

Date	Minute Number	Action	Responsibility	Update
	4.b	Representation Coordinator to add 'Curriculum Review' as a standing agenda item for subsequent ERB meetings	LR	Complete
11.10.18	5	DPE to follow up with StudentShapers Staff to feedback concerns	DPE	Complete
11.10.18	5	DPE to investigate what NSS data can be shared with reps	DPE	Complete – DPE received department specific data with enhanced detail and analysis from survey and data team at College – ready to circulate
11.10.18	5	DPE to chase up the availability of past papers in Materials and other departments necessary	DPE	Pending - FoE passed policy so must share 3 years of papers and mark schemes, FoNS have no faculty wide policy but all departments share at least 3 papers
11.10.18	6	DPE to investigate and discuss student membership of EDI committees within departments with DPW.	DPE	Pending – Discussions had with DPW but cannot progress without being informed by ERB and CWB of where EDI committees exist.
11.10.18	6	Members to inform DPE outside the meeting of LEDI committees that already exist	ERB	Incomplete – Have received no replies.
11.10.18	6	LR to add Personal Tutor System as an agenda item for the next ERB meeting.	LR	Complete

11.10.18	6	DPE to investigate how communication can be improved and clearer to students about the role and responsibilities of the WBR.	DPE	Complete – Built in to all training sessions for reps. Have distributed several posters and flyers to Faculty and Dep Reps. E&W will increase communications to student body throughout year.
11.10.18	7	DPE to work with Education & Welfare Team to explore plans for by elections.	DPE and E&W Team	Complete – By Elections were run online.
11.10.18	9	LR to add SOLE as an agenda item for the next ERB meeting.	LR	Complete
11.10.18	9	DPE to circulate PTES data to members.	DPE	Complete – In USB Sticks that all should have received in training/at ERB.
11.10.18	11	Dep Reps to investigate curriculum review updates within their departments.	Dep Reps	Complete
11.10.18	11	LR to ask ICU staff to share the Rep Network poster. Hard copies preferable.	LR	Complete – Posters and flyers available for pickup. Some reps have come to collect. Will print more if required. Electronic copy distributed to ERB.
11.10.18	11	DPE circulate history of consultation around first year weightings in academic regulations.	DPE	Complete – Document Ready to circulate
22.11.18	1	LR to circulate StudentShapers Presentation slides to members	LR	Complete

22.11.18	5	DPE to link I-Explore information to the DPE profile page	DPE	Complete
22.11.18	7	LR to share list of PG reps with GSU committee	LR	Complete
22.11.18	9	DF and AL to get more information on the structure of the Faculty of Medicine Academic, Personal and Senior Tutors and bring to next ERB.	DF/AL	Complete
22.11.8	9	DPE to explore the current overarching policies/procedures/expectations surrounding the Personal Tutor system for clarification.	DPE	Complete – Circulated on 21/02/19
22.11.18	10	DPE to draft a statement on ERB's stance on providing students with common rooms. DPE to circulate to ERB and potentially CWB.	DPE	Cancelled 31/01/19
22.11.18	11	DPE to feed back ERB notes to the SOLE working group	DPE	Pending – Waiting for next meeting
6.12.18	2	DPE to set up teams for the departments in the trial. SS, MF and REL to work with DPE to get rep teams engaged.	DPE, SS, MF and REL	Complete
6.12.18	AOB (1)	LR to send round a copy of criteria round to ERB members and get tracked changes on the detail of each category. Ultimate goal to get a vote on	LR	Complete - Categories and criteria decided on with OT and senior rep input. Consultation unfortunately not as thorough as would have liked due to staffing complications.

		which category is preferable and implement it.		
6.12.18	AOB (2)	DPE to feedback election feedback from ERB to the OT team and Governance Committee.	DPE	Complete
6.12.18	AOB (3)	DPE to chase this matter up with Becky Middleton and Becka Fletcher urgently to get clarity on the situation.	DPE	Complete - Computer rooms will be converted into flat teaching spaces with laptops available so the number of computers remains the same as before.
31.01.19	5	DPE to work with Chippy Compton and others to look into improving feedback and representation for BPES modules	DPE	In progress – initial meeting taken place.
31.01.19	5	Reps to promote during final week of SACA nominations as much as possible, Shout-outs, flyers, Social Media Groups and nominate people yourself.	All	Complete
31.01.19	6	Remove Curriculum Review from Agenda as a Standing Item		Complete
28.02.19	5	DPE to contact PG Rep regarding comment about not feeling they have any influence with Faculty	DPE	

28.02.19	5	DPE to investigate opportunities for specific careers guidance for international students and linking this to International Student Office	DPE	
28.02.19	AOB (2)	DPE to raise identified issues with SOLE to next College working group meeting.	DPE	