

**WALSALL COLLEGE MINUTES OF A MEETING OF THE STUDENT VOICE COMMITTEE  
HELD ON THURSDAY 16 MARCH 2023 AT 1230 HRS  
VENUE: HB201, THE HUB**

- Attendance**                      **Attendees**  
**Present:**                        Charlotte Bosworth - Chair  
    Konrad Klimczyk – Student Governor  
    Jaswinder Dhillon
- Together with:**                Helen Patel - Student Engagement Officer  
    Kirsty Hayter - Student Engagement Officer  
    David Turner - Assistant Principal Quality and HE  
    Helena Platt - Head of Personal Development  
    Jenny Clarke - Careers Coordinator  
    Kevin Grindley - Consultant – Student Services  
    Richard Brennan - Assistant Principal - Curriculum  
    Alison Buick - Head of Governance
- Students:**                        Abdul Rashid Asiedu Ibrahim - L1 Automotive  
    Zeleike Taylor - Functional Skills Maths L1, Functional Skills English Entry 3 and  
    British Sign Language L1  
    Larissa Harris - L3 extended Diploma in Uniformed Protective Services  
    Samuel Fergusson - Life Skills
- Apologies:**                        Rani Sahota, Ray Simmonds, Sam Jarvis

| <b>Item</b> | <b>Subject</b>  | <b>Who</b>   |
|-------------|---|--|
| 08.23       | <p><b>CHAIR’S WELCOME</b><br/>           The Chair thanked everyone for attending, welcomed them to the meeting and introduced herself.</p> <p>Students were asked to contribute to the discussions taking place as Governors were keen to hear their views.</p>  |  |
| 09.23       | <p><b>MINUTES</b><br/>           The minutes of the last meeting, held on 5 December 2022, having been circulated, were taken as read and approved.</p>   |  |
| 10.23       | <p><b>MATTERS ARISING</b><br/>           The Action Points record was reviewed and the following were noted:</p> <p><u>Item 11.22</u><br/>           A meeting to discuss Student drop ins was to be arranged with the Assistant Principal Quality and HE.</p> <p><u>Item 12.22</u><br/>           Rooms were available at lunchtimes but the issue was having sufficient staff to supervise students as those aged under 18 could not be left alone. A proposal would be built up by the Assistant Principal Quality and HE and the Student Engagement Officers.</p> <p>The College was keen to widen the enrichment offer to students and this was being considered. The Head of Personal Development had secured an improved budget for this next year. The Consultant – Student Services felt</p> | <p><b>Assistant<br/>Principal<br/>Quality and<br/>HE</b></p> |

| Item | Subject  | Who  |
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|      | that there were options for making better use of available space, subject again to having staff to supervise students aged 16-18.  |  |
|      | <p><u>Item 03.23.1</u></p> <p>There had been further discussions with the Head of Operational Services about having a Halal food offer. The college was keen to minimise wastage so a new college based app had been developed so that students could pre order their food. Students asked for confirmation that this would be available at all campuses, and this would be checked with the Head of Operational Services.</p>   | Assistant<br>Principal<br>Quality and<br>HE  |
|      | <p><u>Item 03.23.2</u></p> <p>The Head of Personal Development had discussed improvements to communications to students and it had been agreed that key groups of tutors would disseminate messages. Adult learners would also be included within this.</p>  |  |
|      | <p><u>Item 04.23.1</u></p> <p>Management acknowledged that a sensory room was desirable but that as it had cost implications it was not possible to set this up in the short term.</p> <p>Students were extremely disappointed with this feedback and felt that it was important for students to have a quiet space to access. Many students would benefit from this.</p>  |  |
|      | It was agreed that this would be taken back for a further discussion by senior management.   | Assistant<br>Principal<br>Quality and<br>HE  |
|      | <p><u>Item 04.23.2</u></p> <p>There was no progress to report on the development of the Student Eats Garden. Lack of staff to supervise students aged 16-18 was an issue here as well. The college had a duty of care to ensure student safety.</p> <p>There was a discussion about how this could be taken forward more positively. The Head of Personal Development would consider garden based enrichment activities and the Assistant Principal Quality and HE would discuss further with the Curriculum Development Manager for Supported Learning.</p> | Head of<br>Personal<br>Development<br>AND<br>Assistant<br>Principal<br>Quality and<br>HE |
|      | <p><u>Item 05.23.1</u></p> <p>The Committee Chair and Head of Personal Development would meet to discuss how Governors could support personal development work.</p>  | Committee<br>Chair and<br>Head of<br>Personal<br>Development                             |
|      | <p><u>Item 05.23.2</u></p> <p>A careers/employment fair was not being held this term, but the college had put on more careers and apprenticeships events this year than previously. The Careers Coordinator outlined activities, which included National Careers Week, National Apprenticeships Week and a STEAM event. Teaching staff were involved in planning all of these events.</p>  |  |
|      | <p><u>Item 05.23.3</u></p> <p>The student induction survey results had been circulated as agreed.</p>  |  |

