

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

Date of Meeting	1 December 2009	Next Meeting	9 March 2010
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	ACTION/DECISIONS	BY WHOM	BY WHEN	COMMUNICATE TO
1.	<p><u>Introductions</u> The Chair welcomed the group. He explained that City Lit aimed to offer a cross section of students from different subject areas the opportunity to act as a consultative group. The panel would be an opportunity for students to voice their opinions, to raise issues that were important to them and to contribute views and ideas from a student perspective. Students should feel that they could be open and direct. The Principal and Deputy Principal would be present at meetings to put issues into a broader context and to answer any questions.</p>			
2.	<p><u>Terms of reference</u> It was agreed that:</p> <ul style="list-style-type: none"> – Quality Co-ordinator (QC) will take minutes of meetings, minute actions from the meetings and follow up deadlines in the meantime. – Actions will be reported back to the panel within a set timeframe. – QC will inform students of any completed actions by email. – Suggestions for agenda items should be sent to QC fourteen days before the next meeting. – A summarised version of the minutes will be published on the City Lit website. – Students who contribute will not be named individually in the minutes that are published. – Names of student panel members will be published on the City Lit website. – Student governors should be members of the panel and a student governor will chair the meetings. – Terms of reference should include a reference to annual selection process which is open to students who volunteer, following interviews with City Lit Quality team. – QC will be in touch by phone or post with those students who have no email access. 			

	<p><u>Action:</u></p> <ul style="list-style-type: none"> - QC to add names of student panel members on the website. - QC to publish student panel minutes on website. - QC to send revised terms of reference to students. 	<p>QC QC QC</p>	<p>15 Dec 8 Jan 15 Dec</p>	<p>Student panel Student panel Student panel</p>
<p>3.</p>	<p><u>Student panel on Facebook</u></p> <p>The group discussed whether the panel should be present on Facebook as a discussion group, enabling other students to post comments or questions to the panel. Some students raised concerns relating to privacy of students who post comments. Not all panel members had access to Facebook. These students would be excluded from ongoing discussions. An email address on the City Lit website may be better as it would be easier to administrate and it would better protect privacy of those using it. The group agreed that the option of a group email address or an intranet for the student panel should be explored. The group requested that City Lit staff member would do a presentation on the available options of electronic communication at the next meeting in March.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> - City Lit staff to hold presentation on electronic communication available to student panel members – QC to identify staff member. 	<p>QC</p>	<p>9 March 2010</p>	<p>Student panel</p>
<p>4.</p>	<p><u>Student involvement strategy</u></p> <p>The Chair reported to the group that the strategy paper was to be reviewed annually, next in September 2010, by the panel. The group asked that a glossary be added to the strategy paper.</p> <p>Some group members asked how students could get involved in helping City Lit to raise funds or in exchanging their skills with other students. The Principal explained that the student panel should have its focus on quality improvement, but that options could be explored. He mentioned that students could receive training to volunteer in Skills for Life maths or literacy classes. The Deputy Principal explained that there was a student bursary fund for which students could help raise money.</p> <p>The group discussed other options such as organising events to raise funds or sharing first language skills with students. Students could do something for the college or the community, every three months.</p> <p>The group asked QC to create a sheet for student panel members to write down their ideas.</p>			

	<p><u>Actions:</u></p> <ul style="list-style-type: none"> - QC to add glossary to strategy paper. - QC to send out an email to students to send back their ideas for skills sharing/fund raising/events. - QC to add skills sharing and fundraising to the Agenda for the next meeting. 	<p>QC QC QC</p>	<p>15 Dec 15 Dec 9 March</p>	<p>Student panel Student panel Student panel</p>
<p>5. <u>Student survey trial</u></p>	<p>The group discussed the student survey which they had trialled before the meeting. The Deputy Principal told students that this survey would be distributed to students in 2010. The Principal explained that the survey was used as evidence for inspections, but also to ensure that the college could identify problem areas and take action over these. It was a means of finding out what was important to students.</p> <p>Some students fed back that they had found the survey too long. It should be no more than one page long.</p> <p>Some group members also found that there were too many response options. Some had problems understanding the difference between not satisfied and very unsatisfied. It was suggested to use 'poorly' instead of 'very unsatisfied'. A student suggested a different survey for non-English speakers.</p> <p>The group agreed they had problems with the City Lit terminology, e.g. they often were unsure what type of staff the questions aimed at. A lot of students didn't know the difference between programme and enrolment or advice staff. The group suggested to add in a line after question No. 4 where students could say why they were unsatisfied with certain staff.</p> <p><u>Action:</u> QC to pass on comments to Marketing.</p>	<p>QC</p>	<p>15 Dec</p>	
<p>6. <u>Student feedback – annual report</u></p>	<p><u>Action:</u> QC to add to Agenda for next meeting.</p>	<p>QC</p>	<p>9 March</p>	<p>Student panel</p>
<p>7. <u>Statement of Learning</u></p>	<p><u>Action:</u> QC to add to Agenda for next meeting.</p>	<p>QC</p>	<p>9 March</p>	<p>Student panel</p>