# SSF Agenda Template

# Guidance notes

This template is designed to support you with the organisation of your SSF agenda. Although you may wish to change the order of items, we recommend that you refer to this template when putting an agenda together. Please use this document in conjunction with the Staff Liaison Calendar to check the specific agenda items that should be included at different times of year. For example, the first meeting of the year should include a discussion on membership and Terms of Reference, and there are also some quality related items which should be discussed during the year (see Item 5). Further information about each item is below.

Item 1 - Chair’s welcome & introductions

This allows the Chair to explain how the SSF will work and ensures that Reps are introduced to staff members and each other.

Item 2 - Minutes and actions from the previous meeting

Minutes from the previous meeting should be circulated prior to the meeting and attendees should agree that they are an accurate record or whether changes are needed. Actions from the previous meeting should be discussed so attendees can see whether progress has been made.

Item 3 – Student items

We recommend discussing student items towards the beginning of the meeting so there is plenty of time for Reps to raise everything they wish to. This can be positive feedback as well as areas for development.

Item 4 – You said, we did

It may be appropriate to include a regular item on actions taken as a result of previous feedback (if not already covered under Item 2).

Item 5 – Required agenda items

The SLC contains further information about a number of topics that should be discussed at different points of the year, for example External Examiner reports and Annual Review plans. Further information about these topics is included in the SLC.

Item 6 – Confirm date of next meeting

The meeting should close with confirmation of the next meeting date.

The agenda template below includes additional columns which are helpful for planning the meeting. For example, suggested timings and relevant paper numbers/references can be added for each item. The final page of the agenda template provides the classification system the University uses for meeting documents, and you may wish to use this if papers are required for your meeting.

If you have any further queries, please contact [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk) (Guild Rep team) or [t.knox@bham.ac.uk](mailto:t.knox@bham.ac.uk) (Registry contact for Student Representation Scheme).

# Click here to enter Forum Title

There will be a meeting of the Click to Insert Forum Title on Click to enter date of the meeting at Click here to enter time of meeting in Click here to enter location of meeting.

If you wish to submit apologies for absence or have any queries regarding this meeting, please contact Click here to Forum Contact (Click here to enter contact’s email).

# AGENDA

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Agenda Number | Item | Paper |
|  |  |  |  |
|  |  |  | Click here to enter paper code/number |
|  | 1 | **Chair’s welcome & introductions** |  |
|  | 2. | **Minutes and actions from the previous meeting**  To approve the minutes of the meeting of the Click here to enter Forum title held on Click here to enter the date of previous meeting. | Click here to enter paper code/number |
|  | 3. | Student items   1. Item 1 2. Item 2 etc | Click here to enter paper code/number |
|  | 4, | You said, we did | Click here to enter paper code/number |
|  | 5. | Required agenda items | Click here to enter paper code/number |
|  | 6. | Confirm date of next meeting |  |

Notes:

The University’s Information Classification Scheme provides a framework for identifying and classifying information. There are three levels of information:

|  |  |
| --- | --- |
| Open | Information intended for the public domain or that carries no appreciable confidentiality or integrity risk. |
| Restricted | Information intended for a defined audience but not particularly confidential. Most working documents for internal or shared use will fall into this category. |
| Confidential | Any information likely to cause significant harm to the University’s reputation, assets or ability to meet its legal and contractual obligations if revealed outside of the intended audience.  Information which is regarded as commercial and in confidence. |

Each document for this meeting has been designated as Open, Restricted or Confidential (see top left hand corner of each document). Member of the Committee are requested to note the designation of each document and take responsibility for protection of this information accordingly.