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**Student Staff Voice Committee (SSVC)**

**[Subject/Programme]**

**Meeting to be held on [date] in Room [location]**

**AGENDA**

1. APOLOGIES AND ABSENCES
2. MINUTES

To approve the attached minutes of the previous meeting held on [date]

1. ACTIONS

To consider the action list and receive updates on progress since the last meeting

1. TERMS OF REFERENCE AND MEMBERSHIP ***[first meeting of the year only]***

ITEMS FOR DISCUSSION

1. ITEMS RAISED BY STUDENT VOICE REPRESENTATIVES
2. ITEMS RAISED BY STAFF REPRESENTATIVES

*Note: as determined by Student Voice Reps and staff committee members, for example:*

* Consultation on developments in the School
* External Examiners’ reports
* National Student Survey (NSS) results

ITEMS FOR REPORT

1. ITEMS RAISED IN OTHER MEETINGS
   1. School Education Committee
   2. Annual Programme Review meeting

*Note: Add others as necessary*

1. ANY OTHER BUSINESS
2. DATE AND TIME OF FUTURE MEETINGS