

## LEEDS COLLEGE OF BUILDING

### STUDENT LIAISON COMMITTEE

Minutes of the meeting held on Tuesday 7 December 2010 at 12.15 pm in Meeting Room 1.

#### PRESENT:

A Gamble (Chairman)  
D Appleby-Carrasco  
C Armstrong  
F Bell  
I Billyard  
R Broadbent  
J Dixon  
S Graves  
T Hammond  
L Lowe  
D Metcalfe  
J Speight  
J Theakston  
J Wilkinson

#### IN ATTENDANCE:

R Scanlan (Executive Director - Support Services and Clerk to the Corporation)  
N Fearnside (Secretary – minutes)

ACTION  
BY AND  
TARGET DATE

#### 1. ELECTION OF CHAIRPERSON

The Clerk asked for nominations for Chairperson for 2010/11. I Billyard nominated A Gamble, this was seconded by J Theakston. A Gamble accepted the nomination as Chair for 2010/11.

#### 2. DECLARATION OF INTEREST

There were no declarations of interest.

#### 3. APOLOGIES FOR ABSENCE

An apology for absence was received from D Hutchinson.

#### 4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 25 May 2010 were approved as a true record.

#### 5. MATTERS ARISING

##### 5.1 Ref Min 5.1

Actioned.

##### 5.2 Ref Min 5.3

D Metcalf confirmed that a radio was now available for students at Lockwood Way.

5. **MATTERS ARISING** (continued)

**5.3 Ref Min 6**

D Metcalf stated that details of trips are sent to tutors to promote and a handbook was available for information. Some students had not been on any class trips at all last year and I Billyard asked D Metcalf to let him have details so that this can be followed up.

DM  
15 Dec. 2010

**5.4 Ref Min 11**

Actioned.

6. **STUDENT UNION REPORT AND ISSUES RAISED BY STUDENTS**

D Metcalf stated that the students present had been involved in recent student representative meetings and the following issues were raised:

**6.1 – Faye Bell (Painting & Decorating)**

F Bell raised concerns regarding the adverse weather recently and problems students had encountered travelling home; some students did not feel that the College had closed early enough. I Billyard apologised for any inconvenience caused but stressed that the decision had been taken as soon as reasonably practical. R Scanlan stated that if students were worried about the weather then they could make their own decision to leave and the College would accept this.

**6.2 – Daniel Appleby-Carrasco (Sign-making)**

D Appleby-Carrasco raised the question of a smoking shelter at Millwright Street. I Billyard stated that the College had adopted a No Smoking Policy and made a decision that smoking shelters would not be erected on any College site. Some students felt that an area out of the way and not highly visible where smoking was allowed would be a good idea; the provision of litter bins was also raised. These points were noted and I Billyard suggested that this matter could possibly be reviewed by the Senior Management team.

**6.3 – Joshua Wilkinson (Brickwork)**

J Wilkinson stated that most concerns had been raised at the recent student rep meeting. He reported that the pool tables were well used and there were no issues with regard to the television. J Wilkinson stated that he was enjoying his course.

**6.4 – Liam Lowe (Roofing)**

L Lowe stated that work placements for Roofing were taking place shortly. He raised concerns regarding the quality of the roofing rigs; this would be passed on to the appropriate Faculty Director.

RS  
14 Jan. 2011

**6.5 – Jamie Speight (Wall & Floor Tiling)**

J Dixon stated that previously some students' work had been damaged in the workshops and students had suggested that CCTV was installed. I Billyard felt that this should be dealt with through classroom management and the concerns would be passed on to the appropriate Faculty Director.

RS  
14 Jan. 2011

**6.6 – Catherine Armstrong (Extended Diploma Construction)**

C Armstrong asked if there was any possibility of a female toilet being provided on E floor. R Scanlan would investigate further.

