

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

Date of Meeting	14 June 2011	Next Meeting	6 December 2011
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	ACTION/DECISIONS	BY WHOM	BY WHEN
	<p><u>Welcome, introductions and previous action points</u></p> <p>The panel members introduced themselves. Mark Malcomson and Louise Taylor were attending for the first time.</p> <p>There were no changes to last meeting's notes. All action points were completed or would be dealt with at this meeting.</p>		
1.	<p><u>Meeting the new Principal Mark Malcomson</u></p> <p>MMA has had a 5 week handover period as Peter Davies decided to delay his retirement due to the inspection. Mark has been visiting events, seeing plays and getting familiar with City Lit. This is Mark's first professional engagement in adult learning; he was a director of London Business School and has other experience in the business sector.</p> <p>The student panel wishes Mark best of luck in the new job.</p>		
2.	<p><u>Inspection report</u></p> <p>Nick thanked the panel for filling out the online student survey and thanked those learners who met with the lead inspector and came to the Friday feedback session.</p> <p>Ofsted inspect all government funded institutions and at City Lit they were focusing on our large non-accredited provision. In recent years only two adult learning centres have been graded 'outstanding', neither of which equal City Lit in size and range of non-accredited provision.</p> <p>Nick Moore showed the Ofsted inspection PowerPoint presentation highlighting key information.</p> <p>The college grades were as follows:</p> <ul style="list-style-type: none"> ▪ Overall effectiveness of provision Grade 1 ▪ Capacity to improve Grade 1 ▪ Outcomes for learners Grade 2 ▪ Quality of provision Grade 1 ▪ Leadership and management Grade 1 <ul style="list-style-type: none"> ▪ Safeguarding Grade 2 		

	<ul style="list-style-type: none"> ▪ Equality and diversity Grade 1 ▪ Visual Arts Grade 1 ▪ Performing Arts Grade 1 ▪ Humanities Grade 2 ▪ Languages Grade 2 ▪ ESOL Grade 2 <p>No grades 3 or 4.</p> <p>NM explained that at the moment all grades are provisional awaiting final moderation by Ofsted. City Lit cannot officially publish this information and students were asked to be aware of this.</p> <p>Discussion followed about punctuality and attendance in classrooms disruption learning. Some students commented that having materials available on Moodle makes catching up on missed material easier.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> - KK will send a link to report when published in 4-5 weeks time. 	KK	July 2011
3.	<p><u>Learner feedback – winter term report</u></p> <p>It was noted that the number of complaints has gone down since last term. During the Ofsted inspection it was suggested that we may want to ask students whether they were happy with the complaints process. NM suggested we ask a sample of students at the end of the academic year.</p> <p>Discussion followed about the age breakdown of students which is reported in the annual report. KK also clarified that not all complaints/suggestions/compliments are replied to as some are anonymous and some state that they do not need a response.</p>		
4.	<p><u>Terms of reference</u></p> <p>Amendments to the terms of reference will include:</p> <ul style="list-style-type: none"> - Serving a minimum of 1 year, maximum of 3 years. - Student governor in their second year in office will chair the panel - Following absence, panel members may continue at the discretion of the panel chair and QC - Under 'meetings' include mention of other events and initiatives - Include application/recruitment procedures 		
5.	<p><u>Next year's meeting dates</u></p> <p>Meeting dates for 2011-12 were agreed as follows:</p>		

	6 December 2011 20 March 2012 19 June 2012		
6. <u>Student Handbook</u>	<p>Discussion about the availability and visibility of the handbook included the following points and suggestions:</p> <ul style="list-style-type: none"> - Mentioning it at the start of course - Mentioning it when enrolling in person - Mentioning it on the back of the receipt - To be available in student lounges and not as much in classrooms where it is overlooked - A synopsis available or handed out <p>MMA point out that it is expensive to produce and a large number ends up being pulped at the end of the academic year. Suggestions of having it available in digital format and providing photocopies on demand were met with a positive response.</p>		
7. <u>RARPA at City Lit</u>	<p>Marco Macchitella (Director of learning) introduced his RARPA Handbook project and showed a powerpoint presentation explaining that the aim is to make sure the process of recording achievement and progress works both for the students and the tutors, stressing that it should not be a box ticking exercise. Marco distributed a handout with three key questions, asking for feedback. He is encouraging everyone to include other students in this feedback process. Any answers can be emailed to him directly or the forms can be left at reception.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> - Students to reply to Marco by end of June - Distribute presentation and question sheet with meeting notes 	<p>All KK</p>	<p>End of June ASAP</p>
	<p><u>Any other business</u></p> <p>NCF highlighted the need for more detailed exam guidance as many students are not familiar with process and procedures.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> - Send comments to examinations officer. 	<p>KK</p>	<p>June 11</p>