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Class Rep Meeting Minutes 2016

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**Date of Meeting 06.09.16 Time 12.00-13.00 Location: SA Room**

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| ***Meeting called by*** |  Micole Robertson |
| ***Type of meeting*** | SA Team Meeting |
| ***Facilitator*** | Micole Robertson |
| ***Attendees*** | Micole Robertson (MR)Jarmila Slodyczka (JS)Angela Reilly (AR)Michael Allan (MA)Kat Katarzyna (KK)Sarah Kerr (SK) |

## **Agenda topics**

1. Team Welcome/ Update/ Check minutes from last

 meeting for accuracy.

2. SA Elections – Vice President update

3. Working Plan and priorities for year ahead- continued

4. Budget

5. Freshers Fair

6. Calendar of Events

7. Meet your Centre Manager

8. Class Reps and Training

9. Healthy Body Healthy Mind Award

10. Date of next Team meeting

11. Any other business to be discussed.

**Agenda Item 1- Welcome Update**

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| Discussion |  Team was welcomed to meeting. Meetings were checked for accuracy and confirmed all correct. It was agreed that MR would take this meeting as ran short of time during the last meeting, but all future team meetings would be taken by the SA President supported by the SADO. |
| Conclusions |  All agreed. |
| Action items | Person responsible | Deadline |
| JS to write agenda for next meeting  | JS | 09/09/2016 |

**Agenda Item 2- SA Elections**

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| Discussion | There are currently three vacancies for Vice Presidents. We have received 12 notes of interest from students. Three have completed statements and deadline is 09/09/2016. MR will contact candidates with reminder of deadline dates for statement and send out email to managers requesting all students have access to Moodle. |
| Conclusions | Live vote Mon 12 September 1 week  |
| Action items | Person responsible | Deadline |
| Ensure Moodle is running and students have log on and statements are visible  | MR | 09/09/2016 |

**Agenda Item 3 -Working Plan and Priorities for year ahead**

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| Discussion | Continued with working plan. This will be on going as we continue throughout the year. |
| Conclusions | Ongoing working document  |
| Action items | Person responsible | Deadline |
| Continue discussion re working plan. All Vice Presidents to arrange a time to talk to Centre Managers to discuss their priorities and find out if they are having Course Team Meetings etc. so SA can support the Students | Team  | ongoing |

**Agenda Item 4- Budget**

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| Discussion | Budget was discussed with team  |
| Conclusions |  A budget plan has been made by team with detailed spend for year linked with our working plan |
| Action items | Person responsible | Deadline |
| Ongoing  | Team | 01/10/2016 |

**Agenda Item 5- Fresher’s Fair**

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| Discussion | Fresher’s Fair was discussed. So far there are the following confirmed stalls:Student AssociationOur LGBT GroupVolunteering MindfulnessScottish Student SportStudent SupportSTEM club Energy StallTerraced RestaurantBeauty SalonBungee Run/ BronkoWest Lothian CarersPolice Scotland- Alcohol awarenessWest Lothian Drug and AlcoholSamHSpiritual Care Team NUSC CardYouth Action ProjectRock TrustCitizens AdviceEdinburgh NapierJust JackVue CinemaMatalanMaplanScottish Youth ParliamentCommunity UnionBaguette ZoneCarphone WarehouseBridge 2 BusinessRoyal Bank of ScotlandBusiness GatewayScottish EdgeWest Lothian CouncilSIEPrincess TrustArmy RecruitsThornton’sPrimark?LindtJumo Station Free Cakes for Kids |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Risk assessment for event Risk assessment from Bungee and BroncoLiability insurance up to date  | EstatesABMarketingMR/JS | completed |

**Agenda Item 6-** **Calendar of Events**

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| Discussion | Prepared Calendar of Events Team Agreed may be a few other events added in as we go along in relation to SSS Healthy Body Healthy Mind etc.. |
| Conclusions | Allocate budget to each event  |
| Action items | Person responsible | Deadline |
| Allocate budget and arrange a lead for each event | Team | ongoing |

**Agenda Item 7** –**Meet your Centre Manager**

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| Discussion | All VPS to meet their Centre manager/depute and discuss priorities for year ahead |
| Conclusions | Find out Centre priorities in relation to learning and teaching feedback, course team meetings and any other items which the Centre’s would like the SA to support  |
| Action items | Person responsible | Deadline |
| Meet managers  | All | 20/09/2016 |

**Agenda Item 8- Class Reps and Training**

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| Discussion | MR Writing the Class Rep training draft. SA Team will meet on 08/09/2016 and discuss the training and provide additional input and activities |
| Conclusions | Meeting to finalise Training program. Training will take place w/c 01 October  |
| Action items | Person responsible | Deadline |
| Finalise Training  | All | 08//09/2016 |

**Agenda Item 9- Healthy Body Healthy Mind**

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| Discussion | Meeting set up with NUS on Thursday 11am to discuss award. SK suggested puppy room at exam time for guide dogs as they require solcialisation and it has been proven that cuddling a puppy can reduce stress levels. We can take this suggestion forward. It was also suggested that every month something should be added in our calendar of events which would promote HBHM. In addition it was suggested that the email café sell fruit for 50p one day per month. SK to take forward  |
| Conclusions | Meeting to discuss HBHM Thursday 08/09/2016  |
| Action items | Person responsible | Deadline |
| Attend meeting HBHM with NUS  | SK, JS, MR AR | 08//09/2016 |
| Email not of interest of award  | SK | 16/09/2016 |

**Agenda Item 9- Next meeting**

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| Discussion | Agreed Meetings will take place every Tuesday 12-1 in SA Room |
| Conclusions | Discussed purchasing a projector for the room |
| Action items | Person responsible | Deadline |
| MR find out cost of projector | MR | 20/09/2016 |

**Any other Business**

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| Other Comments | Next Meeting Tuesday 13 September 2016 12.00-13.00 SA Room |
| Special NotesVice President Vote live from 9.30am Monday 12 September- 9am Monday 19th September. New Team announced on Tuesday 20th. They have emailed and asked to attend team meeting 12-1 and NUS event on 22nd Sep |  |

**Actions From Meeting**

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| Actions From Meeting  | Person Responsible  | Deadline |
| JS to write agenda for next meeting  | JS | 08/09/2016 |
| Ensure Moodle is running and students have log on and statements are visible  | MR | 09/09/2016 |
| Continue discussion re working plan. All Vice Presidents to arrange a time to talk to Centre Managers to discuss their priorities and find out if they are having Course Team Meetings etc. so SA can support the Students | Team  | ongoing |
| Budget | Team | ongoing |
| Risk assessment/ Liability for event | MR/JS | completed |
| Allocate budget to Calendar of events | Team | 13/09/2016 |
| Team meet their Centre Managers | Team | 20/09/2016 |
|  Finalise Class Rep training program | MR | 12/09/2016 |
|  Attend meeting HBHM with NUS and note interest | SK, JS | 16/09/2016 |
|  Email not of interest of award  | MR |  |