| Item  | Subject   | Who   |
|-------|---|---|
| 11.23 | <p><b>STUDENT UNION PRESIDENT'S REPORT</b></p> <p>The Student Union President had provided a written report and the Student Governor presented this in his absence. Information included:</p> <ul style="list-style-type: none"> <li>• Details of Union activities held and planned;</li> <li>• Attendance of Union representatives at events, including at Lincoln University;</li> <li>• Changes to the Union Executive Officers due to recent resignations;</li> <li>• The college's appointment of a new Student Engagement Officer. The Union thanked Helen Patel for her support, as she had been the only Student Engagement Officer for a while. Officers were pleased to see the increase in staffing with the new appointment;</li> <li>• Launch plans for the Big Rig, which had now been delivered;</li> <li>• Plans for the election of a new President and Deputy President for 2023/24.</li> </ul> <p>Students commented on other events held that were not covered in the report, including those at other campuses. It was noted that staff were planning to provide minibuses to bring Hawbush students to Wisemore for the STEAM event in April.</p>   |   |
| 12.23 | <p><b>STUDENT CONFERENCE</b></p> <p>The Assistant Principal Quality and HE commented on the two conferences held in the year to date, one of which had been specifically for apprentices.</p> <p>There had been work to refresh student voice this year, including with some re-branding with the use of slogans such as 'Make a Change' and 'Student Voice starts with You'.</p> <p>Student conferences had had excellent engagement. The outcomes had been collated and were shared within the written report.</p> <p>The Assistant Principal showed the results of a mentimeter survey on screen. This had asked questions about student experiences of teaching and behaviour in college. The same questions had been asked at the apprenticeships conferences, although the responses differed.</p> <p>There was a discussion about behaviour in college and the experience of the students that were present. Not all experiences had been positive. It was agreed that some changes were necessary in college to improve this, and these included a sensory room, as discussed earlier and some physical activity clubs (e.g. running). Students were advised that there were processes in place to manage behaviour. Staff were being supported to do this in a variety of ways, and there were formal disciplinary and other procedures to be used if needed. Students had access to wrap around support as well. Management were committed to ensuring that the college was a safe space for all.</p> |   |
| 13.23 | <p><b>STUDENT ENRICHMENT AND TUTORIAL REVIEW</b></p> <p>Aspects of this had been covered in earlier agenda items. It was suggested that an Enrichment update be included in the agenda for the next meeting.</p>  | <p>Assistant<br/>Principal<br/>Quality and<br/>HE</p> |

| Item  | Subject   | Who |
|-------|---|-----|
| 14.23 | <b>FINAL COMMENTS</b><br>The Chair thanked all for attending and for their contributions to the meeting.                            |     |
| 15.23 | <b>DATE AND TIME OF NEXT MEETING</b><br>Thursday 25 May 2023 at 1230 hrs. Venue to be confirmed.<br><br>The meeting ended at 2.10pm |     |

**Actions agreed at the meeting held on 10 March 2022**

| No. | Action  | By When | By Whom                            |
|-----|---|---------|------------------------------------|
| 1   | Assistant Principal Quality and HE and SU President to meet to discuss student drop in meetings.  | ASAP    | Assistant Principal Quality and HE |
| 2   | Availability of rooms for SU to use at campuses other than Wisemore to be discussed. Staff availability to supervise enrichment activities for 16-18 students to be considered. | ASAP    | Assistant Principal Quality and HE |

**Actions agreed at the meeting held on 5 December 2022**

| No. | Action  | By When | By Whom                                |
|-----|---|---------|--|
| 1   | Ways in which Governors could support personal development to be discussed. | ASAP    | Chair and Head of Personal Development |

**Actions agreed at the meeting held on 16 March 2023**

| No. | Action   | By When     | By Whom                            |
|-----|--|-------------|------------------------------------|
| 1   | The Head of Operational Services would be asked to confirm that the new app for pre ordering Halal food could be used across all campuses. | ASAP        | Assistant Principal Quality and HE |
| 2   | The student request for a sensory room would be taken back for a further discussion at SMT.  | ASAP        | Assistant Principal Quality and HE |
| 3   | Garden based enrichment activities, and staff to supervise these, would be considered.   | ASAP        | Head of Personal Development       |
| 4   | Use of the Student Eats Garden to be discussed with the Curriculum Development Manager for Supported Learning.                             | ASAP        | Assistant Principal Quality and HE |
| 5   | Enrichment Update to be an agenda item for the next meeting.   | 25 May 2023 | Assistant Principal Quality and HE |