

Present :	In attendance :	Apologies
Sophie Bench : Arts & A Levels Gareth Holt: Prof Studies Rebekah Jones: Arts & A Levels Ian Nicholas: Prof Studies Laura Richardson: Prof Studies Sara Wilkinson: Arts & A Levels Jamie Wynne: Arts & A Levels	Anne Piercy: Vice Principal (Curriculum and Quality) Emma Reed – Quality Manager Gemma Stepney: Student Liaison/Clerk	Abigail Carter: Prof Studies Sarah Grant: Prof Studies Lauren Carthy: Technology Jack Wiggin: Arts & A Levels

Agenda:**1. Welcome**

On behalf of Sarah Grant, the Chair, Gareth welcomed everyone to the meeting.

2. Minutes of Meeting held on 17 October 2011a) Election of Student Governors

Gemma introduced Gareth as the FE Student Governor and Ian as the HE Student Governor

b) Reading and equipment lists pre-enrolment

Anne reported that the College are planning to give more information about reading and equipment lists to students after interview as well as during induction.

c) Facebook page for Student Council members

This has been created under the name of Stafford College's Student Council. Members are asked to click on 'like' in order to receive automatic updates.

d) Dates and times of Faculty Student Meetings

Faculty of Arts and A Levels:	Tuesday 24 January 12.30pm in BE302 Thursday 17 May 12.30pm in BE302
Faculty of Professional Studies:	Tuesday 24 January 12.40pm in T212 Thursday 17 May 12.40pm in T227
Faculty of Technology:	Tuesday 24 January 11am in PTC1 Thursday 17 May 11am P2C2

3. Input from Student Council (Learner Voice) Membersa) Reports from Student Governors

Ian attended the Resources Committee. It was decided that the Committee would search for a cheaper company to complete the annual audit of the Student Council accounts.

Gareth attended the Curriculum Standards and Performance Committee where, amongst other things, they discussed the Learner Support Fund which is there to help those who need financial support.

Ian and Gareth had attended an external Student Governor Induction session ran by LSIS. Ian felt that he had already been sufficiently inducted into his role by the College. Gareth hopes to attend the next LSIS Student Governor event in January as this is a good opportunity to network with Student Governors from other colleges.

b) Reports from Student Council (Learner Voice) Members

A Performing Arts student commented that there isn't always computer access available during their lesson time. Many laptops are in need of repair. The student raised this concern at the last Faculty Meeting.

It was AGREED that Anne will investigate this issue.

One member commented that the Chill Out Area is often too cramped and noisy. More social space has been allocated to students in the new building for next year.

It was AGREED that Anne would ask security staff to patrol the Chill Out Area at lunch time to help to keep the noise level down.

Another member stated that the hairdressing students don't feel comfortable with how to use Moodle and the library.

It was AGREED that Anne would ask the library staff to arrange another induction session for the hairdressing students.

c) Safeguarding

There were no issues to report.

4. Standing Orders

As a result from a conference he attended, Gareth proposed that Learner Voice related meetings are re-branded to include the term 'Learner Voice' in order to reinforce the connection between the different meetings..

It was AGREED that:

- **The Tutor Group meetings will be renamed Tutor Learner Voice Meetings**
- **The Student Faculty Meetings will be renamed Faculty Learner Voice Meetings**
- **The Student Council will be renamed the College Learner Voice Council**
- **Gemma will change the Standing Orders accordingly.**

5. Learner Support Fund

The Learner Support Fund application form is being amended to make it easier for students to understand. A draft version of the form was circulated.

It was AGREED that members will email Gemma with suggestions for improvements by 5pm on Monday 05 December 2011.

6. Learner Voice Conference

Gareth informed members that the third annual Learner Voice Conference will be on 15 March 2012. Gareth asked members to put their names forward if they wish to be involved in the organisation of the next one. Laura, Jamie, Sara, Becky and Gareth put their names forward. Afterwards, Sarah Grant also put her name forward.

It was AGREED that:

Gemma will invite these students to a meeting in January.

7. Update from Student Liaison Officer

Besides payment for the coach to the Aladdin pantomime, the audit costs and the Amazon vouchers for the Peer Mentors, there had been no other outgoings.

8. Update from College Management

a) New Build

Anne showed animated diagrams of the new build plans. The building is one week ahead of the plans. The College is currently bidding for a large sum of money towards refurbishment of the other buildings.

b) Student Survey Benchmark Report

Emma distributed the report. Overall, the results had been positive with 13 questions coming first nationally. Emma asked members to remind students that these questionnaires are very important and all views are taken into account when planning for the future.

9. Future Meetings (all at 12.40pm in T323):

- Tuesday 31 January 2012
- Monday 26 March 2012
- Thursday 24 May 2012
- June 2012?