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Class Rep Meeting Minutes

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**Date** 25th September 2017 **Time** 12pm  **Location:** SA Room

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| Meeting called by |  Sarah Kerr - President |
| Type of meeting |  Weekly Team Meeting |
| Facilitator | Sarah Kerr |
| Note taker | Lorna Reid |
| Timekeeper | Lorna Reid |
| Attendees | Sarah KerrMicole RobertsonLorna ReidAmanda ReillyWeronika FafinskaAaron SmithLucas MartinKaren McKeownAmy HendersonSue Cook |

## **Agenda topics**

1. Team Welcome & Update

2. Class Rep Update

3. Class Rep Training

4. Events/HBHM

5 Committess

6. Period Poverty/Breakfast Club

7. AOB

Agenda Item 1

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| Discussion | Welcome to Sue Cook, Board Member, observing today’s meeting and getting to know all the new VPs. Sue re-iterated that she is here to see how she and the other board members can help to support the students and the SA further |
| Conclusions | NA |
| Action items | Person responsible | Deadline |
| NA |  |  |
| Agenda Item 2 |  |
| Discussion | Covered off each centre and how many Class reps still to be elected in each one. Lucas currently only VP that is fully completed. |
| Conclusions |  Sarah to update all VPs with current Class Reps, allowing VPs to chase classes as needed. |
| Action items | Person responsible | Deadline |
| VP’s take responsibility for their own Centres and speak with any classes that are still to elect a Class Rep. Arrange to visit class if required | Each VP | ASAP |

Agenda Item 3

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| Discussion |  Micole issued each VP with printed notes for the Class Rep training and USB sticks with the most up to date power point. RE-iterated to practice presentation with VP buddy prior to first session. Three boxes all set up with documents etc required for sessions to run successfully. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| VP’s take responsibility for linking in with buddy and being prepared | Each VP | ASAP |

Agenda Item 4

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| Discussion | On track for events upcoming on Calendar of Events. Good ideas for HBHM (Mental Health Charter)Mental Health First Aid course, dates mentioned. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Any VP interested in attending Mental Health First Aid course speak to Sarah |  Each VP | ASAP |

Agenda Item 5

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| Discussion | Covered off which VP is covering which Committee and allocated committees to the new VP recruits, waiting on date for C-Card training |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Each VP to ensure they know what they are covering and when they are required at meetings | Each VP | Ongoing |
| Agenda Item 6  |  |

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| Discussion | Discussed ideas on how to enhance Period Poverty campaign and make it more widely available to more students. Spoke about the potential of a Breakfast Club/Happy Hour whereby students between 8-9am could purchase toast/porridge for 30p. Still awaiting confirmation around funding. |
| Conclusions | NA |
| Action items | Person responsible | Deadline |
| NA |  |  |

Any other Business

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| Other Comments | NA |
| Special notes |  |

Let’s remember to ensure we take the time to look after our own health and wellbeing too!!! We will always ask how everyone is feeling during every meeting and provide opportunities for individuals to seek support at any time. We will always try and keep our meetings focused and running on time and provide a safe and open space for discussion.