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Class Rep Meeting Minutes

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**Date 04.09.2017 Time 12-1pm Location: SA room**

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| Meeting called by | Sarah Kerr |
| Type of meeting | SA Team Meeting |
| Facilitator | Sarah Kerr |
| Note taker | Micole Robertson |
| Timekeeper | Sarah Kerr |
| Attendees | Sarah KerrMicole RobertsonAngela ReillyLorna ReidLucas MartinKaren McKeown |

## **Agenda topics**

1. Team Welcome/ Update

2. Student Inductions

3. SA Elections/ VP

4. Class Rep Training for VPs

5 Class Rep recruitment

6. Fresher’s Fair

7. Calendar of events/HBHM

8. Parking- (we know!)

9. Any other Business

Agenda Item 1 Team Welcome/ Update

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| Discussion |  Team was welcomed by Sarah |
| Discussions had surrounding suitability of a team meeting that everyone could attend.  |
| Conclusions |  It was concluded that the Team meeting would be held on a weekly basis every Monday 12-1 in the  |
| SA Office. |
| Action items | Person responsible | Deadline |
| Team will discuss this suitability on a block by block basis | All |  |
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| Agenda Item 2-Student Inductions |  |
| Discussion |  Discussions were had surrounding Centre inductions and what were still required. |
| Childcare- still to complete and business. 1586 students spoken too. All HSCSSS completed, HB completed  |
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| Conclusions |  Complete inductions by end of next week. |
| All VPs asked to spread the link for induction evaluation which will be emailed to them. |
| Action items | Person responsible | Deadline |
| Ensure all inductions completed | all |  |
| After October meet evening classes  | all |  |
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Agenda Item 3- SA Elections/ VP

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| Discussion |  Two vacant positions as both VPs have secured apprentices/jobs |
| Vacant VP Positions- Hospitality and Communities |
| VP Motor Vehicle and Construction |
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| Conclusions |  Moodle system prepared for elections. By Micole  |
| ELECTIONS go live Wednesday 6 September – 12 September  |
| Action items | Person responsible | Deadline |
| Moodle Completed | Micole Robertson | 05/09/2017 |
| Moodle open to HC and MC | Jan Taylor | 05/09/2017 |
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Agenda Item 4- Class Rep Training for VPs

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| Discussion |  Training for VPs was discussed  |
| Conclusions | Date set for training with Micole 20 Sep 9am-1pm for all VPS |
| Action items | Person responsible | Deadline |
| Micole send all VPS copy of training and notes | Micole | 05/09/2017 |

Agenda Item 5- Class Rep recruitment

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| Discussion | Class Rep recruitment |
| Conclusions | Class reps elected by 15 September. VPs cross reference with list of classes sent by MIS |
| Action items | Person responsible | Deadline |
| Link sent to all VPs for Class Rep recruitment | Micole  | 05/09/2017 |

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| Agenda Item 6 - Fresher’s Fair |  |

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| Discussion | Fresher’s Fair Stalls and procedure |
| Conclusions | Lorna available Wed 9-1, Angela Wed all day, Micole all day, Sarah all day, Amy all day. Thursday- Micole, Sarah all day. Lucas after 12 Thursday, Angela lunchtime |
| Karen- Phoenix stall all day  |
| Action items | Person responsible | Deadline |
| Everyone man stall/assist | all | 13/14 sep  |

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| Agenda Item 7 - Calendar of events/HBHM |  |

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| Discussion | Events discussed and produced for year |
| Conclusions | Committees discussed  |
| Amy- HBHM and Stem |
| Lorna Board and volunteer and communities |
| Angela Equality and LGBT Charter |
| Karen LGBT clubs and societies |
| Health and Safety environmental TBC by new VP |
| Action items | Person responsible | Deadline |
| MEETING DATES PROVIED TO ALL  | Sarah |  |

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| Agenda Item 8 - Parking |  |

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| Discussion | Parking |
| Conclusions | Respect campaign which includes parking, clean air campus, respect- coz ur worth it! |
| Action items | Person responsible | Deadline |
| Marketing drafting flyers for toilet doors/freebies | Greg | ASAP |
| SA CAMPAIGN  | ALL | ASAP |

Any other Business

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| Other Comments |  |
| Special notes | If anyone unsure about anything to ask. If anyone has too much work load speak to Sarah/Micole. |

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.