

**WALSALL COLLEGE MINUTES OF A MEETING OF THE STUDENT VOICE COMMITTEE  
HELD ON MONDAY 5 DECEMBER 2022 AT 1230 HRS  
VENUE: HB201, THE HUB**

**Attendance Present:**           **Attendees**  
Charlotte Bosworth - Chair  
Sam Jarvis – SU President and Student Governor  
Konrad Klimczyk – Student Governor  
Ray Simmonds

**Together with:**       Helen Patel - Student Engagement Officer  
Jo Hughes - Tutorial Coordinator  
David Turner - Assistant Principal Quality and HE  
Helena Platt - Head of Personal Development  
Alison Buick - Head of Governance

**Students:**               Katriona Hedmin – L3 Automotive  
Param Bains – L3 Computing  
Abdul Rashid Asiedu Ibrahim – L1 Automotive  
Zeleike Taylor - Functional Skills Maths L1, Functional Skills English Entry 3 and  
British Sign Language L1

**Apologies:**               Jaswinder Dhillon

**Absent, No Apologies:**    Aisling McGowan, Rani Sahota

Item	Subject	Who
01.23	<p><b>CHAIR’S WELCOME</b>  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>	
02.23	<p><b>MINUTES</b>  The minutes of the last meeting, held on 26 May 2022, having been circulated, were taken as read and approved.</p>	
03.23	<p><b>MATTERS ARISING</b>  The Action Points record was reviewed and the following were noted:</p> <p><u>Item 19.22</u>  Management had discussed options for increasing the halal food range but it was not certain that there would be enough take up to merit this. A further discussion was needed with the staff responsible for catering.</p> <p>The time slot for free breakfasts started at 8am and had been extended to 10am. It was not possible to extend further due to staff needing to prepare for the lunch service. However, it had been noted that the uptake of free breakfasts this term had increased.</p> <p>Students commented that they had not been aware that breakfasts were free for all.</p>	<p>Assistant  Principal  Quality and  HE</p>

Item	Subject	Who
	<p>Staff were looking at the breakfast time slots at Hawbush as it did not currently start until 9am, which was too late for many students.</p> <p>It was agreed that the availability of free breakfasts needed to be promoted much more widely. A Governor suggested that the menu should also be published. Ways of promoting to students were discussed, including emails and sharing information through personal tutors.</p>	
	<p><u>Item 11.22</u> Student drop ins and meeting with Jat still needed to be discussed.</p>	
	<p><u>Item 12.22</u> Availability of rooms for SU activities at campuses other than Wisemore was still an issue and the SU President would like to discuss this further.</p>	
	<p><u>Item 14.22.1</u> The previous President and students had been involved in recruitment of the Head of Student Experience.</p>	
	<p><u>Item 14.22.2</u> The new campaign was titled 'Student Voice starts with you'. There was new purple and yellow branding to make it stand out from the usual college red. Discussion of this would take place at the Student Conference on 7 December. 96 students had registered to attend this, so a wide range of courses and provision would be represented.</p> <p>The Chair commented that it was important for students to feel that they were being listened to and that management were taking actions on the feedback received. She asked what students thought about communication.</p> <p>Students commented that there was some communication via student reps and from the college via email and other sources. It would be better however if tutors covered important communications in tutorial time, in the same ways that had been done in schools. The Assistant Principal Quality and HE would look into re-establishing this with the tutorial teams.</p> <p>The Tutorial Coordinator advised that there was information on the student voice homepage as well, and this was available to students.</p>	<p>Assistant Principal Quality and HE</p>
04.23	<p><b>STUDENT UNION PRESIDENT'S REPORT</b> The Student Union President had provided a written report and went through the highlights for the meeting:</p> <ul style="list-style-type: none"> <li>• It had been agreed that the Student Eats Garden would be staying open. However, there was work to do with funding, staffing and resources to make sure more students had access. In particular, there was a need to do some work on paving areas;</li> <li>• The Exec were hoping that a new Student Engagement Officer would be appointed by the college soon as currently there was only one;</li> <li>• An update on the sensory room/breakout space at Wisemore was awaited. It was known that funding had been allocated but there appeared to be a delay</li> </ul>	

