**Guidance on SSF (or equivalent) reporting documentation**

Following each formal meeting of the Forum, Staff Liaison Contacts (SLC) or SSF admin staff should produce Minutes of the meeting. These Minutes (or notes of discussion topics and actions) should be shared with the Guild (by emailing [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk)), the School (Education Committee), and (once approved) the wider student body. A minutes template can be found below.

Whilst the minutes (or notes of discussion topics and actions) should cover *all* matters discussed at the SSF, it is particularly **important that any of the the following key items are noted and** **indicated as having been discussed, including any action taken relating to them**:

Every formal meeting/discussion submission

* Student Co-chair attendance
* Number of Student Reps in attendance and absentees
* Issues discussed (which may fall into the categories below), any action taken and detail of feedback to the student body. It is not expected that all of the topics below will be discussed at each meeting as this will be dependent on School priorities and student feedback.
  + Teaching/supervision quality
  + Assessment approaches and deadlines
  + Academic feedback
  + Academic support
  + Wellbeing support
  + Organisation, management and communication
  + Learning opportunities and community
  + Programme content
  + Learning resources
  + Placements (if applicable)
  + Personal development
  + University Services (e.g. Careers Network, Library Services)
  + University facilities (e.g. teaching spaces, catering outlets)
* As applicable during the year (see SLC Calendar), note whether the following were discussed and any resulting action necessary:
  + External Examiner reports and School responses
  + Student Surveys and action plans (NSS, PTES, PRES)
  + School Education Plan/Annual Programme Review

Library items (and attendance of Library Engagement Advisor)

* A mid year evaluation form will be completed by all SSFs (or equivalent) at the end of the Autumn term/semester one to gauge how the operation of the SSF has gone. An annual SSF Review Form will then be completed in the Summer term/semester two by all SSFs (or equivalent) outlining the key topics of discussion during the academic year and the effectiveness of the SRS. Outcomes from Annual Review will be analysed against University priority areas and compiled into a University summary document. Schools and Colleges will also use the outcomes for their Annual Review processes.

# Click here to enter Forum title

Click here to enter a date of the meeting at Click here to enter time of the meeting.

# MINUTES

Members present: Click here to enter names of members present and their position on the Forum (e.g. Chair, Student Chair, Student Rep, PGR Rep)

Also present: Click here to enter names of any non-members present (including job title if applicable)

Apologies: Click here to enter names of individuals that sent apologies

Papers: copies of all written papers or reports to which reference is made below are available at Enter location of the papers and a link (if applicable) unless indicated otherwise.

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| --- | --- | --- |
| Minute Number | Item | Action |
|  | **Minutes of previous meeting**  **Resolved:** that the minutes of the meeting held on Click here to enter date of previous Forum be Choose an item by the Chair/Co-Chairs.   * The minutes have been submitted to the School: Yes  No * The minutes have been circulated to the * wider student body: Yes  No |  |
|  | **Student Items**  Item 1 – summary of discussion  Item 2 etc – summary of discussion |  |
|  | **You said, we did**  Summary of discussion |  |
|  | **Required Agenda Items**  Summary of discussion |  |

**Further Forum Dates**

The next meeting of the Click here to enter Forum title will be held on Click here to enter a date of next Forum at Click here to enter time of Forum.

This meeting will be held at Click here to enter location of next Forum.

# ACTION LOG

Actions from Forum held on Click here to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| Minute | Action | Lead | Has feedback been provided to Students? |
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