



## NEWHAM COLLEGE OF FURTHER EDUCATION

### STUDENT CONSULTATIVE FORUM

#### Notes of the meeting held on 17 May 2017

#### Present:

Students: 29 students attended.

Governors:	Linda Jordan	Chair of Student Consultative forum
	Di Gowland	Principal
	Ahmed Noori	Student Governor

Staff:	Beryl Hughes	Clerk to the Corporation
	Mary Herbert	Vice Principal
	Olivia Besly	Director of HR and Legal Services
	Pieter Vermeulen	Director of Finance
	Clive Ansell	Director of Student Services
	Steve Parry	Director of ITS
	Odette Carew	Director of Service Industries
	Simeon Gibbons	Registrar
	Danielle Giles	Sport Development officer
	Fiona Adams	Catering manager
	Mohamed Nakhuda	Technical Trainer Digital Skills

#### 1. Introduction

JL welcomed the attendees and the staff present introduced themselves. Chair explained that the purpose of this 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.

As there was an open agenda for the meeting, JL invited students to talk about issues that they wanted to bring to the attention of senior staff and Governors.

Chair told the forum this was the last forum being attended by Di Gowland, Principal and Chief Executive, as she is retiring in August.

#### Issues raised by students

#### 2. ACCESS TO COMPUTERS, SCIENCE AND MATHS

- The course is good
- The air conditioning in room D102 is broken

**Response:**

- Estates and Facilities will arrange for an AC contractor to investigate the fault.

**3. ACCESS TO HE –HEALTH AND SOCIAL CARE**

- Teachers are brilliant
- Student thanked staff for rectifying issues raised by her peer at the last meeting
- The course work is heavy as the course started in December and finishes in July
- 25 students started the course and only 11 are continuing
- Some students are unable to afford the travel cost to attend.
- Could there be lessons on writing reports and essays

**Response:**

- SG told the forum there are no longer any Government bursary funds available for 16-18 year olds; bursaries are available for Level 3 students with loans. Applications can be made to LRT for hardship funds
- Study Skills needs to be earlier in their course as this supports report writing. MH will check why it was offered late

**4 ACCESS TO SCIENCE**

- Students not informed early enough when teachers are absent or late no one tells the students and they are left without a teacher.
- Students must contact the college before 9am to report if they will not be attending.
- The same courtesy should apply to students.
- Student not registered on SIS
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**Response:**

- MH will check the attendance of teachers and ensure students are informed of absence
- SG will check the SIS and attendance will not be affected

**5 LEVEL 3 TECHNOLOGY**

- Chairs unsuitable

**Response**

- Chairs are being replaced at both campuses

**6. BURSARIES**

**Response**

- SG updated students on process
- Need must be demonstrated by a simple means tested application
- Recommends students tick every box on the form
- Laptops will not be funded
- Bursaries are on a first come first served basis
- There has been an increase of 20% of applications this year

**7. HEALTH AND SOCIAL CARE**

- The teachers are good
- The Flex is only open late on 2 days
- There are not enough computers in the Flex for all

**Response:**

- The Flex is open late on alternate days at both campuses
- Executive will explore if can be open longer during exams
- It is the intention to make laptops available for use in the Flex

**8. PRAYER ROOM**

- There is no prayer room

**Response:**

- The directorate will book a room for individual prayer
- It will be a different room each day

**10 IT - DSS**

- It is difficult to revise because the systems are different in SIS

**Response**

- There should be mentors to assist
- MH will arrange for DSS trainers to liaise with SIS staff

**11 CERTIFICATES**

- Access to HE students would like to have their certificates presented at Shining Stars
- Basketball team would like a certificate presented for their achievement

**Response:**

- Arrangements will be made for certificates to be presented by the Principal at their own ceremony

**12. IT LEVEL 3**

- No practical work is available i.e. building a network
- Work experience was cancelled
- Some websites needed to access for the course are blocked

**Response**

- The college is exploring installing network equipment but it is not included in the course curriculum
- A new work experience advisor has now started for DSS
- There is a new filtering system for website use but teachers should know how to access what is required
- SP will work with teachers and trainers.

**EXAMINATIONS**

- SG urged students to arrive for Exams at least 20 minutes before the start time to ensure the exams are conducted correctly.
- If special support/needs are required during exams an application must be put in via the support worker as soon as possible.

Students were reassured that their queries and complaints were taken very seriously and followed up by the relevant departments.

Students are kept up to date with information by text, email and notice boards and it is essential that students keep their contact details up to date.

The Chair thanked the students for their questions, comments and compliments and encouraged them to raise day-to-day issues or concerns with their faculty managers or through the official customer complaints system.

**Date of the next meeting  
8 November 2017 – East Ham Campus**