YOOBEE COLLEGE OF CREATIVE INNOVATION | NZST New Zealand School of Tourism | Elite School of Beauty & Spa | cut above academy | Healthcare Academy of New Zealand

Student Representative & Kaiāwhina Monthly Meeting Minutes

Date of meeting:

Attendees:

Apologies:

Welcome, karakia, connect. CM to lead karakia at first meeting, then allocate a student to lead at next meeting.

Agenda item	Notes on discussion	Action/Follow up required	Who/By when?
Success on campus e.g., upcoming events, a potential new relationship with a stakeholder, a student success story, some great feedback etc. Anyone who wants to share		*E.g., Student Rep to share with class in class meeting*	*E.g., Student Rep/by end of next week's class meeting*
Previous meeting minutes Check that all action/follow required from previous meeting has been completed		*E.g., setting a new deadline for anything that was not actioned by the original deadline*	
CM report Discuss risks and opportunities for impact e.g., talk about one strategic issue that is affecting the campus such as abandonment, withdrawals, equitable educational outcomes etc. Reps to share ideas on how we can improve in these areas			
Student voice Using student feedback from engagement surveys, discuss what the student body is saying about their time studying with us. Reps to share their thoughts on risks and opportunities for impact e.g., how they think we can improve, resolve issues, or build on positive feedback		*E.g., Reps to share feedback and solutions to feedback with their class at next class meeting*	

Learner wellbeing & health and safety Address any student input/feedback around H&S, wellbeing, and pastoral care processes. Promote Sonder. Could check students understanding of reporting H&S and wellbeing concerns. Could gain feedback on Q times etc.			
Other business Anything the reps have been asked to table on behalf of the student body			
Next steps Summary of key decisions, next steps, and any evaluative feedback on what worked well/could be improved re meeting process			

Next meeting date:

Next meeting time:

Who will lead the karakia at next month's meeting?

Closing karakia. CM to lead at first meeting, then allocated student will lead at next meeting.

Please ensure all reps receive a copy of these minutes to review and feedback relevant information to their peers in class meeting