governance and Policy outlined the proposed Workplan for 2017/18 and emphasised that this could be altered during the coming academic year.

**15. Dates of Next Meetings: to be confirmed**

**16. Any Other Urgent business notified to the Chair prior to the meeting.**

There was no item to report under

**STUDENT REPRESENTATIVES AT THE MEETING 10 MAY 2017**

**Student Union**

<b>First Name</b>	<b>Surname</b>	<b>Position</b>
Mohammed	Tokaria	President and Student Governor
Zidan	Amin	BAME Officer
Owin	Sinclair	Site Vice-President, APC
Bethany	Kitchener	Mature Student's Officer

**Super-Reps**

<b>First Name</b>	<b>Surname</b>	<b>Curriculum Area</b>
Vasita	Sawatdee	Travel and Tourism
Katie	Adcock	Health and Social Care
Loraine	Ncube	Health and Social Care
Billie	McShane	Uniformed and Public Services
Georgina	Faulks	Uniformed and Public Services
Leah	Dooham	Creative Arts and Media
Gurwinder	Singh	Computing
Brad	Harpur	Engineering
Alex	Hall	Computing
Farah	Hussain	Hair and Beauty
Shemika	John	Catering