

ROSE BRUFORD COLLEGE OF THEATRE & PERFORMANCE

FULL TIME STUDENT YEAR REPRESENTATIVES' INDUCTION 2017-18

HELD ON

Monday 23 October 2017 at 17.00

All identified full-time student year representatives had been invited to attend an induction session designed for new and continuing year representatives.

The event was hosted by Dr Andrew Walker, Interim Principal (IP). Angela Taylor, Head of Quality, was also present.

Welcome and Introductions

SYRs were welcomed to the meeting. The aim of the meeting was to provide a briefing about the role of Student Year Reps. A list of attendees is set out at the end of these notes.

The IP stressed the importance of SYRs linking closely with the SU to ensure that the SU was able to take up matters with College management on behalf of students if necessary. Although no representatives from the SU were present at the meeting, the IP would forward the list of SYRs to the SU.

Role of Student Year Representatives (SYRs)

The Vice Principal introduced the Student Year Representative (SYR) Handbook for 2017-18, which was handed out at the meeting. He outlined the four key tasks of a student representative as follows:

- Publicising the role
- Gathering the views of fellow students
- Making a positive contribution in meetings
- Feeding information and outcomes back to fellow students.

Students were reminded of the 'dos' and don'ts of the student representative role, stressing in particular the importance of not becoming involved in matters relating to individual student performance and personal difficulties. Occasionally SYRs would be asked to take up a matter which they themselves did not necessarily agree with.

SYRs were also reminded of the need to guard against personal matters raised by one student being put forward as the views of a whole year group. Level five and six SYR suggested that taking a vote from those students present was often a good way of ascertaining the strength of feeling on a particular matter.

It was suggested that student representatives should ask Programme Directors if they could introduce themselves to the rest of the student body at their level, in advance of forthcoming programme committees – preferably without any staff present in order that students might raise any issues. It would be helpful to give the Programme Director prior knowledge of any matters which had been raised prior to

the Programme Committee as some concerns could be easily addressed without being raised formally.

Level five and six SYRs made suggestions about the best ways in which to communicate with fellow students; this included making appropriate use of social media and ensuring that there were good channels of communication between fellow representatives across levels and programmes. SYRs were also reminded of the importance of checking College emails regularly.

Feeding back to fellow students was emphasised as an important part of the role. Suggestions were made about how this could be done following programme committees, using extracts from minutes of the meeting and action plans.

Forthcoming Programme Committees

A sample Programme Committee agenda was included in the SYR Handbook which gave an example of the indicative business which would be covered at the meeting. The role of the External Examiner was outlined, and how the College conducted annual monitoring of each of its programmes.

The Vice Principal confirmed that deputies could be sent to Programme Committees if the named representative was unable to attend.

Student surveys

The Vice Principal outlined the range of ways in which the College collected student feedback. These included the National Student Survey (NSS), First Impressions Survey (FIS) and level 5 survey.

Module evaluation

A sample module evaluation form was circulated. This was the means by which SYRs would collate the views from students about each module for feeding back into spring programme committees. The form would also be available on the VLE for individual students to feed back their own views either anonymously or separately from the group.

Membership of cross-College committees

Students were represented on all College Committees through to the Board of Governors. The Head of Quality and Interim Principal detailed the range of cross College committees together with a brief outline of the business of each Committee. They encouraged student representatives to put themselves forward for membership of the Committees up to a maximum of two.

General issues

The SYRs were invited to raise any general issues either in the meeting or separately with the Interim Principal outside of the meeting.

Having identified which programmes and level SYRs were from, SYRs spent a short time at the end of the meeting with other representatives.

FULL TIME STUDENT REPRESENTATIVES' MEETING – 23 OCTOBER 2017
Attendance list

NAME	PROGRAMME	LEVEL
Izzy Tysoe	Costume Production	4
Hannah Woodey	Costume Production	4
Andrew Exeter	Lighting Design	4
Leah Sanders	Lighting Design	4
Madi Omatseone	Theatre Design	4
Hope Clarke	Stage Management	4
Barney Gutteridge	Stage Management	4
Lucy Peacefull	Stage Management	4
Lara Cooper-Chadwick	Acting	4
David Croffy	Acting	4
Saoirse Hatfield	ETA	4
Rebeka Dio	ETA	4
Lara Askew	ATA	4
Safi-Veliora Omar	ATA	4
Zoe Dhillon	Stage Management	6
Donald Craigie	ETA	6
Larissa Teale	ATA	6