

**GOLDSMITHS  
University of London**

**ACADEMIC BOARD**

**STUDENT COMMITTEE  
4<sup>th</sup> November 2008**

**Present:** Philip Broadhead (Chair), Alison Ahern (Secretary), Bob Westaway, Anne Francis, Jess Tratt, Jesse Fajemisin, Richard Smith

**In Attendance:** Yetty Efunnuga (note taker)

**OPEN BUSINESS**

**1 APOLOGIES FOR ABSENCE:** Ed Randell, Mary Bright, Graham Gaskell, Basem El-Haddadeh

**2 IDENTIFICATION OF ITEMS FOR DISCUSSION**

To consider any requests from members that items identified for Formal Discussion or Report should be the subject of substantive discussion.

**3 CONFLICTS OF INTEREST**

To receive and note the College's policy on conflicts of interest (08-303)

**4 STANDING ORDERS**

To receive and note the College's Standing Orders (08-304)

**5 MEMBERS AND TERMS OF REFERENCE**

To receive the terms of reference of the Student Committee for 2008-2009 (08-401)

**6 ANNOUNCEMENTS**

There were no announcements

## **7 Minutes**

The Minutes of the meeting held on 29<sup>th</sup> April 2008 were approved.

## **8 MATTERS ARISING FROM THE MINUTES**

### ***Matters for Discussion***

To request the report for Travel costs – under item 11

Committee members would find it useful to have a clear overview of recommendations as some of the issues have not moved forward i.e. increase in spending.

## **9 MEDICAL CENTRE UPDATE (08-402)**

Received:

Committee members were invited to receive a paper from the committee secretary on the current position of the medical centre (09-402).

### ***Noted:***

- I. The medical centre has now moved to new accommodation, in addition to now having a suitable contract in which we can specify the various services which we require for our students.
- II. This will also mean better arrangements for appointments and clarity on what services are provided.
- III. The contract is not yet operational as there are still TUPE arrangements to be considered.
- IV. There are concerns that the medical centre is not included in the internal post run.
- V. The SU requested that they be considered in any monitoring arrangements
- VI. The contract with the medical centre is for 4 years with a clause to review in 3 years.

### ***Recommendation:***

Alison Ahern to liaise with the relevant internal departments such as Counselling and Accommodation who have a vested interest in the medical centre

## **10 STUDENT ADVICE UPDATE (08-403)**

### ***Received:***

Committee members were invited to receive a paper on Advice Services provided to student.

### ***Noted:***

Committee members were informed that a second adviser had been appointed. The service will continue to operate as an advice service for all students both international and home.

Concerns were raised about the volume of International students who are intermitting without being referred for advice.

### ***Recommendation:***

To monitor the impact that the proposed strategic increase in international student numbers will have on the capacity to advice with current staffing levels.

## **11 AIRPORT PICK UP REVIEW (08-403)**

### ***Received:***

Committee members were invited to receive and consider a report from the Student Union on their Airport Pick up initiative.

### ***Noted:***

- i. The SU paper provides a basis for improvements to the service.
- ii. The committee members recognised the main problem was the logistic organising of peoples arrive times from various destinations
- iii. That it would be easier if students have a definate time of arrival and a facility to book ahead
- iv. To consider continuing students having the opportunity to use the scheme when they need to travel back home for their vacation.

***Recommendation:***

AA to convene a group to review the project and if agreed to implement changes for improvement

The Committee members recommended that EU students be offered this service also.

**12 STUDENT EXPERIENCE STRATEGY ACTION PLAN (08-405)**

***Received:***

Committee members were invited to receive a draft of the action plan which will accompany the Student Experience Strategy.

***Noted:***

- i. That in each of the fifteen strategies we should have targets, and to incorporate the Estate strategy and Learning and Teaching strategy.
- ii. Student input as to priorities is imperative.
- iii. Committee member's commended the enrolment crew for their excellent work.
- iv. There is uncertainty as to when the new student record system will be in place and this will impact on the Action Plan
- v. Committee members suggested it would be useful to have a refresher during the year to reinforce information given from the start. Also the use of pod casts is to be encouraged.
- vi. To prioritise the issues surrounding induction.
- vii. The action plan should also address improving facilities for recreation.

***Recommended***

A small one off working group was agreed comprising:

Phillip Broadhead  
Alison Ahern

Representatives from SU  
Kieran Broadhead  
Mary Bright or representative

***Resolved:***

The results of the working party be circulated to the next meeting.

*Matters for report*

**13 STUDENT CHARTER**

Committee members were invited to receive an oral report on the progress of the Student Charter

***Noted:***

The Committee suggested adding a simple subheading to outline what to expect from students/ what students can expect and perhaps this should be put in the departmental handbook.

The Charter is now available on line and was distributed by the SU on memory sticks but dissemination was minimal

That the Student Charter needs a proper design to make it look attractive.

***Resolved:***

To send the Student Charter to Reprographics

*Other Business*

**14 ANY OTHER BUSINESS**

There was no other business

**15 NEXT MEETING**

TO NOTE THAT THE NEXT MEETING WILL BE HELD ON 27<sup>th</sup> January 2009

