

LEEDS COLLEGE OF BUILDING

STUDENT LIAISON COMMITTEE

Minutes of the meeting held on Tuesday 15 March 2011 at 12.15 pm in Meeting Room 1.

PRESENT:

A Gamble (Chairman)
C Armstrong
I Billyard
C Cardiss
D Hutchinson
D Metcalfe
T Tattersfield
J Theakston
D Tipple
R Vollans
K Young

IN ATTENDANCE:

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

ACTION
BY AND
TARGET DATE

1. CHAIRMAN'S COMMUNICATIONS

A Gamble welcomed everyone to the meeting.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from I Billyard and J Speight.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 December 2010 were approved as a true record.

5. MATTERS ARISING

5.1 Ref Min 5.3

D Metcalf stated that the students from Stourton who had not been on any class trips had been identified and trips had or were taking place. K Young reported that Plastering students had not yet been on any class trips; D Metcalf would follow this up.

C Armstrong asked if students could organise their own trips. D Metcalf stated that students should discuss trips with their course tutors and any suggestions were welcome.

DM
18 Apr. 2011

5. MATTERS ARISING (continued)

5.2 Ref Min 6.4

R Scanlan stated that the quality of roofing rigs had been taken up with the Faculty Director; this had now been resolved.

5.3 Ref Min 6.5

R Scanlan confirmed that this had been followed up as appropriate, and mainly referred to Millwright Street and Stourton.

5.4 Ref Min 6.6

R Scanlan stated that it would not be possible to install a female toilet on E floor. However, a female toilet was available in the Staff Common Room and R Scanlan did not feel that it would be a problem for female students to use this.

5.5 Ref Min 6.7

Actioned.

5.6 Ref Min 6.9

Actioned.

5.7 Ref Min 6.13

D Metcalf stated that text messaging was now being utilised and emphasised that students should notify any mobile number changes to Student Services.

5.8 Ref Min 12

D Metcalf confirmed that the Student Union Constitution is currently under review.

**DM
30 May 2011**

6. STUDENT UNION REPORT AND ISSUES RAISED BY STUDENTS

D Metcalf stated that the second round of student representative meetings had taken place and gave a brief overview of the points raised:

- A television was requested at Lockwood Way. It was noted that two had previously been stolen.
- Alternative TV channels were requested for Parkside Lane.
- WiFi, Facebook etc. were requested to be available during lunchtime; this has been actioned.
- Smoking shelters were requested at all sites; the College's No Smoking Policy was reinforced.
- The use of plastic plates in the Refectory was raised; it was acknowledged that this may have been due to the dishwasher breaking down.
- Comments were noted regarding the toilets at Lockwood Way; D Metcalf had raised this with P Smith who confirmed that they were cleaned on a regular basis. Any further issues should be reported to Estates.
- Lockwood Way had requested the use of computers at dinner times for job searches etc. It was noted that this was not feasible due to staffing issues. It was acknowledged that computers were available at North Street in the Library and IT Workshops.
- Students at Millwright Street had requested sofas instead of chairs in the Refectory; this may not be feasible due to space limitations.
- Table football was now available at all sites; any money made from these would go back to the Student Union.

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

- Students at Millwright Street had asked if coin locks could be made available for lockers. R Scanlan would investigate.
- Overcrowding in the Millwright Street Refectory was raised; it was noted that staggered breaks had been introduced to address this issue.
- The question of meal deals for use with dinner tokens was raised and D Metcalf confirmed that this was being addressed by the Catering Manager.
- More lockers would be helpful at North Street.

RS
22 Apr. 2011

The students present confirmed that feedback following the last meeting had been good and the majority of issues had been addressed.

7. COLLEGE MANAGEMENT ISSUES

7.1

R Scanlan reported that the College is still pursuing a long term plan to rationalise all sites on to two; North Street and a new site. A shortlist of potential sites is being drawn up.

7.2

R Scanlan stated that the model of governance for the College is being revised. Sub-committees will be disbanded and there will be more Board meetings. Suggestions on the best way that Governors could interact with students would be welcome, eg students could attend at the start of the Board meetings to feedback issues; alternatively a Governor could be linked to a particular area and attend student representative meetings.

After discussion students felt that the current format was more suitable and seemed to work; R Scanlan stated that this would be fed back to the Board for consideration.

RS
22 Mar. 2011

8. HEALTHY COLLEGE WEEK

J Theakston reported that Healthy College Week took place during week commencing 7 February 2011. Activities were held on all College sites and included the following activities:

- Healthy College Road Show
- Skipping and Plank Challenge
- Drugs Awareness
- Sexual Health
- Cycling / Rowing Challenge.

Events had been advertised on the website and posters displayed on notice boards around College and in the Refectory.

C Armstrong asked for clarification on who should be informing students of these events; both tutors and Course Team Managers should be passing on this information. J Theakston would relay this issue back to the Faculties.

JT
22 Apr. 2011

D Metcalf stated that new notice boards had been purchased, specifically to advertise health topics, eg Stop Smoking and Sexual Health issues. These would be installed at satellite sites within the next couple of weeks.

9. HEALTH & SAFETY ACCIDENT STATISTICS FOR 1 SEPTEMBER – 31 DECEMBER 2010

R Scanlan presented a report on Health & Safety Accident statistics for the period 1 September to 31 December 2010.

All accidents at the College are monitored with a view to reducing the number occurring. At the recent Ofsted Inspection the College received a Grade 1 for Health & Safety.

Although there was a 29% increase in reported injuries for the same period in 2009/10, the majority of these were minor accidents. It was noted that none of the incidents were RIDDOR injuries (which are reportable to the Health & Safety Executive).

A breakdown of incidents in the various areas was also included in the report. The majority of accidents occurred in Carpentry & Joinery and Painting & Decorating. The use of eye protection and long sleeves has been introduced in the appropriate areas and gloves may be introduced to reduce the number of hand cuts.

Some students have complained about wearing protection in workshops whilst using PVA glue and did not feel this was necessary. R Scanlan explained that all risk assessments are provided through the COSHH software and the College did need to follow the guidance outlined in these risk assessments. College staff are expected to rigorously reinforce these measures and Health & Safety inspections take place regularly.

A Gamble and D Hutchinson confirmed that more and more sites are introducing these measures and large companies were particularly rigorous in enforcing the use of PPE.

Students raised the possibility of having a radio on in the workshop; it was acknowledged that this was a health and safety issue and therefore is not allowed (the majority of contractors do not allow radios on site).

10. ANY OTHER BUSINESS

10.1

D Metcalf reported that the first year of the Academy Rugby Team had been very successful. The College had won the cup and was top of the league. New players were currently being recruited for the Academy.

10.2

D Metcalf stated that the Football Team is involved in two leagues (the Leeds Colleges Cup and the Pennine League) and is doing well.

10.3

Red Nose Day is being held on Friday 18 March 2011. The College is holding a fancy dress tournament and a speed ball contest; prizes will be available. Red Nose Day packs are available and D Metcalf encouraged all students to collect these from the Student Union office and participate on the day.

11. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 7 June 2011 at 12.15pm, this would be confirmed following the Corporation meeting next week.

Signed for Distribution: Date:
(Chair)

Approved: Date:
(Chair)