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Class Rep Meeting Minutes

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**Date 2/10/2017 Time 12pm Location: SA Office**

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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 KerrAmelia ReillyLorna ReidKaren McKeownAaron SmithWeronika **APOLOGIES**LucasMicole |

## **Agenda topics**

1. Welcome

2. Class Reps – still to be recruited

3. Class Rep Training Booked

4. Class Rep Training Completed

5 Timesheets

6. Monthly VP Reports

7. AOB

Agenda Item

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| Discussion | Welcome, apologies from Lucas and Micole…where is Micole does anyone know?????????? |
| Conclusions | NA |
| Action items | Person responsible | Deadline |
| NA |  |  |

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| Agenda Item 2 |  |
| Discussion | Class reps, still majority of centres to finalise numbers and finish recruiting class reps. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
| Chase Centre heads and Lecturers – coy in SA to all emails | Each VP | ASAP |

Agenda Item 3

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| Discussion |  Class Rep Training booked. Update from each VP as to when and where training is taking place. Issue around the use of laptops due to MIS only having one in action just now. |
| Conclusions | Link in with Lecturers or Head of Centres if locating a Laptop is an issue |
| Action items | Person responsible | Deadline |
| Get dates & times decided, share with other VPS and Sarah. Ensure room booked also | Each VP | ASAP |

Agenda Item 4

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| Discussion | Class Rep Training Completed |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Provide Sarah with Names of those that have completed training so that certificates can be issued promptly | Each VP | Update after each training session |

Agenda Item 5

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| Discussion | Sarah discussed the importance of each VP completing their timesheets, this shows the value of the Student Association.  |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Complete weekly, set a reminder in your own phone to prompt you | EACH VP | EVERY MONDAY |

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| Agenda Item 6 -  |  |

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| Discussion |  First month of College doen, now time for VPs to provide Sarah with a monthly report detailing what they have doen over this first month. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Put a diary note in for the 5th of each month to complete and give to Sarah | Each VP | 5th Monthly |

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.