**Guidance - Staff Student Forum (SSF) (or equivalent) reporting documentation.**

A mid-year evaluation form (or similar) 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.

Following each formal meeting of the Forum, minutes (or notes of discussion topics and actions) are to be shared with the equivalent Schools and Heads of Quality at UoB Edgbaston, and (once approved) the wider student body. This will enable cross-campus dialogue.

Whilst the minutes (or notes of discussion topics and actions) should cover *all* matters discussed at the SSF, it is particularly **important that 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, any action taken and detail of feedback to the student body
  + Teaching/supervision quality
  + Assessment and feedback
  + Academic support
  + Welfare support
  + Organisation and management
  + Learning opportunities and community
  + Programme content
  + Learning resources
  + Placements (if applicable)
  + Personal development
  + University Services (e.g. Careers Network, Library Services)

As applicable during the year (see SLC Calendar for Dubai)

Note whether the following were discussed and any resulting action necessary:

* External Examiner reports and School responses (obtained from Edgbaston)
* School Education Plan/Annual Programme Review (obtained from Edgbaston)
* Library items (and “attendance” of Library Engagement Advisor)

# 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)

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.

|  |  |  |
| --- | --- | --- |
| Minute Number | Item | Action |
|  | **Minutes of previous meeting**  **Resolved:** that the minutes of the meeting held on Click here to enter date of previous meeting be Choose an item by the Chair/Co-Chairs.   * The minutes have been submitted to the Edgbaston School: Yes  No * The minutes have been circulated to the wider student body: Yes  No |  |
|  |  |  |
|  |  |  |

**Further meeting Dates**

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

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

# ACTION LOG

Actions from Committee/forum held on Click here to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| Minute | Action | Lead | Feedback to Students? |
|  |  |  |  |
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