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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. 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 Association  Our LGBT Group  Volunteering  Mindfulness  Scottish Student Sport  Student Support  STEM club  Energy Stall  Terraced Restaurant  Beauty Salon  Bungee Run/ Bronko  West Lothian Carers  Police Scotland- Alcohol awareness  West Lothian Drug and Alcohol  SamH  Spiritual Care Team  NUS  C Card  Youth Action Project  Rock Trust  Citizens Advice  Edinburgh Napier  Just Jack  Vue Cinema  Matalan  Maplan  Scottish Youth Parliament  Community Union  Baguette Zone  Carphone Warehouse  Bridge 2 Business  Royal Bank of Scotland  Business Gateway  Scottish Edge  West Lothian Council  SIE  Princess Trust  Army Recruits  Thornton’s  Primark?  Lindt  Jumo Station  Free Cakes for Kids | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
| Risk assessment for event  Risk assessment from Bungee and Bronco  Liability insurance up to date | | Estates  AB  Marketing  MR/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 |
| Meet managers | | All | 20/09/2016 |

**Agenda Item 9- Team Update- weekly**

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| Discussion | When suitable for a weekly meeting | | |
| Conclusions | Team agreed Tuesday lunchtime 12-1 most suitable | | |
| Action items | | Person responsible | Deadline |
| MR send out invites to all team so in calendar | | MR | Completed |

**Any other Business**

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| --- | --- |
| Other Comments | SK attend meeting with Healthy Body Healthy Mind. Meeting on 30/08/2016 to discuss further and agree next stages.  JS, MA and MR attend training for the Plasma screens  AR launch Volunteer Hub in email café  Next Meeting Tuesday 6 September 2016 12.00-13.00 SA Room |
| Special Notes |  |

**Actions From Meeting**

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| Actions From Meeting | Person Responsible | Deadline |
| JS to write agenda for next meeting | JS | 08/09/2016 |
| President going to go around motor vehicle and construction to promote available positions | JS | 30/09/2016 |
| 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 | 6/09/2016 |
| Budget Plan | Team | Ongoing |
| Emailed Estates set up  BBQ  PA System  Power Points x2  Make Evaluation Forms  Order Flyers for SA  Marketing Poster  Health and Safety Checks | Estates  AB  Marketing  MR/JS | 07/09/2016 |
| Allocate budget for Calendar of Events and arrange a lead for each event | Team | ongoing |
| VPs write paragraph for website content | All | 02/09/2016 |
| MR send out invites for Team Meetings to team so in calendars | MR | Completed |