

**Minutes of Norton Radstock College Student Forum  
held on Wednesday 10 March 2010 at 10.15am**

<b>Present:</b>	<u>Staff/Governors</u>		
	Penny Routledge (Chair)	Senior Manager Student Support Services	PR
	Barbara Chambers	Student Services	BC
	Scott Cotterell	ICT Services	SC
	David Evans	Governor	DE
	Martin Peter	Head of Facilities	MP
	David Protheroe	Governor	DP
	Julie Stiddard	Governor	JSt
	 <u>Students</u>		
	Jess Dera	Health, Social Care & EY	JD
	Maxwell Field	Public Services	MF
	Sophie Freeman	Health, Social Care & EY	SF
	John Gibbs	Public Services	JG
	Mitch Gregory	Business & IT	MG
Aaron Ince	KBSC ICT	AI	
Will Johnson	Business and IT	WJ	
Ethan Lamb	Public Services	EL	
Macdonald Nduna	Engineering	MN	
Jack Reed	KBSC ICT	JR	
Tim Smith	Engineering	TSm	
 <b>In Attendance:</b>	John Holland	Clerk	JH

PR introduced herself and said she was going to Chair this meeting prior to the appointment of the next Chaplain, Rachma Bush, who starts on 22 March and who would Chair future meetings.

Lorna Crouch and Ellie Gough from Marketing gave the meeting details of the Spring Fair that was taking place on 15 May 2010 which was aimed at being a large community event. DP also pointed out that Rotary were organising an Art Fair on the same date at the College.

Students put forward that they could perhaps run a stall at the event to raise money and have a stall promoting the F1 Cars project Engineering students are undertaking.

DP informed students that they should write to Rotary to try to access some prize sponsorship.

**Action: Eng Students SF3101**

DE was aware of some sponsorship which he would pursue.

**Action: DE SF3102**

1. **Apologies for absence**

Apologies had been received from Phil Staples and Kevin Connell.

2. **Minutes of meeting held on Wednesday 25 November 2009 for approval**

DP proposed the Minutes be approved, this was seconded by MF and unanimously agreed by the meeting.

3. **Matters arising**

The matters arising sheet was noted.

The following points were added:

- Governors are looking seriously at shortfalls in IT capabilities at the College.
- All canteen waste is now recycled and plastic cups should be phased out shortly.

PR reported that another Enrichment Fair will be held to establish the enrolment offer for the Summer Term. Next year Enrichment will be offered on two afternoons to improve participation levels and the sports facilities at University of Bath will be available.

PR asked for feedback on the items that students were to report back on:

- Student Newsletter - the Art and Design Students who were talking about the newsletter (along with other students) have other appointments today. PR was aware that some students were doing this as an enrichment project and would follow up and report back to the next meeting.

**Action: PR SF3103**

- Surplus Cash from NUS Cards - No agreed view was forthcoming on this.
- Proposal for Bus Shelter - A long discussion took place on this and the smoking issue. The meeting voted to have a poll taken on the smoking issue with both staff and students involved. PR to discuss with College Management.

**Action: PR SF3104**

- Engineering Lunch Break Only Forty Minutes - This was regarded as an issue as a lot of students were sourcing lunch elsewhere due to the cost of the catering offer at the College. Students thought there could be more flexibility on timetabling to improve the student experience.

**Action: PR SF3105**

4. **Setting up of a Student Union for discussion**

PR outlined that a free Student Union was not appropriate for a College of our size with the commitment required from short term students. DE was keen not to close the door on this and PR/DE agreed to have further discussions.

**Action: PR/DE SF3106**

5. **Student Governors for Academic year 2010/2011 for discussion**

The view of the two Student Governors was that they were appointed too late in the year. The meeting agreed to try and appoint one new Governor in July 2010 and a second in October 2010. The use of observer Student Governors could also be used to aid succession planning. PR/JH to pursue.

**Action: PR/JH SF3107**

Student Governors are welcome to attend the Academic Board.

6. **New College Chaplain**

Details had already been given at the start of the meeting.

JH explained that he had prepared new Terms of Reference for the Committee which will now have to be amended in light of the Chaplain Charring future meetings. This will be done at the next meeting.

7. **Matters members wish to raise:**

- a. Dog faeces is a problem in the grounds. MP confirmed there is no public right of way but measures put up to prevent access have been vandalised. MP to look at improving the situation.
- b. Public Services students thought the Prospectus exaggerated actual contact students have with Police, Fire Service, Army etc. BC was able to confirm that the Fire Service were visiting the College on 25 March 2010.
- c. Unreliable computers in the CAD room for which spares are proving difficult to source.
- d. Could wireless internet be made available? This is being costed but will not be cheap.
- e. A cause for celebration was that the IT students had no complaints.
- f. Could a water dispenser be provided in the Westside building.
- g. Students have noticed plastic water cups being reused. Could dispensers that stop this practice be purchased?
- h. A long discussion took place over CCTV coverage and could improvements be made to better monitor any damage being done in the car park - check on poor parking and mopeds using car parking spaces?
- i. A use of NUS money could be to replace the TV and sofa in Westside but it only needs replacing due to vandalism.

- j. Could goal posts be sited in the top field?
- k. PR was able to report that the College had received a grant of £350 for cricket equipment.
- l. There seemed to be different rules and regulations to drinking in classrooms and lateness between students and staff.
- m. MP was able to confirm that there was a working payphone in the Southside building and the automatic doors were being repaired at the back of the Northside building.
- n. It was thought that vending machines were often not working - is there an underlying issue.
- o. Could Construction look at making some benches as new ones are £300 each.
- p. The room being used at Keynsham Secretarial and Business for students to eat their lunch is too small. PR to discuss with Nadine Spong.
- q. Concern was expressed that lockers had been damaged and students had lost some property; the circumstances were to be investigated.
- r. Noise was still an issue in the main library area.

### **Actions**

**Points a/f/j/n/o/q to be actioned by MP SF3108**

**Points b/l/p/r to be actioned by PR SF3109**

**Points c/d to be actioned by SC SF31010**

### **8. Any other business**

- BC outlined the availability of project 28, an under-18 drugs and alcohol advisory service which will be available on Wednesday between 11.30am-12.30pm for appointments and 12.30pm-2pm as a drop-in session.
- Student Services were intending to join in the Clarks/Unicef Shoe Appeal, details of which are being finalised.

SC was happy to put details of these on the website.

Date of next meeting - Wednesday 12 May at 10am (student pre meeting 9.30am or earlier if required).

Students were asked to conclude their business by 10am, before the next meeting.

JH agreed to timetable next year's meetings in advance.