

EEC – Standardised Meeting Agenda

DATE & TIME:	17/10/2017 @ 15:15
LOCATION:	A207
ATTENDEES:	Alex Cohen / Andrew Idowu / Asma Khatun / Forhad Altafi / Gerrie Hanshaw / Gill Yates / Jodie Dimond-West / Holleigh Marsh / Lee Demmel / Matt Holland / Ola Mosaku
APOLOGIES:	Dean Cutting / Sam Seaman / Candice Terrelonge / Kayleigh Williams

Item No	Agenda Item	Notes
1	Welcome	N/A
2	Roles	<p>No New Members</p> <ul style="list-style-type: none"> We need three more members to join the group (making it twenty members) Preferably from Tony Myer's area (as lack of representation from there) <p>Discussion around current Chair & Vice Chair Roles, and the demand the roles require. Team collectively decided to vote for new Chair and Vice Chair to meet the needs of the group. A.C to send out an email requesting group members to nominate themselves for the roles, then the team will collectively decide who is appointed.</p>
3	Feedback from SLT	N/A
4	Proposed Structure / Layout	<ul style="list-style-type: none"> Vice Chair has assigned one or two business areas (both in Curriculum and Business Support) to each Champion for representation. A single point of contact is easier and more efficient to channel communication Champions to check each area they are assigned to and, if needs be, swap within the group We also need to set the ground rules for what comes our way Digital communication should be channelled via the Group's email account and we can delegate
5	Plan for the year	We will follow the proposed plan for now and adapt where necessary
6	Issues to raise/how are we dealing with them?	<p>Security</p> <ul style="list-style-type: none"> Group agreed there is not enough security presence at D Block – usually when incidents occur, security staff are too late to the scene Regular and random searches must happen – it is a matter of time before a severe incident will occur
7	Microsite / Communications	<ul style="list-style-type: none"> Final touches on Microsite, should be launched once new roles have been appointed. Discussed re-introducing news bulletin to incorporate enrichment activity and stories/events from staff "Interview SLT" – find out more about our Senior Leaders, their roles/personalities/hobbies Discussed the frequency and mode of delivery of the newsletter – weekly would be too much Current Weekly Bulletin has too much from CIS – needs to be more diverse "In the Eyes of a Student" – interactive video "journey" of a student's life at BDC – this will help promote the courses at the College Holleigh to send link of an example from Brunel University to the group
8	Training	<ul style="list-style-type: none"> Overall positive feedback Slight digression from the topic in relation to personal grievances – must ensure we remain on the subject for the next session

		<ul style="list-style-type: none"> • Reminder on homework assignment – try to influence someone to do or agree to something for you and report experiment • Chris to confirm next training session day
9	Up Coming Events	<ul style="list-style-type: none"> • Last Saturday Enrolment Day on the 21st. Staff feel any more will be too much (and too late for September recruitment) • Discussed the reason for so many Saturday recruitment days • Discussed TSA recruitment – needs addressing as numbers have been low on the day
10	A.O.B	Need to find a new room for meetings as A207 is not fit for purpose.
11	Date of next meeting	Wednesday 8 th November @ 15:30 in A207, Clashes with proposed training from 12:00 – 16:30. If we finish early we will meet to appoint new roles.