

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE LEARNER VOICE COMMITTEE
WEDNESDAY 10 DECEMBER 2014**

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Welcome & Introductions

Welcome to new members and introductions were undertaken.

1.2 Attendance, & Apologies for Absence

Membership: Mike Allen
Tracey Critchley (From item 2.1)
Antonio Weiss (Chair)

In Attendance: Simran Advani Student Representative
Pat Brown
Pat Carvalho
Jayne Chaplin (Clerk)
Kevin Grindley
Lee Janaway
Corneliu Coroama Student Representative
Nor Hamza Student Representative
Anca Purcaru Student Union President
Steven Porter
Sue Wilson

Apologies: Chris Faux
Tony Medhurst
Kanwal Munir Student Governor
Manisha Raval Student Governor

1.3 Declarations of Interest

There were none.

1.4 Minutes of the Last Meeting

The Minutes of the Meeting held on 14 May 2014 were confirmed as a correct record, and were signed by the Chair.

1.5 Matters Arising & Other Business

Feedback from Focus Groups (Minute 1.5)

See Minute 4.1

2 AUTUMN TERM FOCUS GROUPS – THE ENROLMENT & INDUCTION EXPERIENCE

Tracey Critchley joined the meeting at this point.

2.1 Feedback from Departments

A report was presented outlining the main points arising from the autumn term Focus Groups and the First Impressions Survey, looking at the student induction experience and feedback concerning teaching and learning.

The departmental report highlights were summarised, reporting in particular that:

3.1.1 Whilst the focus group feedback in respect of the student induction experience broadly correlated with the findings of those of the First Impressions survey, some particular disparity had been identified amongst students in the curriculum areas of Science, Maths, IT, Art & Media where a lesser proportion of students strongly agreed or agreed that induction contained a variety of enjoyable activities. Members were advised of a proposed review and redesign of induction in liaison with students to meet the College Gold Standards

3.1.2 Findings teaching and learning were broadly reflective of the findings of the First Impressions Survey noting that good teaching practice was to be shared and where feedback had been provided requesting more engaging teaching activities, the use of ILT or educational visits, management were reviewing to address.

Those areas were noted of commonality in the nature of the issues being raised and the action being taken and there was a general discussion with the student representatives of the findings; reviewing the extent to which the findings reported were reflective of their respective experiences, noting:

3.1.3 Their enjoyment of their lessons, especially the benefits from the use of ILT to help them learn via i-pads, mobile phones and Raspberry PI

3.1.4 The results concerning induction in the context of the nature and purpose of induction and the extent to which enjoyment was a prerequisite, acknowledging the unanimous consensus of opinion from the students members in this regard, noting its necessity in maintaining student motivation and:

- The particular value derived from early notification of practical opportunities available for engagement with employers and peers via participation in projects and presentations, which members were advised had been instrumental in maintaining motivation.
- The further work necessary in the development of personal and group activities both departmentally and cross-college in order to promote and develop skills, professional networking and social bonding.

Advising members of the variety of activities already in existence and acknowledging the need for these to be better promoted internally, including to the Corporation via pre-meeting presentations or its annual conference, it was agreed for this to be addressed by taking advantage of appropriate opportunities during the year.

After thanking all parties for their respective contributions and observing discussion of more specific issues highlighted elsewhere on the agenda (Minute 2.3 refers), the reports were noted.

2.2 Feedback from Student Members

See Minutes 2.1 and 2.3

2.3 First Impressions Survey

A report was presented summarising the main findings following the First Impressions Survey.

Advising members that the overall results had been broadly comparable with those of the previous year, the results were summarised. It was noted that:

2.3.1 In contrast with previous years, student satisfaction levels at Level 3 had been found to be similar to those of Level 2.

2.3.2 Individual comments had included many positives about teaching staff, as well as a small minority of very critical comments with the largest number of critical responses concerning facilities, both physical building conditions and to a lesser extent, IT facilities.

