

**MEETING OF STUDENT PANEL
SUMMARY OF ACTIONS TAKEN AND DECISIONS TO BE COMMUNICATED**

Date of Meeting	13 December 2011	Next Meeting	20 March 2012
------------------------	------------------	---------------------	---------------

	ACTION/DECISIONS	BY WHOM	BY WHEN
	<p><u>Welcome, introductions and previous action points</u></p> <p>The panel members introduced themselves. The panel welcomed new panel members Jo Parry and Pauline Stobbs. Nick Moore thanked everyone for continuing to another year.</p>		
	<p><u>Notes from last meeting</u></p> <p>All actions points have been completed.</p>		
1	<p><u>College update</u></p> <p>Nick Moore updated the panel on current college situation.</p> <p>1. Funding Last year's campaign opposing funding cuts was very successful. A year on there hasn't been much change. Adult learning is a very small part of the overall education budget and is considered to be good value for money by the government. Adult learning colleges outperform FE colleges at the moment as was highlighted in the recent Ofsted Annual Report. The long-term future of our funding is still undergoing consultation, and for the moment our funding will remain roughly the same for the next academic year.</p> <p>2. Post inspection Following our outstanding inspection result we thought we would not be inspected in the foreseeable future. However, following a recent debate in the House of Lords highlighting a surprising number of outstanding providers that have dropped to 'good' or 'satisfactory', Ofsted are under pressure to keep inspecting all providers. This means we may be inspected again in the usual 4 year cycle. Ofsted came back to City Lit in November to write two case studies. The first case study looked at the various ways in which we listen to learners, especially focusing on the online course reviews and the course reviewers project. The second case study looked at our cross-college strategy around Equality and Diversity. The case studies will be posted on the LSIS (Learning and Skills Improvement Service) Excellence Gateway website.</p> <p>3. Enrolments</p>		

	<p>Managers are keeping a close eye on enrolment numbers. Overall the numbers are holding up, however, we are noticing that people are enrolling later. This means that managers need to be careful in deciding whether to close a course due to low numbers.</p> <p>4. Building – extra classroom space Since the new building has been built we have been looking for more classroom space to allow us to expand. It is very difficult to find suitable and affordable teaching space in central London. An office space has been found very close to City Lit which will allow us to move some office staff off-site and create 4 new classrooms in the main building, ready for September 2012.</p> <p>Questions followed. A few students asked whether move some staff would isolate and disconnect them from students. NM pointed out that we are taking this into consideration as we are thinking of which staff to move. Also, it is quicker to walk to reception in the main building from the new office space than it is to take the lift down from the 6th floor.</p> <p>Nick Moore apologised for not being able to stay for the remainder of the meeting.</p>		
2	<p><u>Group work</u></p> <p>The panel broke into four discussion groups. Groups changed every 10 minutes so that everyone had a chance to contribute to each topic. Suggestions and comments were recorded on paper.</p> <p>Discussion topics were:</p> <p>1. Student guide (new) vs Student Handbook (older)</p> <ul style="list-style-type: none"> • For new students what other information would be useful in the student guide? • Where would you look for information like Complaints procedure, refunds policy and exam procedures advice etc. if you needed it? • In what format would you like this information to be available? Pamphlets you can take away, print-out given out by staff... <p>2. College newsletter and/or student events calendar</p> <ul style="list-style-type: none"> • What do you want to know about? • How would you like to hear about college news? <p>3. Fundraising</p> <ul style="list-style-type: none"> • Easter Bazaar fundraising ideas? • Enough interest to form a sub-group to be in charge of this? 		

	<p>4. How to communicate student panel activities to other students</p> <ul style="list-style-type: none"> • College newsletter? • Posters in student lounges? <p><u>Actions:</u> KK to summarise each topic, distribute to group and to relevant staff.</p>	KK	By Jan 12
	<p><u>Any other business</u></p> <p>Canteen It was pointed out that the recycling bins in the cafeteria are not clearly labelled and so aren't being used properly. Sugar and other drinks condiments have been place near the till area and this is creating a bottleneck and slowing down the queues.</p> <p><u>Actions</u> KK to investigate and talk to café manager/building services team.</p>	KK	Jan 12
		KK	Jan 12