**CICM Council Meeting 13 September 2022 18:00 until 19:00**

**MEETING MINUTES**

**Chair:** Luke Wilcox

**Minutes:** Ruth Wood

**Present:** Jonathan Pledger, Judith Elliott, Lindy Cox, Ralph Manly, Roberta Stewart, Karen Starr, Mark Foster, Maddy Carey

**Apologies:** Paula Martin, Sara Lacey, Peter Mole

# Minutes of Last Meeting

Accepted as an accurate record of the meeting.

# Matters arising from the last Minutes

No matters arising.

**Previous Actions:**

1. Time clauses: JPL thinks there is already a time clause in the student agreement. The student who prompted this issue has not been in contact with the College.
2. RST asked for an update on additional revenue streams. KST - the nutrition course will hopefully start in April, a one diploma course. Future plans are to develop this into western nutrition and then a degree. LWI asked if all the one year courses would be developed in the same way. KST said that is not planned.
3. LWI asked who the Qigong provider is. JPL – Kim Chan is the Programme Leader and Ben Cox is teaching and Chris Wainwright, condensed to 3 stances. MCA – in person teaching has been difficult with Covid, classes at the start of the day are good. She felt it was beneficial.
4. Eco policies – JPL - we have signs above the lights saying switch off. Experimenting with blackout blinds to reduce heat in the summer and insulate in the winter. Automatic light switches are very expensive to install but we are going to try one in the bistro. Replace with LED lights where we can.

# College Report JPL

The curriculum review is going ahead, we have reduced content, and approximately 75% of classes will be in College. All the practical classes are back in College. MFO and JPL have ideas about changing modules and dove tailing with assessment. MFO identified there is too much assessment and we can make things much more straight forward.

MCA commented that having more lessons in College may attract a different cohort. LWI - keeping practicals in person is essential. 20.1 has a low drop- out rate, MCA commented is this because it is online?

Students and staff were asked their opinions on values and the report details our conclusion; it was a useful, motivating exercise. LWI asked for comments or thoughts from the Council:-

LWI:

* Professional and passionate acupuncturist do we need to add the other disciplines e.g. nutrition, replace acupuncturists with practitioners.
* There is a bit of repetition in the list e.g. Point 3 and 4 close can one be taken out. RST the fewer words the better.
* Point 5 LWI personal preference is use “for” not “of”

The two value statements were re-drafted and agreed with the Council.

The Queen’s funeral on Monday 19th September, we have decided to open the College. We have 3 classes in at crucial parts of the course. We are going to have a room in College playing BBC news. JPL will talk to the staff teaching at the time of the funeral. LWI agreed that sounds like a good compromise.

# Teachers Representatives

Agreed a teacher representative will be appointed to the Council

Staff Day next Thursday this can be resolved.

**Action:** Organise a teacher representative **JPL**

# National Student Survey

LWI - the results are fantastic but numbers 6 and 20 are below average. JPL said that this year they are very small numbers so one student makes a large difference. LWI commended the College on having happy students.

The resources item we are always lower on. Each year we invest but the score keeps going down. MCA - the next class use the VLE which may increase the score.

# Strategy

No further comments to add.

# Finance

We have a potential surplus Some students deferred and future classes are full. Covid related costs and MC salary costs are included in the rise in expenditure.

We have 2 people part-time developing online courses, further explanation required for the “herb” reference. JPL confirmed there is no additional expenditure from the nutrition course.

**Action:** Clarification of the comment regarding herbs in the finance document **JPL**

**Action:** Update on the strategic financial planning at the next council meeting  **JPL**

# Student Consultative Committee

MCA asked if it will be confirmed to the students that they can watch the Queen’s funeral. JPL agreed it would.

# College Policies

Nothing

# Health and Safety

Nothing

# AOB

# LWI and RST propose that at each meeting we have a strategic policy focus and a member of staff gives a short presentation (6-7 minutes). All agreed.

The Council to set the topics, JPL suggested the students also have an input. 6 weeks before the meeting the EC will email around a list of subjects, one of which to be chosen by the Council, teacher and student representatives to be included.

JPL - Thank you to Ruth for all the work she does behind the scenes. The Council also gave their formal thanks.

JPL - The meeting in the autumn should be an AGM. Can we check whether that needs to happen before next January?

**Action:** Check if AGM is required **JPL**

**Dates of next meeting:**

**Action**: Ruth to confirm with PMA for the next 12 months **RWO**

**Action Summary**

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| **Action** | **Owner** |
| Organise a teacher representative | **JPL** |
| Clarification of the comment regarding herbs | **JPL** |
| Update on the strategic financial planning at the next council meeting | **JPL** |
| Check if AGM is required | **JPL** |
| Confirm dates with PMA for the next 12 months | **RWO** |