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Class Rep Meeting Minutes

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**Date 27.10.2016 Time 12-1pm Location: SA room**

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| Meeting called by | Jarmila Slodyczka |
| Type of meeting | SA Team Meeting |
| Facilitator | Jarmila Slodyczka |
| Note taker | Jarmila/Kieran |
| Appologies | Angela Reilly, Kasia Kowalska , Sarah Kerr, James Wilson |
| Attendees | Micole Robertson  Jarmila Slodyczka  Kieran Reid  Gary McDowall  Michael Allan |

## **Agenda topics**

1. Team Welcome/ Update/ Check minutes from last

meeting for accuracy.

2. Class Reps- numbers

3. Class Rep training

4. Class Reps meetings- create questions

5 SOCE

6. Meeting with Principal

7. Meeting with new board members

8. Calendar of events

Any other Business

Agenda Item 1

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| Discussion | Team Welcome/ Update/ Check minutes from last  meeting for accuracy. | | |
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| Conclusions | Minutes were check and approved by the team. | | |
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| Action items | | Person responsible | Deadline |
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| Agenda Item 2 | |  | |
| Discussion | Class Reps- numbers | | | | |
| Gary have a 25 class reps and he have to train them all. Michael trained 12 class reps and he have to train 5.Kieran have trained 11 class reps and will train 12others.Angela have 17 class reps, 13/14 are trained. | | | | | |
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| Conclusions | By the November all VP’s will try to train all theirs class reps. VP’s will do Mop up session together rather than all 7 VP’s doing individual once. | | | | |
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| Action items | | | Person responsible | | Deadline |
| Train class reps | | | VP’s | | 04.11.16 |
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Agenda Item 3

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| Discussion | Class Rep training | | |
| Gary have a class rep training on 02.11.2016 at Scott room ,9-12pm, Kieran have a class rep training on 04.11.16 Room1 next to gym hall, | | | |
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| Conclusions | All VP’s should try to do mop session next week. | | |
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| Action items | | Person responsible | Deadline |
| Class Rep training | | All VP’s | 04.11.16 |
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Agenda Item 4

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| Discussion | Class Reps meetings | | |
| All VP’s will hold a class rep meeting every “two “months (November/February/April) Core questions were created for class reps to take to the class. Every class rep will have than one week to fill out the questions with his/hers class and then to send back to his/hers VP. When VP will collect all responses from all class reps than he/she will send the forms to SA President and will copy Micole into this email. | | | |
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| Conclusions | This year class reps will only concentrate on Learning & teaching this is why core questions were created, to make sure that all students’ voices are heard. | | |
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| Action items | | Person responsible | Deadline |
| Core questions | | All Team | 03.11.16 |
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Agenda Item 5

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| Discussion | SOCE- Student on course evaluation | | |
| Students will fill out this survey between November and December. | | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
| SOCE- Student on course evaluation | | College | December |
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| Agenda Item 6 |  |

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| Discussion | Meeting with Principal | | |
| All team members have a meeting with our principal on Tuesday 01.11.16, Barbour suite 12-1pm. | | | |
| Meeting with new board members | | | |
| All team members have a meeting with new board members on Tuesday 15.11.16, Buchan suite 12-1pm. | | | |
| Calendar of events – Anti bullying month November. 200 students will attend cyber bullying workshop | | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
| Meeting with Principal | | All Team | 01.11.16 |
| Meeting with new board members | | All Team | 15.11.16 |
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Any other Business

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| Other Comments | Food Bank |
| Special notes | Angela Reilly have a class rep that had an idea about the student association creating a food bank accessible by students, this would be, possibly totally independent from other services in West Lothian, run and managed by students.  Team approved this idea and will work on that within next few months.  Michael has an idea to do in the end of the academic year some charity event. Team like the idea but have to work on that so everybody have a chance to participate. So far Michael, Kieran and Gary want to wax their legs and raise money for the charity. If anyone have any ideas please bring them to our next meeting. |

All Actions

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| Action items | Person responsible | Deadline |
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