



**AGENDA  
REFERENCE**

**A**

**CORPORATION/COMMITTEE PAPER**

**Student Liaison Committee**

**24 November 2021**

<b><i>TITLE</i></b>	<b>Minutes of the previous meeting held on 12 May 2021</b>
<b><i>PURPOSE</i></b>	<b>To receive, agree and approve the minutes of the previous meeting held on 12 May 2021</b>
<b><i>RECOMMENDATION</i></b>	<b>Governors are recommended to note the minutes and agree their accuracy</b>

<i>No. of pages in main paper</i>	8
<i>Appendices (with no. of pages)</i>	None
<i>Risk Register Reference</i>	-
<i>Operating Statement Reference</i>	-
<i>Financial Implications</i>	None
<i>EDI Implications</i>	None
<i>Other Risk Implications</i>	Failure to follow agreed and proper practices
<i>Paper Previously Considered by</i>	-
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# MINUTES OF A MEETING OF THE BOARD OF LEICESTER COLLEGE CORPORATION:

## STUDENT LIAISON COMMITTEE HELD ON 12 MAY 2021



Present: Tom Wilson (Chair)  
Anne Frost  
Jai Sharda (items 1-7)  
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
	Debi Donnarumma	Vice Principal Study Programmes and Apprenticeships

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 Ed Marsh.

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

3.1. The minutes of the meeting held on 24 February 2021 were **received** and **agreed**.

### 4. **RESPONSES TO ISSUES RAISED AT THE LAST MEETING HELD ON 24 FEBRUARY 2021**

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. *Perceived lack of hygiene.* Lecturers were reminded to wipe down desks before and after lessons.
- 4.1.2. *Could a discussion or an email be sent out detailing the changes made in Computing to make people feel safe.* A detailed response was given; workstations were wiped down and posters displayed in classrooms to provide a reminder.
- 4.1.3. *Whether the College could work with DMU over testing.* This had largely been superseded by the availability of lateral flow tests.
- 4.1.4. *Whether classes could be recorded.* This was a possibility but any recording had to be made with the lecturer's consent. Recordings were made as part of reasonable adjustments for some students.
- 4.1.5. *Whether disinfecting wipes could be made available in classrooms.* They were available.
- 4.1.6. *Students feeling overwhelmed by work.* The Director had spoken to students affected.
- 4.1.7. *Invitations sent to the wrong group.* This may have been because a calendar invitation was sent out using the course parent Teams channel and that message was sent to everyone but students would know from their timetable whether it was for them or not. Training would be provided to staff to try and avoid this happening.

4.2. The Principal then gave an update on the current position; the following points were highlighted.

- 4.2.1. More restrictions were being lifted from 17 May in line with the Government's roadmap. Face coverings would no longer be recommended in colleges. The College could make its own decisions on this and had done previously when it decided to introduce face coverings before they were required nationally. This had helped reduce transmission; no cases were traced back to the College. Students' views on the approach were invited.
- 4.2.2. Students expressed a range of views including that:
  - In classrooms students were not always distanced and so coverings should remain.
  - They should be required in communal areas.
  - If they were optional it would be important not to stigmatise students for wearing or not wearing them.
  - They should not be worn if there was no need to; it was hard to study and as it got hotter in the summer, they would be uncomfortable.
  - They should be optional in classrooms but required in corridors etc.
  - Some students had vulnerable family members so they should still be required.
  - Some classrooms had no windows and ventilation was not good.
  - There were not many weeks to the end of term so they should be required until the end of term.
  - The lifting of further restrictions might be an opportunity to review the decision again.
- 4.2.3. The Principal acknowledged all of the comments and the varying views but a decision would have to be made. The views of staff would also need to be taken into account as they would be engaging with lots of students each week.

Leaving it optional would make it harder to manage. Exemptions would continue to apply and all other cleaning and safety measures would continue including the use of lateral flow tests. Any decision would be kept under review.

