# Student Staff Panel Agenda Guidance

The template Student Staff Panel agenda is drawn up to ensure consistency across the schools, and to give some guidance to staff and students about what should be discussed. However, you may decide to adapt the agenda to suit the needs of your school. This should be done in the first Student Staff Panel.

This may include adding standard items for feedback about assessment, library services, or facilities. You may also choose to add items about survey results, module evaluations, or any other area that is worked on continuously over the year.

## Guidance for Student Academic Reps

Attending a Student Staff Panel can be intimidating, but it is important to remember that the meeting is designed for Student Academic Reps to provide feedback. The template agenda contains items that will be consistent across all schools, but you are welcome to raise any feedback that you feel is appropriate.

Standard items that you may wish to collect feedback about include:
- Assessments and feedback
- Module content
- Resources and facilities
- Library services
- Placements
- Academic support

It is a good idea to ask your peers if they have any feedback on these issues, or on any other issues, before each meeting. For each item you would like to discuss, you should contact the Chair or Vice Chair to add it to the agenda in advance.

## Guidance for Student Staff Panel Chairs

As Chair of the Student Staff Panel, you will be responsible for helping to set up each meeting, and monitoring the discussions. Make sure everyone has the opportunity to add additional items to the agenda in advance of each meeting, as there may be further issues that need to be discussed.

This also means that you need to make sure that every agenda item is covered. Give everybody the chance to speak, and don't miss any discussion points out! When it is your turn to provide an update, you should remember to raise any items that were discussed at the last College Forum.

## Guidance for Student Staff Panel Vice Chairs

In your role as Vice Chair, you should support the Chair in setting up and circulating the agenda, making sure all items are relevant to the meeting. In the event of the Chair's absence, the responsibility of Chair will be undertaken by the Vice Chair.

And remember-you should have the opportunity to provide feedback and raise issues as well.

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Student Academic Reps
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