RS  
14 Jan. 2011

**6. STUDENT UNION REPORT AND ISSUES RAISED BY STUDENTS** (continued)

**6.7 – Shane Graves (Carpentry)**

S Graves raised concerns regarding the attitude of the Refectory staff at Clarence Road; this would be reported to the Catering Manager. Students felt that more and better classroom equipment was required; this would be passed on to the appropriate Faculty Director.

**RS**  
**14 Jan. 2011**

**RS**  
**14 Jan. 2011**

**6.8 – Tyler Hammond (Plumbing)**

D Metcalf reported that T Hammond would be helping out in the Student Union office and would also be assisting with trips.

**6.9 – Jamie Dixon (Plumbing)**

J Dixon raised concerns regarding the late notification of work experience; some students who have part-time jobs have to book time off work and more notice would be helpful. This was accepted and would be notified to the Placement Advisor.

**RS**  
**14 Jan. 2011**

**6.10 – Robert Broadbent (Carpentry)**

R Broadbent confirmed that he had no further issues to report, other than what had already been raised. He said he was enjoying his course.

D Metcalf reported that some student rep training had been carried out; the remainder has been scheduled.

D Metcalf stated that the main issues raised at the recent student rep meetings were the provision of a smoking shelter and lack of promotion for trips. He also raised concerns that in some areas no information was being given to students prior to attending the student rep meetings.

Trips are advertised in the Student Union magazine and are sent via email to full-time and part-time student reps. Posters are also displayed at all sites via the Student Union. D Metcalf emphasised that promotion of trips by tutors is essential. C Armstrong suggested that details of trips were sent to student reps via email; however it was acknowledged that not all students accessed their College emails and it was felt that texting would be a better option. D Metcalf would investigate further.

**DM**  
**31 Jan. 2011**

Students' concerns regarding the Government's decision to stop EMA were noted, together with the possible withdrawal of half fare bus passes by Leeds City Council. I Billyard stated that the College was lobbying against these changes and information had already been sent to the Association of Colleges and local MPs. Students would be kept informed of the situation.

It was noted that some students felt that not enough notice was given for them to attend the student rep meetings. J Theakston confirmed that some delays in student training had also been inevitable with the recent Ofsted Inspection.

The majority of students confirmed that their courses were going well and they were enjoying College life.

## **7. COLLEGE MANAGEMENT ISSUES**

### **7.1**

I Billyard reported that the College is pursuing a long term plan to consolidate all sites on to two; North Street and a new site. The new site would initially house provision from Parkside Lane and Lockwood Way. A phased approach would be undertaken on a new build and improvements to North Street would also be progressed.

### **7.2**

It was noted that the College had recently been successful in its bid to be a SummitSkills Regional Hub for the National Skills Academy for Renewable & Sustainable Technologies.

### **7.3**

I Billyard reported that the College had recently been inspected by Ofsted and only 1 grade 3 had been awarded; the rest were grades 2 and 1. He thanked all students for their involvement during the Inspection. A financial audit had also been carried out by the Skills Funding Agency during Inspection and an Outstanding grade had been awarded. Earlier in the year the College underwent an IQER Summative Review for its HE provision and the highest grade of "Confidence" was achieved.

### **7.4**

R Scanlan stated that a recent suggestion has been made that College managers could mentor individual students; this would be on a voluntary basis and could include such things as interview techniques, CV writing etc. C Armstrong felt that it would be good to offer this service and R Scanlan would progress this.

### **7.5**

I Billyard stated that next year the SkillBuild national final (and Yorkshire regional heat) would be held at the College, together with the M&E Skills national competitions. These would take place on 14/15/16 September 2011. He also reported that the College had three students in the UK team for WorldSkills.

## **8. LPOC SURVEY RESULTS – MAY 2010**

R Scanlan presented the Report on the Learner Survey results (May 2010). Questionnaires were distributed across 61 courses and completed by 616 learners.

The completed questionnaires are processed by an external company and benchmarked against other providers.

