

SUTTON COLLEGE OF LEARNING FOR ADULTS

Minutes of the Student Focus Group held on 25 November 2009

Present: Margaret White (chair)

Elspeth Clarke; Audrey Bannister; Patricia King; David Haslam;
Neville Adams; Edmund Ignatius; Dave Short; Sue Carless;
Elizabeth Rees; June Asby

In attendance: Anthony Ward, Lead Inspector for Ofsted

		ITEM	ACTION
1	Apologies	New members and Lead Inspector welcomed.	
	Questions from the Lead Inspector	<p>The meeting began with questions from the Lead Inspector visiting the college this week for an OFSTED Inspection.</p> <p>How did you come together? – initially from the marketing survey sent out by Margaret inviting members.</p> <p>Do you represent your class? – no, but we represent student views and act as a sounding-board for college management.</p> <p>Do student governors take feedback to governors? – yes.</p> <p>Does the group make a difference? – Yes – it mops up little things which could get bigger. Students feel listened to.</p>	
2	Minutes of 22 June	d)Exams – the suggestion re ‘No speaking’ pictorial signs for exams came from Elspeth.	
3	Matters Arising	<p>4a)Learner Involvement Strategy – tabled. Sue asked how we let students know the decisions they have affected – There is a notice-board at Sutton and student newsletter – for those issues that are raised by several students rather than individual issues. – “You Said, We Did”. E.g.requests for online enrolment which we are working on but there are technical problems. The group suggested also putting the You Said We Did onto the website.</p> <p>10n)Coffee Shop – discussion took place about the questionnaire suggested by the group. A draft had been prepared. After amendments, it was agreed that the form should be distributed to SCOLA students only (i.e. not to other users) after Christmas and collated by the end of term. Audrey suggested it would be interesting to know</p>	Marketing

		<p>the percentage of public/student use. Elizabeth asked about the possibility of student work going into the coffee shop – good promotion of courses, but limited space.</p> <p>10a)Greenshaw – Elspeth confirmed that the situation had improved, but it was agreed that the college should consider the difficulties caused by 3-hour classes at evening centres when programming.</p> <p>10d)Pictorial exam sign – Elspeth would drop in copies to the exams department</p>	<p>SMT and curriculum leaders</p> <p>Elspeth</p>
4	Government Learner Satisfaction Surveys	<p>Margaret explained the LSC requirement for colleges to complete online surveys with all of their FE students (those on exam courses) and tabled a copy of the questions. The importance was stressed, as this will be one of the criteria for judging whether we are a good college and should continue to receive funding.</p> <p>The surveys will be taking place at SCOLA all next week and we hope that students will co-operate and understand the importance.</p>	
5	Staffing Restructure	<p>Margaret explained that a restructure is taking place, but this should not affect classes from the students’ point of view. Some tutors may have a different line-manager.</p> <p>This also means that Margaret will no longer be in charge of Marketing and Learner Involvement, so the group will be led by a new person after Christmas.</p> <p>Questions were asked about the necessity for a restructure – to prepare the college for forthcoming changes and to balance the budget.</p>	
6	Spring Programme	<p>The group liked the format and felt that the print-size is acceptable. The group felt that courses are easy to find.</p>	
7	Future Developments	<p>The college will have a new Principal from Easter, following the retirement of the current Principal.</p>	
8	Equality and Diversity	<p>Nothing to report</p>	
9	Health and Safety	<p>The balcony floor outside the Pottery is slippery</p>	<p>H&S</p>

		when wet, despite being relaid recently. A suggestion was made about slotted rubber curtains, but it was felt that this would inhibit light into the Pottery. Margaret to refer to H&S committee.	committee
10	Any Other Business	<p>a)French 4/5 – Sue disappointed that this has been cancelled</p> <p>b)Dance fees – David raised the issue of inconsistencies in dance fees. Some have concessions and some do not. The college is in danger of out-pricing. A private dance class he attends is £7 for 3 hours, pay-as-you-go.</p> <p>c)Fees instalments – confusion about the payment of the second instalment as some Sutton notices said by March but the letter to students said December. Clarified with the front office and notices removed.</p> <p>d)Distribution of prospectus – Elspeth will check whether the SCOLA prospectus is still in Morden and Wimbledon Libraries.</p>	Elspeth
11	Date of Next Meeting		