

Student Executive Committee

Morley College, 61 Westminster Bridge Road, London SE1 7HT

Minutes of meeting held on Friday 19 January 2007 at Morley College

Present: Laura Barker; Sigrid Beil; Margaret Cook; Jessie Gibber; Steve Green (Chair); David Kolton; Roger Kinsey (Health & Safety Officer); Peter Massie; Jean McIntosh; Gabriel Newfield; Marguerite Perkin; Brian Sales; Jim Tanner, Charles Wilmot-Smith (Minutes); Mark Windisch

Apologies: Mike Sprinz; Richard Walker. Absent: Patrice Alexander; Daniel Davis; John Nelson; Mercedes Phillips.

Abbreviations: SCAEL: Student Campaign for Adult Education in London

1 Health & Safety Officer

1.1 Roger Kinsey gave an update on matters raised at the October meeting and further to his report received at the November meeting.

- The Holst Room fire exit from the stage now has a push-bar handle operated from inside the room. As the sensor is within the door frame, investigation as to the feasibility of having the door swing outwards would take place in the Easter holidays.
- The water fountains had been installed (in the refectory and the Nancy Seear building, at the bottom of the stairs, near the fire hose).
- The fire hoses were only to be operated by trained staff.
- Fire service response, mainly due to their proximity, had proved very quick.
- The student's accident claim against the college was being considered, though any settlement would not be regarded by the college as admission of liability.
- The problem of fire evacuation of students with disabilities from the Visual Arts block was still being considered. The Evac chair had been tried out by Roger – uncomfortable; there was also the question of where to store it. The fire exit across the roof of the Nancy Seear building could be one solution. Relocating the Arts Block to more disabled friendly accommodation could be another.
- A fire drill would take place, in line with the policy, in the Spring term. Policy on the Autumn term drill was not to hold it in early weeks when e.g. enrolment was in progress.

1.2 Roger then took questions from members:

- Could the college hold a fire drill which included a blocked exit, such as the foyer?
The college will consider this – it seems a good idea.
- The fire alarm is too loud.
Some students complain it is not loud enough. The volume is set at the recommended level.
- Guidance on fire drill to students?
Tutors should explain where the fire exits are to their class even if the majority are returners.

- Each classroom should have clear instructions as to where the nearest fire exits are located and name Assembly Points.
- On the wall outside the classroom exits arrows should point in the directions of the fire exits (preferably again saying where) and name the route, e.g. "Via Staircase" or "Main Entrance" or, in the Nancy Seear Building, "Via Walkway" or "Via External Staircase".
This would not be practical, as it is not known where the seat of the fire will be. All those evacuating the building can do is choose a route away from the fire/smoke.
- Need sign inside the Nancy Seear building on the ground floor at the bottom of the stairs pointing to the other ground floor exit at the side of the building (to dissuade evacuees from all using the main entrance).
Agreed to implement this.
- Need notice in foyer showing where student photocopiers are.
Agreed to implement this. Part of DDA brief is to improve the college's signage, and all suggestions are welcome.
- Need to guard against having too many signs. Could have colour coding to distinguish between signs.
- Need sign in refectory promoting recycling.

The Chair thanked Roger Kinsey for his excellent contribution. Roger asked for any further suggestions on the premises, Health & Safety, fire, signs areas to be emailed to him at roger.kinsey@morleycollege.ac.uk ACTION: all members

2 Minutes of 28 November 2006 meeting

- 2.1 These were accepted as an accurate record.

3 Matters Arising other than on the agenda

- 3.1 **LOPSG/ SCAEL (5.6)** Mark Windisch reported that the Housing meeting would be held on 2nd February; the next meeting on 27th April would be on climate change. Mark would circulate details. ACTION: Mark Windisch
- 3.2 The Capital Winter Age Festival would be held on 8th February – old people's groups would participate. The Summer Age Festival would be held on 19th August. No details had yet been received of the Riverside Festival.
- 3.3 **Photocopying facilities (5.9)** See third last bullet in Q&A above.
- 3.4 **Distribution of Student Handbooks (5.10)** David Kolton would follow up. ACTION: David Kolton
- 3.5 **Report from Academic Board (6.7)** Laura Barker had received an apology from Neil Haynes for not inviting her to the last meeting. Another meeting, date to be announced, would take place on the terms of reference and membership.
- 3.6 **Clubs Questionnaire (7.2)** The Chair reported that most Clubs had returned the questionnaire. He would summarise the returns once all had been received. ACTION: Steve Green

- 3.7 **Clubs Applications (8)** The Chair would follow up the outstanding application for a Table Tennis Club. ACTION: Steve Green
- 3.8 **Web access restrictions (9.0)** Laura Barker had not yet received a reply to her letter to Cliff Hobby making the point that students may have a legitimate academic interest in sites on the list of those deemed objectionable. The City Lit had no web blocking policy; the Mary Ward Centre did not have a Library. Other AE colleges rather than e.g. NATFHE (with its 'Internet at work' document) were the relevant comparisons.
- 3.9 **SEC Equipment Register (13.4)** In reply to Mark Windisch's question Jean McIntosh said that she had an SEC laptop and Peter Massie said that he had an SEC printer and a scanner, neither of which he used. To be considered at the next meeting. ACTION: Mark Windisch; those with SEC equipment
- 3.10 **Half terms (13.5)** The Governing Body had approved in principle a proposal that the autumn and summer terms, from the academic year 2007/08, should have half terms. Staff were now being consulted on the proposal. Students would receive the same amount of teaching.

