

**MINUTES OF A MEETING OF THE BOARD OF
LEICESTER COLLEGE CORPORATION:
STUDENT LIAISON COMMITTEE
HELD ON 14 FEBRUARY 2024**



Present: Tom Wilson (Chair)
Sophie Strevens-Robinson
Verity Hancock
Lee Soden
Neil McDougall

In Attendance: Louise Hazel, Director of Governance and Policy
Zoe Butler, Director of Student Services and Marketing
Gail Pringle, Head of Equality, Diversity and Engagement
Harjinder Singh, Student Liaison Officer
Craig Whitehill, Student Liaison Officer
Matt Widdowson, Governance and Policy Officer (Minutes)

SET Team Course Representatives and Student Union Representatives
(See attached list)

1. DECLARATIONS OF INTEREST

1.1. There were no declarations of interest.

2. APOLOGIES FOR ABSENCE

2.1. Apologies had been received from Harmesh Manghra, Chloe Bakewell and Carol Goode.

3. MINUTES AND MATTERS ARISING FROM THE LAST MEETING HELD ON 22 NOVEMBER 2023

3.1. The minutes of the meeting held on 22 November 2023 were agreed as an accurate record and approved.

4. RESPONSES TO ISSUES RAISED AT PREVIOUS MEETINGS

4.1. The Director of Student Services and Marketing provided the responses to issues raised at previous meetings.

- 4.1.1. There had been a lot of feedback from the last meeting. Every single comment had been read by the Principal. Some issues could be actioned straightaway while others would be considered when making improvements for next year.
- 4.1.2. There had been feedback around applications and enrolments which had been useful as the enrolment process was currently being redesigned. Students would be asked for their views on the design of the interface.
- 4.1.3. There had been several raised around IT and the Director of IT was looking at these. There was an ongoing discussion with the National Space Centre around the licensing of software.
- 4.1.4. One of the issues had been around gym access. There were discounts available for PureGym. Providing access to an online gym was also being considered and students who were interested in trying this were asked to contact Student Services.

4.2. Governors and students made the following comments:

- 4.2.1. **When was the attendance policy going to be looked at again?** This had already been heavily revised, and feedback was being sought on further improvements for next year. The new student system incorporated an attendance element and consideration would be given to how improvements could be made.
- 4.2.2. **What was the discount on PureGym?** The Director of Student Services would confirm this and put the information on the student Teams channel.

4.3. Governors noted the responses to issues raised at previous meetings.

5. FACILITATED DISCUSSION – THEMES FROM TERM ONE COURSE REPRESENTATIVES' SURVEY

- 5.1. The Director of Student Services and Marketing presented the themes from the term one course reps survey. The following points were highlighted.
 - 5.1.1. Some cross-cutting themes had been identified through discussions with students. There was a lot of knowledge and potential solutions in the room and views were welcomed.
 - 5.1.2. The first theme was about safety and how to encourage respectful behaviour and an understanding of how behaviour impacted on others.
 - 5.1.3. The second theme was around finding your way around the College. There had been a view that there was not enough orientation.
 - 5.1.4. The third theme looked at curriculum roadmaps and understanding what was expected as part of a programme. Some students had understood what was expected and others had not.
- 5.2. The following questions were discussed.
 - 5.2.1. How do we collectively encourage students to stay safe (including lanyards!)
 - 5.2.2. How do we encourage respectful behaviour and understanding impact on others?

- 5.2.3. What would 'good' look like in getting to physically know your College?
- 5.2.4. What would this look like, what would you like to be included?
- 5.2.5. Any best practice from your curriculum area to share?

5.3. Course representatives and governors provided the following **feedback**.

5.3.1. SAFETY

- 5.3.1.1. The root cause of the issue was a lack of quiet spaces and hang-out areas. Students were not allowed to sit on the floor and the toilets were warm places to gather when it was cold. Could social spaces be expanded?
- 5.3.1.2. A lack of social space in some blocks (or block being locked) meant that students gathered in other blocks.
- 5.3.1.3. There should be consequences for disrespectful behaviour as this was not acceptable.
- 5.3.1.4. An email address for anonymously reporting issues was suggested.
- 5.3.1.5. It was highlighted that there were a lot of students who did not respect the Campus Wardens.
- 5.3.1.6. A 'Speed Awareness Course' type sanction was suggested with tutorials on respect being given to those who engaged in disrespectful behaviour. 'Community Service' was also suggested.
- 5.3.1.7. There needed to be more explanation of why lanyards were needed. Were there alternative ways of wearing ID badges such as clip on badges?
- 5.3.1.8. There were strong feelings from one group that there should be consequences for not wearing lanyards as it was important for everyone's safety. Students did understand why they needed to wear lanyards.
- 5.3.1.9. One group suggested that a 'blunt' conversation in personal development sessions was required.
- 5.3.1.10. Was there the possibility of contacting other institutions to find out who they dealt with students not wearing ID?
- 5.3.1.11. One group suggested an award system for wearing lanyards.
- 5.3.1.12. Using ID to access the library, front doors and dining areas was suggested. However, it was also noted that this could be overcome by tailgating.
- 5.3.1.13. One group noted since the Ofsted Inspection teaching staff had not checked for lanyards so much.
- 5.3.1.14. Having more campus wardens to check for lanyards was suggested.
- 5.3.1.15. Suggestions for addressing the issue of toilet loitering included removing the doors, playing bad music, and using CCTV to monitor the handwashing areas of the toilets.