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	<p>The Assistant Principal Quality and HE agreed to look into this and provide an update that could be distributed.</p> <ul style="list-style-type: none"> <li>• Students had organised several events and details of these were shared. These included a Christmas Fair at Wisemore and Hawbush;</li> <li>• An update on the Big Rig, as discussed at the last meeting, was needed. Funding had been agreed for this but the equipment had not been received.</li> </ul>	Assistant Principal Quality and HE
	<p>The Tutorial Coordinator confirmed that there had been a delay with the supplier of around six months, but that the equipment had been ordered. The funding had been agreed with the college Finance staff. Training for staff was planned for January, and this would be disseminated to other staff and to students. It would be used for student enrichment activities.</p> <ul style="list-style-type: none"> <li>• Events held in college between September and November were noted. These included the SU Elections, from which a new Exec team had been appointed. Many of the new team were attending this meeting. The President thanked the Exec team for their support.</li> </ul>	
	<p>The Chair was very pleased to see the number of events that had been held and the good level of engagement of students with them.</p>	
	<p>Students commented that they would like to be able to do more events at Hawbush. Many students were not able to travel from Hawbush to other venues.</p>	
	<p>A Governor asked about the garden and suggested that it could be linked to the promotion of the green agenda and the free breakfasts discussed earlier. The SU President would consider this. A student commented that he had been in discussion with the STEAM Faculty Director about how the garden could be supported with water pumps and solar power. The Chair thought this could provide some useful curriculum links to sustainability. It was agreed that the Assistant Principal Quality and HE would discuss with the curriculum staff teams.</p>	Assistant Principal Quality and HE
05.23	<p><b>PERSONAL DEVELOPMENT</b></p> <p>The Head of Personal Development shared a presentation on screen. This outlined her role, what personal development was and the five themes for this year, being:</p> <ol style="list-style-type: none"> <li>1. British Values;</li> <li>2. Health and Wellbeing;</li> <li>3. Staying Safe;</li> <li>4. Positive Citizenship; and</li> <li>5. Careers and Next Steps.</li> </ol> <p>Some of the students present agreed that they were familiar with some of these areas from induction and tutorial activities.</p> <p>The Head of Personal Development explained the themes in more detail.</p> <p>There was a discussion and this covered:</p> <ul style="list-style-type: none"> <li>• Whether there was enough coverage of drink and drug abuse/awareness. Tutorial activities were planned on this for</li> </ul>	

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	<p>January 2023. There was a referral programme within the college for this if needed;</p> <ul style="list-style-type: none"> <li>• There were many factors that impacted on students and affected their mental health;</li> <li>• The ways in which personal development activities could encourage students to talk about issues and concerns;</li> <li>• Ways in which Governors could support activities;</li> <li>• Positive citizenship and volunteering;</li> <li>• Walsall College Graduate;</li> <li>• Ready Respect Safe campaign;</li> <li>• Sustainability agenda;</li> <li>• Examples of enrichment activities and theme months, such as Black History. There had been excellent cross college engagement in Black History Month during October. Student reflections on this on Walsall College Graduate were high. There was a calendar of awareness days and festivals.</li> </ul>	
	<p>Consideration would be given to how Governors could support personal development.</p>	<p><b>Chair and Head of Personal Development</b></p>
	<p>Students present were asked to consider a series of questions:</p>	
	<p>Q – What part can the SU play in supporting personal development and enrichment?</p>	
	<p>A – continue to hold events and themed activities linked to the personal development programme and calendar of festivals. Also, other key events for students such as Pride.</p>	
	<p>Q – Of the five personal development themes, which do students think are the most important?</p>	
	<p>A – different answers from different students. Health and Wellbeing, Careers, Keeping Safe. Comments made that students have different views depending on what stage of their education they are at.</p>	
	<p>Q – is there anything that students think they are not getting though personal development and enrichment that should be included?</p>	
	<p>A – not enough about post college opportunities and jobs for the future, the evolving future of workplaces. Acknowledged that this can be difficult if employers are asking college to provide courses to meet their current needs rather than future ones. Careers days would be useful.</p>	
	<p>There was a discussion about work placements and work experience, which was a part of T Level courses now. It was agreed that a careers/employer-based activity (similar to the HE Fair) would be useful. Management would consider this for term 2.</p>	<p><b>Assistant Principal Quality and HE</b></p>
	<p>The committee was shown the personal development SharePoint site, which was being used to capture examples of activities. This would support work to raise the grading of personal development in the self-assessment report from Requires Improvement to Good.</p>	

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	<p>The Assistant Principal Quality and HE gave an update on the results of the induction survey. 3669 responses had been received, which was much higher than previously. 97.1% of students would recommend Walsall College. There were 16 areas where students had 3% or higher level of dis satisfaction, so these were being reviewed. Some were discussed in the meeting. The survey results would be distributed to those present at the meeting.</p> <p>Students commented on induction. Some students who had returned to college for different courses over several years felt that induction was a bit repetitive and could be tailored to take this into account.</p>	Assistant Principal Quality and HE
06.23	<p><b>FINAL COMMENTS</b> The Chair thanked all for attending and for their contributions to the meeting.</p>	
07.23	<p><b>DATE AND TIME OF NEXT MEETING</b> Thursday 16 March 2023 at 1230 hrs. Venue to be confirmed.</p> <p>The meeting ended at 2pm</p>	

#### 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 with Tutorial Coordinator.	ASAP	Tutorial Coordinator

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

No.	Action	By When	By Whom
1	Options for increasing halal food range to be further discussed with catering staff.	ASAP	Assistant Principal Quality and HE
2	Communication of key information to students via tutors to be re-considered.	ASAP	Assistant Principal Quality and HE
3	Update on sensory room at Wisemore to be provided.	ASAP	Assistant Principal Quality and HE
4	Ways in which curriculum areas could support the development of the Student Eats garden to be discussed.	ASAP	Assistant Principal Quality and HE
5	Ways in which Governors could support personal development to be discussed.	ASAP	Chair and Head of Personal Development
6	Careers/Employment Fair to be considered for term 2	ASAP	Assistant Principal Quality and HE
7	Student induction survey results to be distributed.	ASAP	Assistant Principal Quality and HE