



AGENDA  
REFERENCE

**A**

## CORPORATION/COMMITTEE PAPER

Student Liaison Committee  
12 May 2021

<b><i>TITLE</i></b>	Minutes of the previous meeting held on 23 February 2021
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<b><i>PURPOSE</i></b>	To receive, agree and approve the minutes of the previous meeting held on 23 February 2021
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<b><i>RECOMMENDATION</i></b>	Governors are recommended to note the minutes and agree their accuracy
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<i>No. of pages in main paper</i>	9
<i>Appendices/Annexes</i>	None
<i>Financial Implications</i>	None
<i>Risk Implications</i>	Failure to follow agreed and proper practices
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# MINUTES OF A MEETING OF THE BOARD OF LEICESTER COLLEGE CORPORATION:

## STUDENT LIAISON COMMITTEE HELD ON 23 FEBRUARY 2021 VIA TEAMS



Present: Tom Wilson (Chair)  
Brigitte Heller  
Abigail Proctor  
Kathy Foster  
Lisa Armitage  
Verity Hancock

In Attendance: Louise Hazel                      Director of Governance and Policy  
David Jackson                      Director of Student Services and Marketing  
Melanie Arrowsmith-Kemp                      Head of Student Engagement and Equality

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

### 1. **DECLARATIONS OF INTEREST**

1.1. There were no declarations of interest.

### 2. **APOLOGIES FOR ABSENCE**

2.1. Apologies were received from Claire Willis and Shaun Curtis.

### 3. **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING FROM THE MINUTES**

3.1. The minutes of the meeting held on 9 December 2020 were **received** and **agreed**.

### 4. **RESPONSES TO ISSUES RAISED AT THE LAST MEETING HELD ON 9 DECEMBER 2020**

4.1. The Director of Student Services and Marketing presented a paper that detailed the responses to queries raised at the last meeting of the Committee. The following points were highlighted.

- 4.1.1. There were three main themes from issues raised at the last meeting, these included issues with the online enrolment process, College laptops and social distancing.
- 4.1.2. Several students raised the difficulties they faced with the online enrolment process and the College acknowledged and apologised for the issues. The

entire enrolment process had moved online in a few months and therefore encountered some teething problems. The main issue had occurred due to the high level of traffic on the online enrolment system which subsequently brought down the system. Lessons had been learnt for the next year.

- 4.1.3. There were also issues around laptops which was mainly in the HE provision. The fund had not been promoted sufficiently and this had now been addressed. The College had purchased 1200 laptops and issued 1000 to HE and FE students. The College would also be taking delivery of 220 WiFi hubs which would be circulated to students.
- 4.1.4. Issues had also been raised regarding social distancing in classrooms. These had been taken on board and would be addressed when the College reopened. A Health and Safety committee meeting had been held which agreed that face coverings and social distancing would be an absolute priority and enforced. The College was taking these issues seriously.

- 4.2. **Governors asked whether the online enrolment system could become overwhelmed again?** The issue with the online system was due to many people on the system at the same time. The College had anticipated a staged response to registrations and therefore this was an unexpected issue. The IT department was able to apply more capacity onto the system which then resolved the issue. This should not happen again next year.

- 4.3. **The Committee noted the responses.**

## **5. EXAMS AND ASSESSMENTS 2021**

- 5.1. The Principal provided a verbal update on exams and assessments for 2021. The following points were raised.
  - 5.1.1. Exams and assessments would not be held in a conventional way again this year. It would be different compared to last year where an algorithm had been used and the government was currently working with awarding bodies to outline their approach. An update was due later in the week.
  - 5.1.2. Some information had been received regarding GCSE exams but the full information was expected on Friday 26 February 2021.
  - 5.1.3. There would not be any GCSE exams during the summer however there would be an element of evidence based grades. Teachers would be required to gather evidence. Full exam style mock exams would be undertaken to serve as evidence of final grade. Edexcel would release some exam papers for tutors to use and deliver the mock exams.
  - 5.1.4. Functional skills students would need to sit their assessments where possible, however more information was expected on this.
- 5.2. The Principal mentioned the College had very few students who were unhappy with their grades last year. The Principal also mentioned she had raised the fact Leicester had been in a continuous lockdown and had faced the most disruptions due to the pandemic in her meetings with government bodies.
- 5.3. Governors asked the following **question**:

- 5.3.1. **How would the new information be communicated to students?** The Directors of the Curriculum areas would feedback the information to the tutors who would then communicate the information to all students.

5.4. **The Committee noted the update.**

**6. COVID-19 TESTING**

- 6.1. The Principal provided a verbal update on the COVID-19 testing process within the College. The following points were mentioned:

- 6.1.1. The Government had confirmed that it wanted as many students as possible back into schools and colleges from 8 March 2021.
- 6.1.2. This was a very complex picture for the College as it had over 10,000 students.
- 6.1.3. The College was currently looking at how it could logistically manage the testing process for students, this included reviewing all timetables. The priority would be to welcome younger students on practical courses and students who were struggling to work online. This was in line with the Government guidance.
- 6.1.4. All 16-18 year old students would be tested three times within the first two weeks. The Government would then provide home testing kits to the College so students would be able to test themselves at home after the first two weeks. Testing was not compulsory however everyone was strongly encouraged to take part. The Government would only provide enough tests 16-18 students and not adults.

- 6.2. Students raised the following points:

- 6.3. *'Our course can work comfortably from home and do not feel safe coming back into the College as there were no sanitiser or hand sprays in classrooms, could not social distance and students were not wearing face masks.'* (Computing)

- 6.4. *'Tutors tried their best to make people feel safe but tables were not getting sprayed, currently shielding but returning to College is raising my anxiety.'*

- 6.5. **Response:** It would be the responsibility of the Director of Curriculum to decide which students would be brought back into the College. Different curriculum areas would have different plans to bring students back. If everything was working effectively remotely then the College would not insist on bringing students back in. The directors would need to be clear that was the case before deciding. It was reiterated the College was safe and it had not recorded a single case of coronavirus tracing back to the College. The perceived lack of hygiene would be looked into.

- 6.6. *'Could a discussion or an email be sent out detailing the changes made in computing to make people feel safe.'*

- 6.7. **Response:** This would be followed up.

- 6.8. A number of questions were asked including the following:

- 6.8.1. **Would the College be able to work with the HE team at the De Montfort University for adult testing?** This was being looked into.
  - 6.8.2. **Would anyone over the age of 18 be able to get tested?** The College would only be provided with enough tests for 16-18 students. There will be people who do not want to be tested or would not require a test due to shielding therefore there may be enough tests for other students.
  - 6.8.3. **What if students did not want to return to College?** Individual cases would be looked at. Tutors would need to make expectations clear and work with students to manage their learning. Curriculum Areas would decide what groups would be brought into College. If there was no practical reason for being in College then there would be no compulsion to come in. There would be no pressure as the College understood people would be anxious about returning.
  - 6.8.4. **Whether classes could be recorded?** The curriculum managers were looking into this.
- 6.9. Governors stressed the importance for everyone to remember and conform to all regulations such as social distancing and wearing face coverings. Governors asked the following question:
- 6.9.1. **Whether disinfecting wipes could be provided in all classrooms?** This had already been done but this would be raised with the Director of Estates and Campus Services to ensure wipes are replenished regularly in all classrooms.

6.10. **The Committee noted the update.**

## **7. FEEDBACK FROM COURSE REPRESENTATIVES**

- 7.1. The Committee invited comments from students on a series of questions. The following points were raised.

### Reviews and target setting

- 7.2. *'Teachers were carrying out regular reviews and checking up to see we were doing well. Reviews were done once a week or once every two weeks.'* (L2 Photography and Graphics)
- 7.3. *'Catch ups were held with the programme lead, any problems which are raised are sorted out.'* (L1 UPS)
- 7.4. *'One-to-one was held early with the programme lead, all resources were sent and feel comfortable contacting my teacher as they are approachable.'* (Engineering)

### Teaching and learning

- 7.5. *'Teachers were giving out presentations, if more support was needed, the teacher would place students into a breakout room on Teams to provide further support without disturbing the other students.'* (L2 Photography and Graphics)
- 7.6. *'Presentations were mainly used online, they were not boring as they included pictures and were presented well.'* (L1 UPS)
- 7.7. *'Teacher created OneNote folder for the class which included YouTube links and many other resources'*
- 7.8. *'People were feeling overwhelmed with the work, teachers are rushing us.'* (L3 Business)
- 7.9. *'Teaching styles had changed since first lockdown, it was more interactive now, we did quizzes online and we share screens which allows us to receive instant feedback from teachers.'*
- 7.10. *'We had received notifications from tutors on weekends and late at night.'* (L2 Information and Creative Technology)
- 7.11. **Response:** Some tutors had to change their routines due to home-schooling their children during the pandemic and therefore balancing their time in the best way they could.
- 7.12. Governors asked the following **question:**
- 7.12.1. **Could this be communicated to students?** When the College was reopened on 8 March this would no longer be an issue and was a feature of the lockdown.

7.13. *'Invites to wrong lessons were sent to us.'* (L2 Information and Creative Technology)

#### Progression

- 7.14. *'Teacher gave us YouTube videos and other information on what will happen next and what assessments are needed. It's very helpful and given me ideas about the next step.'* (L2 Photography and Graphics)
- 7.15. *'The LEAP teacher organised virtual meetings with people who had gone to university and done apprenticeships to show us the different routes into computing.'*
- 7.16. *'Teachers have helped a lot and are holding regular one-to-ones with us.'*
- 7.17. *'Teacher was very helpful with applications and very supportive.'* (L3 Art & Design)

#### Behaviour and attitudes

- 7.18. *'Online lessons were preparing us for working life.'* (Games Development)
- 7.19. *'Some lessons were given at short notice but it was good to prepare us for life.'*

7.20. *'We are older students and we realise we are responsible for our own actions.'*