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

**5. FEEDBACK FROM COURSE REPRESENTATIVES**

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

5.2. Careers

5.2.1. *'WEX had not been helpful and had meant additional assignments. Sessions with graphic designers talking about their jobs were helpful.'* (Graphic Design L2)

5.2.2. *'WEX had not been helpful. We were not able to do work experience.'* (UPS L2)

5.2.3. *'This year had been strange because we were not in the workshops. We were learning about entrepreneurship rather than doing real work.'* (Motor Vehicle L2)

5.2.4. *'WEX was a bit repetitive. Not everyone had done it because it felt like just doing more work online. The LEAP video calls with Sonia telling us about apprenticeships and other options were helpful.'* (Information and Creative Technology L2)

5.2.5. *'Having careers meetings opened doors – we could see what we can do.'* (UPS L1)

5.2.6. *'All work placements stopped. They were not compulsory. The additional unit was not necessary and didn't relate to work experience.'* (Health and Social Care L3)

5.2.7. *'You could skip through the WEX PowerPoint and answer questions which were common sense so not that helpful. Shalina (tutor) made the year as easy as possible.'* (Business and Law L3)

5.3. **Response:** The Principal acknowledged that it had been a very difficult year in which to get anyone work experience. Staff had tried hard to arrange what they could including external speakers but having more online sessions probably felt a bit much on top of all the other online teaching. The pandemic had really hit work experience and everyone had missed out, at Leicester College and elsewhere.

5.4. Equality, diversity and inclusion

5.4.1. *'It would be helpful for LEAP to cover religion a bit more to help people understand different religions. This could be students talking about themselves or other people coming in to speak.'* (Information and Creative Technology L2)

5.4.2. *'We should celebrate different religions and do more activities.'* (Graphic Design L2)

5.4.3. *'More information would help people understand why people did things like fasting or wearing a turban.'* (Motor Vehicle L2)

5.4.4. *'LEAP should also cover sexual orientation.'* (Business and Law L3)

5.4.5. *'Understanding real world problems like what's happening in Gaza would help bring people together.'* (UPS L1)

5.4.6. *'It would help people make friendships.'*

5.5. The Chair noted that some of these were difficult and complex issues and staff might not feel comfortable talking about them. Some might require specialist subject expertise.

5.6. **Response:** The Principal commented that in a normal year, there would have been lots of visits to religious venues and opportunities to celebrate events throughout the year. The LEAP programme was reviewed annually; what could be included depended on the time available but it would be looked at again to make improvements. A new member of staff was being recruited to manage this.

5.7. The Head of Student Engagement and Equality commented that more resources had been put on Moodle this year; the team might need to look at how these were communicated.

5.8. It was **noted** that not all courses had LEAP sessions.

5.9. Additional information that would have been helpful

5.9.1. *'A list of software that would be used in Computing.'* (Information and Creative Technology L2)

5.9.2. *'A lot of students didn't know they could download Office 365. **Response:*** this would normally be covered during welcome/induction events which could not take place this year. This would be followed up in enrolment information.

5.9.3. *'Topics that would be covered during the year, to help with pre-reading.'* (Access to Health and Social Care)

5.9.4. *'More updates including whether I had got a place.'* (UPS L1)

5.9.5. *'I didn't get information about induction events.'* (UPS L2)

5.10. **Response:** The Director of Student Services and Marketing explained the challenges experienced this time last year in preparing for enrolment. The first lockdown had just started and the College had had to create the online enrolment process from scratch in a few weeks. Lessons had been learned, some changes made and the process had been improved for this year.

### 5.11. Highlights of the Year

- 5.11.1. *'When we were able to get back to practical sessions, people really enjoyed them. Would highly recommend Leicester College.'* (Motor vehicle L2)
- 5.11.2. *'Being treated like adults.'*
- 5.11.3. *'Learning new skills.'* (Graphic Design L2)
- 5.11.4. *'Collaboration considering the pandemic was really good – the interaction with tutors. A resounding yes to recommending the College'* (HND Computing)
- 5.11.5. *'Interaction with the tutors especially over Teams. Lessons online were really well done. When we got better at coding it was really nice that the tutors got excited. A lovely environment.'* (Information and Creative Technology L2)
- 5.11.6. *'Getting back into the workshop was good. Would recommend the course'* (Motor Vehicle L1)
- 5.11.7. *'Leaning English and improving my skills. I am achieving my goals. I would recommend Leicester College.'* (ESOL)
- 5.11.8. *'Tutors were really supportive. They kept updating us right up to the exams. The mutual respect was incredible.'* (Business and Law L3)

