

CORPORATION OF RICHMOND UPON THAMES COLLEGE**Minutes of a meeting of the Student Liaison Committee held on****Wednesday 13 May 2015 at 4.15 pm in Room D6****Present:**

Paul Leonard	Chair, Independent member of the Corporation
Cathy Bird	Chair of the Corporation, Independent member
Darren Keenan	Student member of the Corporation
Rob Pope	Independent member of the Corporation
Tajay Bryan	Student member of the Corporation
Viola Amorfim	Vice President, Student Union
Daniella Adjemen	President, Student Union
Sarah Titus	Enrichment Officer, Student Union
John O'Shea	Vice-Principal
Jeff Lindsay	Head of Quality
Rebecca Courtaux	Student Services Manager
Debbie Parkes	Clerk to the Corporation

1. Apologies for absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest in the business to be discussed.

3. Welcomes and Opening Remarks

The members present introduced themselves.

4. Minutes of the Student Liaison Committee meeting held on 4 February 2015

The Committee received and approved the previously circulated minutes of the Student Liaison Committee meeting held on 4 February 2015

APPROVED

4.1 IT Communication

The Committee noted that there were now four wireless signs in the College and students have remote access.

4.2 Alumni

In response to the Chair's question, the Vice-Principal confirmed that the College website was being updated to include an Alumni page and that this work would be completed in readiness for the new academic year.

5.0 Stakeholder Voice Strategy

The Committee received for information the previously circulated paper 'Stakeholder Voice Strategy'. The strategy paper related to 16-18 full-time learners and provided information about activities to gather and act on the views of full-time learners through the course of the year.

In response to the Chair's question, the Head of Quality provided some further information about the ways in which the aim to 'Gather and act on the views of Higher Education learners', is dealt with by the College.

6.0 Learner Voice and Involvement Progress Update

The Committee received the previously circulated report 'Learner Voice and Involvement Progress Update'. The Head of Quality drew members' attention to the key points in the report which outlined the following activities to date:

- Identification of tutor/subject representatives at the start of the year
- Time set aside in tutor for students to raise issues and cause for congratulation with their tutor rep; these are passed to the SU Education Officer who collates the responses and passes them to College managers (there was general agreement that this was an excellent system).
- An online on-programme survey run during the weeks either side of half term
- Attendance by the SU President at College Management Team meetings

A further document, 'Student Feedback – On-Programme – February 2015' was tabled for members' information. The College's responses were compared against external benchmarks in the paper.

A discussion took place about the effectiveness of the online on-programme survey, noting that students may not have taken it seriously. Members were advised that this was a national survey, therefore its design could not be influenced. In response to members' questions the Head of Quality advised that it was the tutor's responsibility to ensure that students complete the survey during tutor time. A working group, which included students, would now review the process for completing the survey. The Vice-Principal suggested that the College might look at alternative ways of conducting the survey rather than repeating the same process year on year. The students suggested that:

- the questions should be made clearer
- an additional column for comments might be provided
- there may be too many College surveys
- tutor representatives might invigilate surveys

The Student Support Manager advised that there would be a tutorial on the completion of student surveys before the next one is undertaken.

The Committee noted those statements that the students had responded positively to. The Committee hoped that there would be an improvement in the issues that the students were less positive about.

7.0 Student Union Report

The Student Union reported that:

- they were helping to promote the Richmond Festival, which should provide a good experience for College applicants.
- they would meet with the Head of Catering and the Deputy Principal to make suggestions for food options; a follow-up meeting would take place. The opportunity for students to do work experience in this area was noted. The Chair of the Corporation suggested that the students might benefit from acquainting themselves with the contract between the caterers and the College in their pursuit of improvements to the food options.
- T-shirts to promote the College were in production
- a Sports Day would be held on 29th September; the Chair suggested that the students should involve Harlequins in the event.
- Freshers' Fair would take place on 17th September.
- the Student Union President attends College Management Team meetings once every three weeks; members welcomed this initiative.

The Corporation Chair asked the students whether they felt that they were learning in a safe environment. The students spoke about the College's diverse community and how that reflected positively on the learning environment. They also drew attention to the ways in which students were made to feel welcome, for example through the College's 'ice breaker' events.

The Chair asked for reassurance from the students that they were being listened to. The SU advised that students generally feel more included than they had at school.

The Committee agreed that the Student Union report should be taken at the start of future Student Liaison meetings in order to give it sufficient attention.

ACTION: CLERK TO THE CORPORATION/CHAIR

8. Any Other Business

8.1 College Timetable

The Vice-Principal tabled a paper 'Timetable Version 17 Academic and Vocational Programmes'. The Vice-Principal advised that the student feedback had been instrumental in the design of the new timetable.

In response to members' questions The Vice-Principal provided information about the College's enrichment programme. The students questioned whether the one hour lunch break for all students would lead to a shortage of food and the Vice-Principal advised that he would speak to the caterers about this.

ACTION: VICE-PRINCIPAL

8.2 College Strategy

The Vice-Principal tabled a paper 'College Strategy'. He advised that the College was in the process of gathering feedback from stakeholders on the following statements:

Purpose: To drive aspiration, ambition and achievement

Vision: A College that enhances careers and life chances with inspired provision and a commitment to our community values of mutual respect, honesty, integrity and personal accountability

Strapline: Achieving Ambitions. Building Futures

The students advised that the statements should avoid being 'cheesy' and offered to bring the Student Union's suggestions to the table.

ACTION: STUDENT UNION

9.0 Date of Next Meeting

WEDNESDAY 18 NOVEMBER 2015 AT 4.15PM

The meeting ended at 5.30 pm