



DRAFT NOTES
STUDENT CONSULTATIVE FORUM

Date: Thursday 21 February 2018
 Venue: Boardroom – Stratford Campus
 Time: 4:00pm

Chair	Vice Chair (Student Consultative Forum): Andrew Edwards
Corporation Members	Principal & CEO: Paul Stephen Student Governor: Diana Azanda
In Attendance	Deputy Principal, Financial & Infrastructure: Anil Nagpal Executive Director of Estates and Operations: Angela Mitten Director of HR & Legal Services: Olivia Besly Director of Finance: Pieter Vermeulen Registrar: Simeon Gibbons Director of Higher Education: Andrea McMahon Learner Voice and Enrichment Co-ordinator: Sonia Hill Director of Curriculum ESOL & COMED: Janet Prendergast HoS 16-16 Scient & Humanities: Tracy Laudat Director, Student Services: Clive Ansell 5 Students were in attendance
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	<p>Chair's Welcome & Opening Remarks It should be noted in the absence of Linda Jordan, the meeting was chaired by Andrew Edwards.</p> <p>Chair welcomed new staff members:</p> <p>Sonia Hill – Learner Voice and Enrichment Co-ordinator Judith Nelson – Clerk to the Corporation</p> <p>The Chair explained to the students that the purpose of the forum was to discuss issues of common interest as well as general concerns and that the meeting served as a direct line to the governors and the College management. The Chair invited students to talk about issues that they wanted to bring to the attention of senior staff and Governors.</p> <p>The Chair requested that staff present to introduce themselves before answering a question.</p>
2.	<p>Apologies For Absence Linda Jordan Paul Stopford Steve Parry Odette Carew</p>
3.	<p>Declaration of Interests None recorded.</p>
4.	<p>Notes of the Last Meeting Held on 08 November 2017 The Notes were signed as a true and accurate record of the meeting.</p>
5.	<p>Matters Arising and Action Points from the Meeting All matters arising were actioned</p>
6.	<p>Matters Raised by Students were as follows:</p> <ul style="list-style-type: none"> a. Safeguarding Team: Students suggested it would be very helpful if members of the safeguarding team would organise drop in sessions to lessons / tutorials, by way of an introduction. b. Access to Law Student: Students are struggling with assessments and the assessments seem to be very repetitive. c. Computers: Not all the computers in the classrooms are working, can someone please take a look at this. D109 and Y211 is a good example of where computers are not working.

Item No	Item of business
	<p>ACTION: Deputy Principal – Anil Nagpal to look into this matter and resolve Angela Mitten, introduced herself and explained that she is leading on the very exciting redevelopment of the both campuses.</p> <p>d. Behaviour: Students raised concerns that some students were misbehaving in class and this was becoming a pattern. Jo Swindells explained in these instances the disciplinary process would be instigated with students who have behaviour issues</p> <p>e. Bullying & Discrimination: Student Governor brought up the issue of bullying, whereby some students were too scared to report bullying.</p> <p>Response: Tracy Laudat explained in great detail how the safeguarding report it button worked and there were clear policies in place for all the directorate if there were cases of bullying. Learning mentors work closely with students and the safeguarding team meet weekly, following up on actions recorded on the database. If students are feeling nervous they can speak to their curriculum lead, the college counsellor or a safeguarding officer. Sonia Hill requested for an anti-bullying campaign highlighting zero tolerance. ACTION: Safeguarding team to work with Marketing team to roll out an anti-bullying campaign.</p> <p>The Principal added that it takes a lot of courage for anyone to speak up or even report bullying. The College has a Zero Tolerance on bullying and this is reinforced at all staff meetings. The Principal encouraged fellow students who were aware or knew anything about bullying incidents, that they confidentially report it to a staff member. If these matters are not reported there is no way the college can do anything about it. Students should not have to suffer in silence and must report concerns.</p> <p>f. Course Rep Meeting Outcome: Food was the highest topic on the agenda at the last course rep meeting. Students would like to see the price of food decreased. A wider range of healthy food choice was requested. Currently the food is not healthy and if you are based at Stratford you have to walk 20 minutes to find a healthy eatery, which would impede on lesson time. ACTION: Olivia Besly to co-ordinate a meeting between the students and the Director of Service Industries</p> <p>The Principal explained that the food is subsidised and it would be helpful to get a sense of what price range the students are looking to pay for good nourishing food.</p> <p>g. Oyster / Bursary Payments: Students raised a concern that they had not received any response following their oyster application. Sonia Hill also advised that students are not receiving an email to let them know they will not be receiving their bursary. ACTION: Simeon Gibbons to follow up with any students regarding oyster / bursary support at the end of the meeting.</p> <p>h. Engineering Class: The engineering class teacher was absent and a supply trainee teacher was provided and the teacher decided to skip most of the lesson. How will the students catch up on the work they have missed.</p> <p>Response: This was an exceptional case, whereby the teacher had to very urgently leave the country for a seriously personal matter. The cover teacher was put in place as a stop gap. Extra classes will be timetabled during the Easter holidays.</p> <p>The meeting closed at 5pm.</p>
MEETING SCHEDULE 2017-18	
7.	<p>Meeting Schedule for 2017-18 (All to Note)</p> <ul style="list-style-type: none"> • 23 May 2018 – East Ham Campus @ 4:00pm • 07 November – Stratford Campus @ 4:00pm <p>All noted the date of the next meeting. The meeting closed at 5:00pm</p>