



NOTES
STUDENT CONSULTATIVE FORUM

Date: Tuesday 13 November 2019
 Venue: D12 Stratford Campus
 Time: 4:00pm

Chair	Chair (Student Consultative Forum): Andrew Edwards
In Attendance	Principal & CEO: Paul Stephen Deputy CEO: Janet Gardner Chief Operating Officer: Judith Abbott Director of Registry & Funding: Simeon Gibbons Director of Finance: Pieter Vermeulen Director of MESTEM: Lloyd Davis Director of Curriculum ESOL; COMED & Learning Support: Janet Prendergast Director of Human Resources: Olivia Besly Head of Student Experience: Anthony Brathwaite Deputy Director of HE & Access: Bushra Iqbal Catering Manager: Ian Hewson Campus Co-ordinator: Miguel Tigsilema Enrichment & Learner Voice Co-ordinator: Shuaib Ali Student Representatives
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	The Chair welcomed all students and staff in attendance and opened the floor for questions.
2.	<p>Matters Raised by Students were as follows:</p> <p>You asked: Why is the bursary payments made every 3 months, many other colleges pay weekly.</p> <p>We said: <i>Frequency of bursary payments:</i></p> <ul style="list-style-type: none"> i) <i>Adults - receive one award which is paid over two instalments one month apart.</i> ii) <i>16-18s – this year one single payment is being made as the College is seeking to maximise the number of 16-18 year olds who are eligible to receive a bursary.</i> <p>Registration Team Contact Details:</p> <ul style="list-style-type: none"> iii) <i>There are dedicated email addresses for students to contact Registry Team which are detailed on the Application Forms but if students wish to speak to the team in person then can do so:-</i> <ul style="list-style-type: none"> ▪ <i>East Ham – we have a dedicated person in One Stop Shop between 11.30 and 14.30 daily.</i> ▪ <i>Stratford – The Exams and Registry Office – Room A007 there is an Enquiry Window – open between 9.00 and 17.00</i>

Item No	Item of business
	<p>You asked: For help and support with writing their university application personal statement.</p> <p><i>We said: Bushra Iqbal, Deputy Director of HE & Access to assist students.</i></p> <p>You asked: Level 2 electrical engineering students felt that they did not have the materials and tools to support their course.</p> <p><i>We said: Lloyd Davis, Director of MESTEM to visit the students to ascertain what is required.</i></p> <p>You asked: For a review of the lunch time queue and food choice.</p> <p><i>We said: Catering Manager, Ian Hewson has been in post for 3 days and advised the lunch queues and food choice is being reviewed and students should see a difference in January 2020.</i></p> <ul style="list-style-type: none"> ▪ Last year's students did advise there was an improvement in the food choice compared to the previous year. ▪ Students were signposted to Shuaib Ali, Enrichment and Learner Voice Co-ordinator, in order to register to vote at the general election on 12 December. <p>You asked: If smoking directly outside the College campus could be discouraged.</p> <p><i>We said: Miguel Tigsilema, campus co-ordinator advised that people smoking directly outside the campus are always moved on away from the campus. Students were also made aware that Borough enforcement officers regularly patrol the area and enforce a penalty charge on people discarding their cigarettes on the public footpath.</i></p> <ul style="list-style-type: none"> ▪ Students expressed their thanks to Shuaib Ali and the enrichment team for organising a powerful external speaker. <p>You asked: Students felt the perimeter surrounding the Stratford campus was not safe i.e. West Ham Park and the ally way.</p> <p><i>We said: The College worked closely with the Police Inspector of the Safer Schools & Youth Engagement. Visible patrol activities were incorporated into the police winter nights plan The plan involves targeting hotspots in Stratford and East Ham.</i></p>
MEETING SCHEDULE 2019-20	
3.	<p>Meeting schedule for 2019-20 was noted as follows:</p> <ul style="list-style-type: none"> ▪ 12 February 2020 ▪ 06 May 2020