4 Reports from Committees since 28 November 2006

- 4.1 **Governing Body 5th December** The Chair had circulated a report of this meeting.
- 4.2 The Governing Body had decided that the Drama Department would close at the end of the current academic year. This was the only way the college could save money after cutting administrative expenditure last year. The decision was not a reflection of the quality of the department and was the least damaging to the college's overall provision of the options available. The key factors in the decision were the small numbers of students involved; the availability of alternative provision, such as at the City Lit; the relatively high demand on space needed by the Department.
- 4.3 Members considered that there should have been some discussion with students beforehand; and that the college should explain to the students the reasons for the decision and how it was arrived at. The Chair promised to take these points to the Principal. ACTION: Steve Green
- 4.4 **Management Awayday** The Chair had circulated a note of this.

5 Student Complaints Procedure

- 5.1 Members made various specific suggestions for improving the clarity, presentation and comprehensiveness of the document and how it is publicised and for strengthening the right to representation by the SEC should the complainant wish it. The removal of the right of appeal to the Chair of Governors was questioned. The speed of handling complaints, the need for full contact information and for relevant documents to be available at all times was also discussed. Members also considered that the college records of the complaint should be available for inspection by the complainant on request.
- 5.2 Members suggested that insufficient time had been allowed for a proper discussion of a procedure which specified the involvement of the SEC. Earlier warning of similar topics would be appreciated.

- 5.3 The procedure had been brought into effect from 1st January 2007 as the previous procedure was out of date. The Governing Body would however consider any suggestions received by Monday. The Chair would compile members' suggestions and pass them on by the deadline. ACTION: Steve Green

6 Memorandum of Association and Articles of Association

- 6.1 **Memorandum** Members raised a concern that the Memorandum should not block participation of staff governors who are paid by the College. Paragraph 5.3 of the draft provides that remuneration of a governor includes remuneration of a firm or company in which the governor has an interest such as shareholder: the draft refers to 'shares of the College' but members suggested that what was meant was 'shares of the company'.
- 6.2 **Articles** Members suggested that references to student union should be replaced throughout by references to a student representative body/bodies. Members also recommended that term of office on the governing body of student representatives be brought into line with the student constitution (3 years); that the provision for quora should specify a minimum number of 'internal governors; and that regulations on how the college is run in such matters as student participation/ consultation; admissions; conduct; suspension and exclusion should be made after proper consultation with students.
- 6.3 Concern was expressed about the provision for exclusion from governing body meetings on occasions where named staff or students were to be discussed [13.17 of the draft]. The Chair considered this was reasonable and the only wider exclusion which applied was in the Finance and Resources Committee.
- 6.3 The Chair would pass these concerns on to the Governing Body by the Monday deadline. ACTION: Steve Green

7 Correspondence

- 7.1 The Chair had received and dealt with some correspondence but it was not sufficiently significant to report.

8 Any Other Business

- 8.1 ***Morley Magazine*** The Editor advised that she had put up new posters advertising the Magazine and the opportunity for students to contribute to it – at the distribution points and on all SEC noticeboards.
- 8.2 The Editor had produced colour PDF files for all back issues of the Magazine back to the year 2000. Charles Wilmot-Smith promised to pass these on to Kat Huxtable for posting on the *Morley Magazine* page of the college website. ACTION: Charles Wilmot-Smith
- 8.3 **Staff Union and SCAEL** Mark Windisch had received an approach from a staff union representative, Sarah Christian, asking to be involved in the campaign for adult education. Mark would invite Sarah to take part in SCAEL. ACTION: Mark Windisch

9 Date of next meeting

- 9.1 **Monday 29 January 2007 at 17:30 for 18:00**

- 9.2 The meeting would cover items left over from the meeting's agenda and SCAEL. The Chair would talk to those who had not attended to brief them on the expectations for how members should work on the committee. He wanted all members to consider the tasks/posts on his diagram and think about what they would want to volunteer for. He proposed that each area would have an overview manager to ensure progress was made on his behalf, as it would be inappropriate not to delegate this. The SEC needed to be effective and that could only happen with the full participation of all members. ACTION: all members

Signed..... *S.R. Green* (Chair)

Date *3.5.07*

APPENDIX: PAPERS

- Student Complaints Procedures (current and superseded versions)
- Draft Memorandum of Association; Draft Articles of Association
- Timing of SEC Elections and AGM for 2007/08
- Briefing on Clubs
- Chair's Report on Governor Training and Management Away Days, Saturday 6th January
- Vice-Chair's note on Campaigning for Adult Education

COPIES: Principal; Library; SEC file; Student Representation web page