The results from the three key statements are as follows:

- 92% agreed that they achieved what they came to do
- 85% agreed that they enjoyed being at College
- 92% agreed they would recommend the College to a friend.

**8. LPOC SURVEY RESULTS – MAY 2010** (continued)

Other agreement percentages noted were:

- 95% agreed they had a good relationship with their lecturers
- 91% agreed the teaching on their course was good
- 93% agreed that learning objectives were made clear to them
- 91% agreed that College staff helped them with problems
- 96% agreed that they were aware of their own responsibility for safe working practices
- 93% agreed they felt safe at College.

All comments received are referred to the appropriate area for further analysis / investigation and action.

The Faculty of Construction Crafts results indicated a consistently positive view, the Faculty of HE & Construction Management is showing an improving trend but the Faculty of Mechanical & Electrical Services is showing a declining picture.

C Armstrong felt that some issues were not picked up through the questionnaire; particularly if there is an issue on a particular subject / element. This was accepted but it was emphasised that students can raise issues on behalf of their group at student rep meetings which should be addressed by College managers.

**9. STUDENT DISCIPLINARY POLICY AND PROCEDURES**

R Scanlan presented the revised Student Disciplinary Policy and Procedures. This has been approved by Governors subject to any comments from students. It was agreed that if no comments were received then the new Disciplinary Policy would be effective from 1 January 2011.

**10. STUDENT SERVICES ANNUAL REPORT 2009/10**

J Theakston presented the Student Services Annual Report for 2009/10 and gave a brief overview of the main points.

1,534 full-time applications were processed; 5,417 students visited Student Services and 15,936 telephone enquiries were received.

The College is accredited with the MATRIX Quality Standard (for Information, Advice and Guidance). Strong pastoral support is available for all full-time students and a Personal Advisor is linked to each department on each site.

Last year the Learner Support Fund allocated £153,965 to individuals. This Fund will increase as the EMA disappears and will be available to both 16-18 and 19+ students.

Various Focus Groups have taken place, together with Charter Review Groups. Healthy College events were promoted throughout the year, including the C Card scheme.

**11. STUDENT UNION / ENRICHMENT ANNUAL REPORT 2009/10**

J Theakston presented the Student Union / Enrichment Annual Report for 2009/10 on behalf of D Metcalf. The report detailed the activities / trips available to students.

The number of students who had taken part in one or more enrichment activities during 2009/10 has increased to 232 (184 in 2008/09).

Various charity events took place during the year including a Sport Relief tournament and events for Children in Need; both students and staff took part in these events. Any suggestions for other charity events were welcomed and could be discussed with D Metcalf or J Theakston.

**12. COMMITTEE'S ANNUAL SELF ASSESSMENT 2009/10**

R Scanlan presented the Committee's Self Assessment for 2009/10 against its terms of reference.

The only Area for Improvement noted was consideration of the Student Union Constitution; this would be considered during 2010/11.

DM  
31 Jan. 2011

**13. ANY OTHER BUSINESS**

**13.1**

F Bell asked if the College supported days where students could look for jobs. It was noted that work placements are undertaken and some employers were receptive to taking on students through this route. An initiative has also been set up through the Federation of Master Builders (Pathway to Construction) where employers are supported in offering students work experience, with the express aim of providing employment for students at the end of the scheme.

J Theakston stated that interview practice / CV writing was covered during tutorial sessions and mock interviews are carried out through Student Services. A Careers Advisor is linked to College (through Connexions) and appointments can be made to discuss career issues through the Personal Advisors or directly through Student Services.

A Gamble stated that, as an employer, enrichment activities, competitions, involvement in meetings etc. were an important factor when making a decision to employ students.

**13.2**

A Gamble thanked all students for their attendance and input during the meeting.

**14. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday 15 March 2011 at 12.15 pm.

Signed for Distribution: .....  
(Chair)

Date: .....

Approved: .....  
(Chair)

Date: .....