

Student Support & Wellbeing Committee

Tuesday 11 October 2016

14:00 – 16:00

Location: G35, Royal School of Mines, South Kensington Campus

Present

Simon Archer,
Kate King
Lorraine Craig
Emily Cramphorn
Sarah Freedman
Julia Hillier
Colin Kerr
Julie King
Sue Mannion
Louise Menard
Arash Mostofi
Claire O'Brien
Rosie Sumerhayes
Angela Urasala
Lynda White
Andrew Wilson
Denis Wright (Chair)
Matina Giannarou
Anjna Kaul

Minutes

1. **Apologies for absence:** Lizzie Huckle, Paul Noke (Sue Mannion will present on his behalf), Mick Jones, Grant Danskin and Mary Bown (Kate King presented in her place).
2. **Welcome to new members:** Emily- Jane Cramphorn- ICU Deputy President for Welfare, Nas Andriopoulos- ICU President and Simone Buitendijk- Vice Provost for Education as our new ex-officio member.
3. **Departing members:** the committee would like to formerly thank members who have left the committee at the turn of the academic year. Jennie Watson- ICU Deputy President for Welfare (2015- 16), Lucinda Sandon- Allum- ICU President (2015-16) and Jo Haigh, EYEC.
4. **Minutes of the previous meeting – Tuesday 07 June 2016** Paper A
No comments or amendments.
5. **Matters Arising: (actions from last minutes)**
 - (i) **Action Tracker** Paper B
Responsible Officers have been updated to reflect current members.
 5. **Students being able to select their roommates-** There has been as change in the wording on the webpages allowing friends to share. This year (2016-17) there are three pairs of friends who are sharing.
 8. **Pre-sessional student's ID cards and accommodation-** This still needs to be addressed, the same issue was encountered for 2016.

ACTION: JK/DW

- (ii) **3.b. Mental Health Difficulties Protocol** [see item 5]
There are some proposed minor modifications, including changes to formatting and the order of material.
ACTION: DW
- (iii) **4. Meningitis Protocol**
At the last meeting the Committee questioned if the Protocol should sit with this Committee. The Chair has confirmed that this protocol will sit with the Secretariat. The updated protocol was presented. Flowcharts will be produced on the steps to be taken for each Scenario (e.g. single case).
ACTION: DW/SF
- (iv) **5. Residential Life Committee and Wardens' Report**
At the last meeting the Committee recommended the IoS authorisation procedure needs to be reviewed. The Chair referred to recent discussions with the Academic Registrar on this and on the need to have a 'learning and support agreement' in place for each returning student.
ACTION: DW/Registry
- 6. Draft Mental Health Code of Practice and Guidelines (RS)** Paper C
The Committee agreed that further work is required, including consultation with the Student, and GMC requirements for medical students. There also needs to be a summary sheet for both staff and students. The Code of Practice and Guidelines will be published online to make individual sections more readily accessible. Feedback from committee members should be sent to Rosie Summerhayes by mid- November.
ACTION: RS/DW
- 7. Mental Health Difficulties Protocol - revision (DW)** Paper D
No comments were raised on the committee meeting. The final call for comments will be 25 October 2016.
ACTION: DW
- 8. Annual Reports**
- (v) **College Tutors (LW)** Paper E
There will be an additional College Tutor appointed for April 2017. It was also raised that succession planning for the College Tutor positions should begin.
- (vi) **Student Hub (SM)** Paper F
- (vii) **Chaplaincy (AW)** Paper G*
- (viii) **Imperial College Health Centre (SF)** Paper H
- (ix) **Student Counselling & Mental Health Service (RS)** Paper I
There needs to be an induction given at department level, however not all departments have taken this up from SCMHS. This is to be followed up to ensure it is being delivered. Recruiting for a second Mental Health Advisor.
- (x) **Student Financial Support (LM)** Paper J*
It was noted that the Student Support Fund was operating very well.
- (xi) **International Student Support (LH)** - not present. Paper K
- (xii) **Disability Advisory Service (MB)** Paper L
Replacement of DSA by in-house services with central funding for all students [College 'Suggested Reasonable Adjustment Fund']; new procedure now in place and is much more inclusive.
- (xiii) **Centre for Academic English (JK)** Paper M
- (xiv) **Wardens (AM)** Paper N*
The Committee felt that the Felix publication promoting drug related consumer information was irresponsible and would like an action to be followed- up with the editor of Felix regarding this. Emily-Jane Cramphorn reported that this has been picked up by the ICU.
ACTION: ICU

It was felt by the Wardens that they would like the College to give more guidance to staff and students on student drugs as these are becoming more prevalent. The Chair referred to the upcoming Drugs Seminar on 8 November 2016 and encouraged all who had not been to the September seminars to attend if they could,

ACTION: DW

Arash Mostofi would also like to thank the following Wardens in recognition of their significant contribution to the support services of students at Imperial: Vanessa Garcia-Larsen, Martin Head and Cleo Kontoravdi, who stood down as Wardens of Linstead Hall, Fisher Hall and Bernard Sunley Hall, respectively, at the end of 2015/16.

(xv) **ICU Student Advisory Service (AU)**

Paper O*

(xvi) **Sport and Leisure Service (GD)**

Paper P*

**to be tabled at meeting*

9. AOB

No other business was raised

The next Student Support and Wellbeing Committee is 7 February 2017- location is to be confirmed.

Please send amendments to l.menard@imperial.ac.uk