

CORPORATION OF RICHMOND UPON THAMES COLLEGE**Minutes of a meeting of the Student Liaison Committee held on****Wednesday 4 February 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
Robin Ghurbhurun	Chief Executive/Principal
Jeanne Kenyon	Student member of the Corporation
Rob Pope	Independent member of the Corporation
Chloe Wint	Student member of the Corporation
Hibo Abdi	Vice President, Student Union
Belky Were	President, Student Union
Jeff Lindsay	Head of Quality
Alexis Smith	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 19 November 2014

The Committee received and approved the previously circulated minutes of the Student Liaison Committee meeting held on 19 November 2014. **APPROVED**

4.1 Matters arising from the Minutes of the Student Liaison Committee meeting held on 19 November 2014

Appointment of IT Consultant

In reply to a question from the Chair, the Student Services Manager advised that an assessment of the College's IT structure had been completed by the IT consultant this week and that input to the consultant's brief had been made by the students. Work on the IT structure would take place during the remainder of this term and next term. The Chair noted that the majority of students now have smart phones and asked how this aspect would contribute to communications. The Principal noted that the first challenge was to ensure that the systems already in place were working robustly. He advised that wi-fi, which had been launched this year, had been positively received by the students and that the College was moving to a single sign-on structure. Sightlines for IT communication were moving in the right direction.

The Chair asked whether the consultant had addressed the issue of students arriving for lessons when staff were not available. The Principal noted that this was an issue of process and had not been in the consultant's brief; the College had a system of informing students by email and the key issue in relation to this was one of compliance with the process. A Student Member said that she felt the system of informing students about staff absence had improved.

5.0 Learner Voice and Involvement

The Committee received the previously circulated report 'Learner Voice and Involvement'. The Head of Quality drew members' attention to the key points in the report.

Members noted that the number of tutor representatives had been reduced in order to make the role of 'tutor rep' more meaningful and that each week time is allowed in tutor time for students to raise issues with their tutor rep; these are then passed to the Student Union who relates the responses to College Managers. The Head of Quality drew the Committee's attention to some examples of the issues that had been raised.

The Head of Quality advised that an on-line induction survey had been run. Members were advised that issues raised by the survey had been followed up and attention was drawn to some examples of responses to students through classes and posters. Overall 88% of students had said that they would recommend the College to a friend.

The Committee noted that the Student Union President continued to attend College Management Team meetings and meetings would be held with the outgoing and incoming Student Union.

The Chair asked about the College's arrangements for finding out what students do when they leave College. The Committee was advised that an internal campaign would work with students and tutors on progression routes both inside and outside the College. The College website would incorporate an Alumni page and the 'Made in Richmond' brand, featured in this term's edition of 'Celebrate', highlighted successful past students young people could

identify with. Members noted it was important for the College to be able to demonstrate that students would progress either to the world of work or to Higher Education. The Committee welcomed the College's initiatives to publicise its successful students.

The Committee requested that an overarching analysis of the student induction survey is brought to the next Student Liaison Committee meeting.

ACTION: HEAD OF QUALITY

The Chair initiated a discussion about how students might become more involved with the local community, for example with social media support for small businesses. The Principal advised that work in this connection was underway and that conversations had already taken place with a local housing association about how students might support people in their homes.

6.0 Student Union Report

The Committee received the previously circulated report 'Student Union Third Term Report'. The report provided governors with information about:

- The Christmas party
- Union Forums
- Catering and Refectory
- Learner Voice Strategy
- US Ambassador Visit
- Respect Campaign
- SU Conferences
- Fundraising
- SU By-Election

The Chair invited the students to draw attention to any particular issues raised by their report.

The Student Union President said that the SU had challenged the catering suppliers to provide for a healthy diet. The Principal advised that significant changes had been made based on student feedback. There was now an improved offer and better value for money, however catering was, to a degree, demand led and there was still a call for chips etc. The Principal noted that the government funded allowance for a meal was £2.49, however the College had increased this to a £3 allowance, which covered a basic meal.

The Corporation Chair advised that the students had been very impressive when they had met the US Ambassador, asking in-depth and focussed questions.

The Principal noted that the Respect Campaign had encompassed a broad range of issues and was part of a wider campaign that would lead to zero tolerance in terms of a Student Code of Conduct. A 'no-nonsense' approach would be adopted, with the College promoted as a place of learning, whilst celebrating all of the things that the students do so well.

The students advised that the SU had raised £279.75 for charity and had agreed on the charities for donation.

In response to a governor's question, the Student Services Manager advised that activities related to the General Election would be rolled out during tutor time. The Committee suggested that borough candidates might be invited into the College to talk about their attitude to education in the borough.

7.0 Any Other Business

This being the last meeting attended by the current Student Union members, the Principal thanked them for their valuable attendance at College Management Team meetings.

The Committee thanked the Student Union members for their important contribution to the Corporation's Student Liaison Committee meetings during the year.

8.0 Date of Next Meeting

WEDNESDAY 13 MAY 2015 AT 4.15PM

The meeting closed at 5.15pm