5.3.2. FINDING YOUR WAY AROUND CAMPUS

- 5.3.2.1. Finding your way around could be difficult. Could there be a digital map which connected to timetables and physical map boards?
- 5.3.2.2. It was suggested that plans of the campus should be provided to students on open days.
- 5.3.2.3. Student ambassadors could provide tours for potential and new students.
- 5.3.2.4. One group suggested a virtual tour on a screen placed near each lift. When a student pressed the button, it would show them where in the building they were.
- 5.3.2.5. One group suggested that there was an assumption that all Level 3 students had been to the College before and did not receive the same induction as Level 1/2 students.

5.3.3. CURRICULUM ROADMAPS

- 5.3.3.1. These were a good idea and it was noted that some areas already had something similar.
- 5.3.3.2. It was important to highlight that these would only be a guide and were not rigid. Students should expect some changes.
- 5.3.3.3. Curriculum plans could provide basic core dates such as those for exams and projects.
- 5.3.3.4. It was suggested that these should be available via Teams or Moodle rather than just emailed.
- 5.3.3.5. Curriculum Roadmaps would need to be updated termly to reflect any changes.

5.3.4. OTHER ISSUES

- 5.3.4.1. It was suggested that students should be involved in the review of the APC Block B refurbishment project.
- 5.3.4.2. There was no space in APC B Block for students to take breaks in meaning they had to go to A Block.
- 5.3.4.3. The lockers needed to be replaced in APC B Block.
- 5.3.4.4. There was concern that some of the computers installed in APC B Block did not have the same capacity as those being installed in the HE Hubs.

5.4. **Governors noted the feedback from the facilitated discussion and requested updates at the next meeting.**

6. REPORT FROM THE CHAIR OF THE STUDENT COUNCIL

6.1. The Vice Chair of the Student Council provided a report. The following points were highlighted.

- 6.1.1. The last meeting of the Student Council took place on 6 February 2024 at SMC.
- 6.1.2. The Director of Estates and Campus Services spoke to the Council. The following points were discussed:
- College energy consumption
 - The refurbishment of B Block at APC.
 - The new Campus Warden Team Leader and the number of Campus Wardens.
 - The vandalism of toilets at APC.
 - The planned fencing at APC.
- 6.1.3. The Vice Principal, Study Programmes and Apprenticeships, met with the Student Council. The following points were discussed.
- Feedback from focus groups. There was the view that personal development could be repetitive.
 - Work Experience.
- 6.1.4. The Head of Inclusion met with the Student Council and discussed the finding of the Hear My Voice project which looked at the experiences of black and mixed heritage students at the College. The next project would be looking at seen and unseen disabilities, neurodiversity, and mental health.
- 6.1.5. The SET Team Leader met with the Student Council to discuss Leaders Unlocked.
- 6.1.6. The President of the Student Union met with the Student Council and presented an update on the Student Union's priorities.

6.2. Governors noted the report from the Vice Chair of the Student Council.

7. PRESENTATION ON THE WORK OF THE STUDENT UNION

- 7.1. Members of the Student Union Executive presented an update on their work. The following points were highlighted.
- 7.1.1. The Street Doctors event had provided emergency first aid training and had been run by two student nurses. Students had appreciated this session but it had been decided not to fund this again.
- 7.1.2. The Christmas Crunch event had been a success with 600 students served across three campuses. There had been positive feedback from the students and a governor who had attended events at two campuses.
- 7.1.3. Team building had taken place at the Escape Rooms in Leicester.
- 7.1.4. 'All I Want for Christmas is a Smile' had been successful in collecting donations of toys, clothes, and books for the Salvation Army. This had been hugely successful and the range of gifts which had been donated was phenomenal.

- 7.1.5. Around 200 students had taken part in the Refreshers Fairs at FPC and APC.
- 7.1.6. Student Union members had attended an online NUS meeting where students discussed what should be the priorities for the government after the next general election. Priorities included housing costs, investing in education, promoting inclusivity and better healthcare.
- 7.1.7. Prevent guest speakers had spoken at all campuses. Speakers included a victim of the London terrorism attacks who had spoken about the impact of terrorism; the mother of a woman who had been radicalised who spoke about radicalisation; and another speaker who talked about the effect of social media.
- 7.1.8. Two trips to the Peak District had been arranged. There were eight spaces left and anyone interested should visit the social space.
- 7.1.9. The Student Union had been represented at the following meetings:
 - Executive Committee meetings
 - Corporation meetings
 - CSQI Committee meetings
 - The Hear My Voice event
 - ESOL Christmas visit to City Skills
 - Don't Curb Access
 - Love Your Campus.

7.2. **Governors and Students asked the following questions.**

- 7.2.1. **Were students enjoying their involvement with the Student Union?** Being on the SU Executive had been an opportunity to get involved in a lot of activities and work with different people. It was also the opportunity to learn new skills, make an impact and change things. It gave students a different perspective on things and helped build confidence.
- 7.2.2. **As part of Love Your Campus two sites had been found which would potentially be renovated.** This had been discussed at the EC and consideration had been given to growing vegetables which could be supplied to the College. However, there were some concerns over the safety of this and it was decided that a flower garden would be better.
- 7.2.3. **One student was part of the Green Flag Award Group and offered to discuss gardens with the Student Union.**

7.3. **Governors noted the presentation by the Student Union Executive.**

8. **ANY OTHER URGENT BUSINESS NOTIFIED TO CHAIR PRIOR TO THE MEETING**

- 8.1. There was no further business.

9. **DATES OF NEXT MEETINGS**

- 15 May 2024, 2pm