### 5.12. College Values consultation

- 5.12.1. The Chair **asked** how many of the students knew the College Values before seeing the questions. One commented he had seen them. The Principal explained that a whole range of things followed from the Values and they would guide the next Strategic Plan. The pandemic had made everyone think differently. The College would look at everything it did to make sure that it was in a good place for the future.
- 5.12.2. *Comments on the Values consultation included:*
- 5.12.3. *Whether the plans around sustainability including reducing single use plastic and food options were a one-off or would they be brought back? **Response:** the pandemic had meant that some of these actions had been hard to progress but the intention was to continue with them.*
- 5.12.4. *Perseverance should be a Value because it had been a challenging year. The other Values most liked were equality, sustainability, honesty and open-mindedness. (HND Computing.)*
- 5.12.5. *The Student Council had discussed the questions – see feedback below.*

### 5.13. The Committee **noted** the feedback.

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

- 6.1. The Chair of the Student Council presented a report on the work of the Council. The following key points were highlighted
- 6.1.1. The Council had met although some members were not able to attend because of assessments.
  - 6.1.2. The Deputy Principal had attended. He had talked about the difficult year and reinforced the importance of making positives out of negatives.
  - 6.1.3. He had asked about the Council's view on face coverings. Students wanted to have the option to wear them but did not want people to be stigmatised for not wearing them.
  - 6.1.4. The AEB petition was discussed; there were 4700 signatures. The funding issues would impact on capital investment. The Council had asked about computer equipment.
  - 6.1.5. On the Values consultation, the Council felt that Ambition and including should be kept, possibly Collaboration and not Excellence. Equality, Respect and Open-mindedness were the top three other values. Self-discipline should be added.
- 6.2. It was **noted** that students had been very good at talking to staff about any clashes in their timetables including maths and English and making sure they attended everything they needed to.
- 6.3. **Governors noted the report from the Student Council.**

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

- 7.1. Members of the Student Union gave a presentation detailing the recent events and activities they had undertaken.
- 7.1.1. Recent events had included:
    - International Women's Day
    - Live stream learner voice event
    - NUS National Conference
    - Women's safety – livestream event and ITV interview
    - National Skipping Day
    - AEB tolerance petition promoted nationally and locally
    - Mental health awareness week
    - Elections for SU roles.
- 7.2. It was **asked** what more could be done to raise awareness of the AEB petition. The NUS nationally had been contacted and a meeting would take place. The Principal also gave an update on responses from MPs and others who had written in support of the College. None of these indicated any change of policy.
- 7.3. Student Union members provided an update on meetings they had attended which included EDI, health and safety, and governor meetings.

*Jai Sharda left the meeting*

7.4. The Chair and Committee thanked the Student Union for the report.

**8. COMMITTEE TERMS OF REFERENCE AND WORKPLAN**

8.1. The Director of Governance and Policy presented the Committee Terms of Reference and workplan for 2021/22.

8.2. **Governors approved the Terms of Reference and Workplan.**

**9. COMMITTEE SELF ASSESSMENT**

9.1. The Director of Governance and Policy reminded members to complete the self-assessment questionnaires.

**10. DATES OF NEXT MEETINGS**

- 17 November 2021
- 23 February 2022
- 11 May 2022

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

11.1. The Principal mentioned that this was David Jackson's last meeting before he retired. He had worked at the College for 16 years and made a major contribution to student services and all the support for students. He was thanked and wished well in his retirement.



## **STUDENT REPRESENTATIVES AT THE MEETING HELD ON 12 MAY 2021**

### **Student Union**

<b>First Name</b>	<b>Surname</b>	<b>Position</b>
Abigail	Proctor	President
Abdi	Abdullah	Interfaith Officer
Aimee	Dawson	Women's Officer
Augustine	Collins	Entertainment & Sports Officer
Sophie	Masters	General Officer3
Kathleen	Foster	Student Governor
Zaine	Hurst	LGBTQ+ Officer

### **Super-Reps**

<b>First Name</b>	<b>Surname</b>	<b>Programme</b>
Benjamin	Jukes	Games Development BTEC Level 3
Bhagyashri	Narottam	L2 Health and Social Care
Emily	McDaid	L2 Photography & Graphics
Kevin	Samuel	HND Computing
Mason	Lemmon	Level 1 UPS
Sophie	Masters	Level 2 Information and Creative Technology
Gita	Kharel	ESOL Level 2
Eliya	Dantzie	Art and Design Level 3
Sarah	Morris	Law and Business Level 3