7.21. **The Committee noted the feedback.**

## **8. STUDENT DISCIPLINE REPORT**

8.1. The Director of Student Services and Marketing presented the student discipline report for 2019/20. The following points were highlighted:

- 8.1.1. The number of serious disciplinary cases remained small in the College and serious indiscipline by learners was therefore rare, relative to the large numbers of students who attended the College.
- 8.1.2. Plans to revise the student attendance and discipline policies, and to introduce a Positive Behaviour Policy, during the academic year 2019/20 were postponed due to the Coronavirus pandemic. Policies relating to Personal Development, including the management of behaviour, were rewritten during the year and student discipline and attendance was considered as part of this. This review resulted in student discipline and attendance being incorporated into the Student Behaviour Management policy. The fundamentals of how student discipline is managed and the processes involved remained the same.
- 8.1.3. The Student Disciplinary Policy focussed solely on behaviour and had three stages. The Student Punctuality and Attendance Policy had four stages in 2018/19. For 2019/20 the attendance policy was revised so that it had three stages and this was reflected in the figures and charts presented in the report.
- 8.1.4. Serious indiscipline, where a student entered the process directly at stage 3, had historically been a male dominated issue. In 2019/20 the trend was reversed with more females being represented in the process than males.
- 8.1.5. The number of final stage meetings for attendance and punctuality significantly increased from 15 to 141 in 2019/20 but this would have been impacted by the reduction from four to three stages in this process. No students were excluded for poor attendance.
- 8.1.6. Drug related offences featured in stage 3 panel hearings in 2019/20 with four cases taken to a hearing. Of these, three resulted in exclusion.
- 8.1.7. An analysis of the ethnicity of students taken to stage 3 disciplinary hearings indicated that there were no significant concerns of over-representation of any ethnic group in the process.

8.2. **Governors noted the report.**

## **9. REPORT FROM CHAIR OF STUDENT COUNCIL**

9.1. The Chair of the Student Council presented a report on the work of the Council. The following key points were highlighted

- 9.1.1. The previous Student Council meeting had been held virtually on 11 February 2021.
- 9.1.2. The meeting was attended by health and safety representatives and focussed on the Covid-19 testing procedure and highlighted the precautionary measures the College were taking to prevent transmission.

- 9.1.3. Volunteers were required to help with the testing of students.
- 9.1.4. The majority of the questions raised at the meeting related to returning back to College.
- 9.1.5. The next meeting was schedule to take place on 5 May 2021.

9.2. **Governors noted the report from the Student Council.**

## **10. PRESENTATION ON THE WORK OF THE STUDENT UNION**

10.1. Members of the Student Union gave a presentation detailing the recent events and activities they had undertaken.

10.1.1. Recent events had included:

- World religion day
- Cervical cancer awareness
- Holocaust memorial events
- Mental health awareness
- LGBTQ+ history month
- Hearts for heroes and miles for smiles in recognition for the NHS

10.2. Student Union members provided an update on meetings they had attended which included sustainability, governor meetings and the St Phillips leadership programme.

10.3. Events planned within the College included autism awareness week, stress awareness, and international women's day.

10.4. Governors **praised** the Student Union for all the work it had undertaken. They were impressed with the work that was being done despite the challenging environment. The contribution and participation levels were excellent.

10.5. The following **question** was asked:

10.5.1. **Was there anything in particular which was working well now compared to before?** All meetings had been moved onto MS Teams. Members of the Student Union were continuing to learn ways in which they could maximise features of MS Teams.

10.6. **The Chair and Committee thanked the Student Union for the report.**

## **11. DATE OF NEXT MEETING**

- 12 May 2021

## **12. ANY OTHER URGENT BUSINESS NOTIFIED TO THE CHAIR PRIOR TO THE MEETING**

12.1. None



**STUDENT REPRESENTATIVES AT THE MEETING HELD ON 23 FEBRUARY 2021**

### Student Union

First Name	Surname	Position
Abigail	Proctor	President
Nasreen	Mohamad	Vice President
Aimee	Dawson	Women's Officer
Augustine	Collins	Entertainment & Sports Officer
Matthew	Verity	Campaigns Officer
Abdi	Hassan	Multi-Faith Officer
Megan	Philbey	General Officer1
Sophie	Masters	General Officer3
Shannon	Blair	General Officer4
Kathleen	Foster	Student Governor
Trisha	Spencer	Mature Student's Officer

### Super-Reps

First Name	Surname	Programme
Benjamin	Jukes	Games Development BTEC Level 3
Bhagyashri	Narottam	L2 Health and Social Care
Connor	Lockley	Electrical Installation Diploma level 1
Elijah	Dantzie	Level 3 Year 2 Art & Design
Emily	McDaid	L2 Photography & Graphics
Harmanjeet	Singh	BTEC HND in Engineering
Kevin	Samuel	HND Computing (DMU) Year 2
Madeleine	Bathoum	ESOL L1/L2 Reading and ESOL and Access to GCSE English
Mason	Lemmon	Level 1 UPS
Nur	El-Itai	Level 3 Buisness
Vaishali	Ranhshing	L2 /health & Social Care