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| **Date** | **Minute Number** | **Action** | **Responsibility** | **Update** |
|  | 4.b | Representation Coordinator to 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 | Pending |
| 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 |
| 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 which category is preferable and implement it. | 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. |
| 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 | Pending |
| 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 |  | Incomplete |