2.3.3 New questions had been included concerning induction, reporting that whilst the majority agreed that induction was useful and contained a variety of enjoyable activities, the overall agreement was not as strong as for most other questions. In the context of what induction was designed to achieve however, it was observed that the overall percentage agreement was much stronger with results confirming student readiness to be successful, the understanding of College expectations and feeling settled in college.

In the context of Items 2.1 and 3.1 there was discussion with the student representatives of their experiences of teaching and the more negative comments specifically concerning facilities, both physical building conditions and to a lesser extent, IT facilities, acknowledging the feedback of the student members already discussed (Minutes 2.1 and 3.1 refer).

In response to questioning it was reported that there had been more detailed analysis of the data, such as by course level and by curriculum area, in order to both inform management of current students' views, and assist in the identification of management follow up as necessary.

Following discussion, the report was noted.

3 STUDENT UNION & STUDENT COUNCIL

3.1 Feedback on Elections for Student Union and Student Council

Reporting on the Student activities and the recent Student Council Meeting, there was consideration of the key items raised:

3.1.1 Noting the outcome of the recent election for Student Union Officers both following the May 2014 elections and the elections for the remaining Officer Positions in October 2014. Members were advised:

- That there was now have a full SU Committee except for Adult and Part-Time Students Officer for which no students came forward. It was reported that as the College had a Higher Education provision, the Student Union would be electing a HE Officer via the HND and HNC tutor groups as soon as possible
- Of a proposal to elect a new post of Education Officer to support students with curriculum/ subject concerns.

3.1.2 Advising members of information provided to help Student Council reps in their role by explaining what is covered in the Student Council and how the Learner Voice process works.

3.1.3 At the first Student Council Meeting attended by the Student Union Executive Committee, College Managers and 35 Tutor Group Reps, noting in particular:

- That information had been provided about the forthcoming Staying Safe Fairs in December, the Health Fairs in January and Barclays Money Skills Week in February.
- Items brought for discussion by Student Council Reps with management including general estates issues and ideas for improving the canteen facilities such as: additional seating during wet weather, paying by card or prepaid canteen card and longer opening hours

Confirming that the President and Student Union Officers would be taking up the issues with college managers, it was agreed for a follow-up report to be provided to the Committee at its spring term meeting.

Thanking the student members for such an informative and interesting update, the report was noted.

4 LEARNER VOICE STRATEGY

4.1 Learner Voice Strategy 2014/15

A report was presented outlining activity during 2013/14 and the plans for 2014/15.

The report was summarised discussing in particular the Learner Voice targets for new and existing teams and the standardised approach towards obtaining feedback making use of the social media tools WAMEDU.

The report was noted.

5 COMMITTEE BUSINESS

5.1 Reviewing Performance: Committee Annual Report 2013/14

The Committee's annual report was received.

The business reviewed during 2013/14 and the impact of the Committee's contribution to the work of the Corporation that period was considered and noted.

After discussion it was **RESOLVED** to:

- **RECOMMEND** TO the Corporation the **APPROVAL** of the Committee's Annual Report for 2013/14.

5.2 Committee Terms of Reference – Review

A report was received about the Committee's Term of Reference.

After reviewing the rationale for and the amendments proposed, it was **RESOLVED** to:

- **RECOMMEND** to the Corporation the **APPROVAL** of the Terms of Reference as presented.

6 ANY OTHER BUSINESS & MEETING EVALUATION

6.1 Any Other Business

None reported.

6.2 Date of Next Meeting

Wednesday 4 March 2015 @ 4.00pm

6.3 Meeting Evaluation

The Chair thanked everyone for attending and their participation in what had been an interesting and informative meeting.

Reviewing the format and timing of the meeting it was agreed that it would be helpful for an extended running time of one hour thirty minutes for future meetings in order to allow for all business to be discussed fully.

Members completed the meeting evaluation forms and the meeting closed.