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Class Rep Meeting Minutes

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**Date 31/01/2017 Time 12-1pm Location Student Association office**

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| Meeting called by | Jarmila Slodyczka |
| Type of meeting | S.A meeting |
| Facilitator | Jarmila |
| Note taker | Kieran Reid/ Jarmila |
| Timekeeper |  |
| Attendees Apologies | Jarmila Slodyczka  Micole Robertson  Angela Reilly  Michael Allan  Kieran Reid  Sarah Kerr  Kat Kowalska  James Wilson  Gary McDowall |

## **Agenda topics**

Agenda

1. Team Welcome/ Update/ Check minutes from last

meeting for accuracy.

2. VP’S Report

3. VP’S activity sheet

4. Student Association committee

5. Sanitary products

6. Evaluations of class rep’s New Year lunch

7. Healthy Body Healthy Mind Award

8. Are you in contact with your center representative?

9. Any other business to be discussed.

Agenda Item 1

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| Discussion | Welcome to the team, | | |
| Sarah will send minutes from last meeting this week so we could approve them on our next meeting. | | | |
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| Conclusions | Jarmila welcomed the team | | |
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| Michael will cheer the meeting next week. | | | |
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| Action items | | Person responsible | Deadline |
| Jarmila will type minutes for the 7.2.2017 | | Jarmila | 06/02/2017 |
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| Agenda Item 2 | |  | |
| Discussion | VP’S Report | | | | |
| Michael, Sarah and Kieran – will hand in today | | | | | |
| Angela –this week | | | | | |
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| Conclusions |  | | | | |
| Report should be handed the latest on Friday | | | | | |
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| Action items | | | Person responsible | | Deadline |
| Report should be handed the latest on Friday | | | Team | | 3 February |
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Agenda Item 3

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| Discussion | VP’S activity sheet | | |
| Write down every week what VP is doing every week. This will help VP’s to keep in track for monthly report. | | | |
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| Conclusions | VP’S activity sheet will be collected every week on Friday in SA office. | | |
| Enquiry log – for students to help keep track on enquiry brought to student association or VP’s – needs to be fully completed before handing in. | | | |
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| Action items | | Person responsible | Deadline |
| Bring every week VP’S activity sheet to SA office | | VP’s | Ongoing |
| Fill out Enquiry log | | Team | Ongoing |
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Agenda Item 4

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| Discussion | Student Association committee | | |
| Jarmila had a meeting with George Hutchings about the student association committee. | | | |
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| Conclusions |  | | |
| Student Association committee date to be confirmed. | | | |
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| Action items | | Person responsible | Deadline |
| Student Association committee date to be confirmed. | | Jarmila | February |
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Agenda Item 5

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| Discussion | Sanitary products | | |
| Jarmila and Angela went to Costco and bought women’s sanitary products for students. Students can get help for emergency supply if caught short. | | | |
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| Conclusions |  | | |
| Michael will create a poster. | | | |
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| Action items | | Person responsible | Deadline |
| Michael will create a poster. | | Michael | 07/02/2017 |
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| Agenda Item 6 |  |

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| Discussion | Evaluations of class rep’s New Year lunch | | |
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| Conclusions |  | | |
| Evaluations on New Year lunch for reps. Evaluations summaries has been issued for VP’s. | | | |
| 13.2.2017 Monday and 14.2.2017 Tuesday –mental health first aid, 13 spaces 6 hrs, all day, confirm dates. | | | |
| HBHM – Sport kits being attended to with badges this month. Smoking Questionnaire to be done as soon as possible team will go around the college to get as many responses as possible. | | | |
| Kieran and Angela 9th February-lunch time to do orientation leaflet. | | | |
| Women’s Aid stall 22February 2017, main building 9.30-13.30pm | | | |
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| Action items | | Person responsible | Deadline |
| Mental health first aid confirms dates. | | Micole | February |
| Smoking Questionnaire | | Team | February |
| Kieran and Angela 9th February-lunch time to do orientation leaflet. | | Kieran and Angela | 9 February |

Any other Business

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| Other Comments |
| Special notes |

All Actions

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| Action items | Person responsible | Deadline |
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