

LEEDS COLLEGE OF BUILDING

STUDENT LIAISON COMMITTEE

Minutes of the meeting held on Tuesday 6 December 2011 at 12.15 pm in Meeting Room 1.

PRESENT:

D Hutchinson (Chairman)
C Armstrong
C Cardiss
T Flynn
D Metcalf
P Mitcham
J Theakston
M Williams
L Wood

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 2011/12. J Theakston nominated D Hutchinson, this was seconded by D Metcalf. D Hutchinson accepted the nomination as Chair for 2011/12.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from I Billyard and A Gamble.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 June 2011 were approved as a true record.

5. MATTERS ARISING

5.1 Ref Min 5.3

R Scanlan stated that she had asked C Haigh, Facilities Manager, to pilot coin lockers at Millwright Street; she would follow this up.

**RS
20 Dec. 2011**

5.2 Ref Min 6

R Scanlan stated that the provision of smoking shelters had been raised again with the Senior Management Team but although it was debated, the decision was made not to provide them.

5. MATTERS ARISING (continued)

5.3 Ref Min 6

R Scanlan confirmed that she had spoken to A Inglehearn regarding the Library being used by students who were not studying at lunch periods; it was acknowledged that there was a fairly relaxed atmosphere in the Library. R Scanlan reported that the College is potentially looking at another area for students' use at North Street, with access to computers etc.

R Scanlan stated that access to Facebook and Twitter had been approved outside course hours. Students asked if this also applied to other sites; R Scanlan would ask IT to check on this.

RS
20 Dec. 2011

5.4 Ref Min 6

R Scanlan stated that lockers had been requested for HECM students and she would follow this up with C Haigh, Facilities Manager.

RS
20 Dec. 2011

5.5 Ref Min 6

D Metcalf reported that microwaves had again been requested at student representative meetings. It was noted that health and safety was an issue in respect of microwaves (eg cleaning etc.); however R Scanlan would pass on this feedback to the Catering Manager.

RS
20 Dec. 2011

5.6 Ref Min 9

Actioned.

5.7 Ref Min 11

Actioned.

6. STUDENT UNION REPORT AND ISSUES RAISED BY STUDENTS

D Metcalf stated that two student representative meetings have been held so far this year; these were well attended and the majority of feedback was positive. However, the following issues were raised:

- Dinner / break times at Stourton were felt to be too long with little to do; R Scanlan would follow up.
- Lack of tools had been raised; D Metcalf confirmed that this had now been actioned.
- Food choice / cost at Millwright Street was raised. C Armstrong suggested that food was prepared at North Street and transported to Millwright Street. R Scanlan stated that due to strict health and safety regulations she did not think this was feasible. However, R Scanlan would feedback comments to the Catering Manager.
- Shorter breaks at Millwright Street were suggested; more pool tables would also be welcome.
- Table tennis at Stourton was suggested and D Metcalf would look into this.

RS
20 Dec. 2011

RS
20 Dec. 2011

DM
20 Dec. 2011

D Metcalf reminded students that the TV channels at Stourton could be changed via Reception.

R Scanlan acknowledged that the same facilities were not available to students on all sites.

7. COLLEGE MANAGEMENT ISSUES

7.1

R Scanlan stated that the College is still pursuing a new build; the Carlsberg Tetley site being the preferred choice. Ideally the College was aiming to rationalise all sites on to two, North Street and the new site, by September 2014.

7.2

R Scanlan reported that two high profile visits had taken place recently; one by the Duke of Gloucester and one by the Deputy Prime Minister, Nick Clegg (who had announced the Government's new Youth Contract at the same time). Some students had come in at 6.00am for the Deputy Prime Minister's visit and R Scanlan recorded her thanks to all involved.

7.3

D Metcalf stated that a member of Leeds Rhinos had come in to College to give a motivational talk to students and very good feedback had been received, which the students confirmed.

7.4

R Scanlan stated that a report had recently been released by the Department for Business, Innovation and Skills (BIS) regarding FE and Skills Reforms. A summary would be brought to the Group as appropriate.

**RS
13 Mar. 2012**

8. STUDENT UNION CONSTITUTION

D Metcalf presented the revised Student Union Constitution and gave a brief overview. Essentially the Constitution outlined the rules and regulations for the Student Union and now reflected the current officer positions and procedures. This would be recommended to the Corporation for approval.

9. LEARNER SURVEY 2010/11

R Scanlan presented the summary Report on the Learner Survey results (May 2011). Questionnaires were distributed across 69 courses and completed by 573 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:

- 95% agreed that they achieved what they came to do
- 90% agreed that they enjoyed being at College
- 91% agreed they would recommend the College to a friend.

Other agreement percentages noted were:

- 94% agreed they felt safe at College (+1% on last year)
- 94% also agreed teaching on their course was good (+1% on last year)
- A 4% improvement was noted on Teaching & Learning, assessment, organisation of course, support, resources, College community and QA.

9. LEARNER SURVEY 2010/11 (continued)

Construction Crafts and HE & Construction Management have shown an improvement on the previous year. Mechanical & Electrical Services indicates a continuing decline.

The perception of ethnic minority learners is generally in line with the "All College" ratings. The perception of female learners has declined and is below the "All College" ratings.

The results are analysed by each area as appropriate and included within Self Assessment Action Plans.

10. STUDENT SERVICES ANNUAL REPORT 2010/11

J Theakston presented the Student Services Annual Report for 2010/11 and gave a brief overview of the main points.

1,303 full-time applications were processed; 4,718 students visited Student Services and 14,319 telephone enquiries were received.

The College is accredited with the MATRIX Quality Standard (for Information, Advice and Guidance). Strong pastoral support is in place and a Personal Advisor is linked to each department on each site.

Last year the Learner Support Fund supported 832 students; an increase of 22% on 2009/10.

Various Focus Groups have taken place, together with International Women's Week, Careers Month and Healthy College Week.

The Report is shared with the Senior Management Team and the Corporation.

11. STUDENT UNION / ENRICHMENT ANNUAL REPORT 2010/11

D Metcalf presented the Student Union / Enrichment Annual Report for 2010/11. The report detailed the activities / trips available to students.

The number of students who had taken part in one or more enrichment activities during 2010/11 has increased slightly to 239 (232 in 2009/10).

Various charity events took place during the year including events for Children in Need and Red Nose Day; both students and staff took part in these events.

12. COMMITTEE'S ANNUAL SELF ASSESSMENT 2010/11

R Scanlan presented the Committee's Self Assessment for 2010/11 against its terms of reference.

The only Area for Improvement noted was a review of the Student Union Constitution; this has now been actioned.

13. ANY OTHER BUSINESS

13.1

L Wood stated that he was enjoying his time at College and felt that the College was great.

13.2

M Williams / T Flynn stated that the Student Union was very good. It was felt that the College listened to students and took on board students' comments and feedback was communicated as appropriate.

14. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 13 March 2012 at 12.15 pm in Meeting Room 1.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: