

Minutes of the Learner Council Forum held on 9 February 2017 in the Cove, Dartford

Chair:	Assistant Principal Teaching and Learning – Wendy Davies (“WD”)
Members:	Principal – David Glead (“DG”) Vice Principal – Mark Andrews (“MA”) Student Engagement Assistant Dartford – Lorna Goddard (“LG”) Student Engagement Assistant Gravesend – Trevor Fox (“TF”)
Student Reps:	Carrie-Ann Parker – Catering (Gravesend) (“CA”) Rachel Bruce – Motor Vehicle (Gravesend) (“RB”) Ryan Clarke – HE Computing and Systems Development (Dartford) (“RC”) Jack Cornelius – Business (Dartford) (“JC”) Chloe Holness – Business (Dartford) (“CH”) Samantha Love – Catering (Gravesend) (“SL”) Skye Powell – Travel and Tourism (Dartford) (“SP”) Tabitha Whitaker-Fox – Catering (Gravesend) (“TWF”)
In Attendance:	Julian Parkes – College Governor (“JP”) Alex Lewsley - College Governor (“AL”)
Apology:	Clerk to the Corporation – Yolanda Hughes (“YH”)

Action By

1. Welcome

WD welcomed learners to the meeting of the Learner Council Forum and introduced, JP, College Chair of Governors.

She asked everyone to introduce themselves around the table and advised that the focus of the meeting was to obtain feedback on students’ experience with regard to teaching and learning within the College.

Members refereed back to the minutes from the last meeting to see where progress was made following the meeting held in February. Comments from the relevant managers are highlighted in **Red**.

Dartford Learner Council	You said	We did
	Canteen is often untidy	More Bins will be allocated and students need to take responsibility for the area themselves as well – Estates - these will be ordered in ready for after the half term
	Food often cold as queues are too long in the canteen	Timetabling to be looked at
	More options on the menu in the canteen needed	Rob the catering manager is happy to discuss future menus with students
	Cash Machine needed on site	<p>PCs will be placed in refectory for card tops ups. – IT - to install over the Summer, when spare PCs will become available via the replacement program. There are no spares available as old one were disposed of early in the year.</p> <p>Also we will investigate the cost of a cash machine and report at next Council meeting – Finance- approached Private ATM Companies recommended by other Colleges. All declined to provide a service. It is expected that the cost per transaction levied would dilute demand so much that use would be negligible and so risk too high for these companies.</p>
	Some Toilets on Site do not have mirrors or Tampon machines	<p>Estates will add to mirror provision on site – Estates - Complete</p> <p>and will also provide more tampon machines – Estates – Current provision on review appears to be adequate</p>
	Students would like their own communal area within their blocks	At this time we are unable to do this due to Health & Safety

Gravesend Learner Council	You said	We did
	There is no female changing room for the female students in the Motor Vehicle Area	Understand that this was completed by subdividing one of the boys change rooms. Andy Stevens was working with John Doran on this. Has been completed and is available
	Better Lighting is needed in the bottom car park as students do not feel safe of an evening in this area.	Lighting in the sand car park is working with two poles / lights – Estates - this is complete as a temporary measure Once the grass is stable, a path was to be installed from the back turnstiles to the sand car park and a lighting pole will be installed to light this route. This has been scheduled for the summer as it is light until after 8pm now. – Permanent solution to be completed over the Summer
	Students would like access to the Gym & Swimming Pool	Unfortunately due to staffing and area requirements this will be unable to happen, at the current time.
	Toilets in H Block, Toilets in Catering have issues	Estates investigating and righting the issues – Estates – H Block final areas to be completed this Summer, other Areas complete
	No Hot water in the Brick Workshop	Water Pump restored over February half term - Estates - Piping and pump was repaired and all heating and hot water now working. – Complete
	College is locked whilst students still working on late night programs	Security will complete a check of ALL buildings before locking in future – Estates - Underway - complete

Members referred back to the points raised on the Dartford and Gravesend Learner Council Feedback Sheets for May below and additional comments raised at today's meeting are noted in red on the sheets.

Feedback Sheet			
Dartford Council Final Points May 2017			
	Point raised	Suggested solution	Action By
1.	The opening hours of the Canteen and Shop need to be looked at, as they are not open long enough for when students are in college		
2.	There needs to be better communication to students across campus as students do not read the banners on MyDay.	•	
3.	Fire Drills need to be held more frequently and on different days so that students get the chance to have a fire drill.		
4.	Cleaning around the college in general needs to be better as areas are not being cleaned to a high standard (e.g. Hair & Beauty, Miskin, Social Zone, Toilets.		

Feedback Sheet			
Gravesend Council Final Points May 2017			
	Point raised	Suggested solution	Action By
1.	<ul style="list-style-type: none"> A tutor in Childcare is not understanding about the Counselling service that we have in the College. Some students get their full support to attend whereas with others they do not get support and help and are told it is not important that they attend. 		
2.	<ul style="list-style-type: none"> Updates are needed on the Milling Machines used on Mechanical Engineering as they are out of date and may affect some of the modules taken on the course. 		
3.	<ul style="list-style-type: none"> Some tutors in Motor Vehicle don't understand about working with students' learning disabilities meaning that we are all not getting supported on our course. 	•	
4.	<ul style="list-style-type: none"> The impact of not having a lecturer for the first term in Motor Vehicle is starting to have an impact on our course, as we are having to catch up on work that should have been completed a long time ago and the time scale to complete the work now is not possible. 		

WD concluded by thanking members for their attendance and contributions to the meeting.