**MINUTES OF THE STUDENT LIAISON MEETING HELD ON FRIDAY 24TH OCTOBER 2014 IN THE SMALL NEWSROOM**

Present: Lesley Phippen (Staff), Jackie Gordon (Stage 2), Eley Babu (MA Int), Ingebjoerg Iverson & Joe Cooper (Stage 1),

1. Apologies for absence – Sean Previl, Stine Wannebo, Ola Ojuko
2. Confirmation of the Minutes of the meeting held on 4th June 2014. The minutes were confirmed as a true record.
3. **Matters arising: a. Congregation Costs** - LP contacted the Congregations office. Costs for the attendance, hire of gown, buffet etc. are fairly standard and lower than some other institutions. Congregations website has been altered to be more informative and students are invited to look here well in advance of end of final year/MA year so that they are aware of all costs involved.

**b. Closure of Essentials Shop** – the shop is still open. The decision to close was reversed after end of summer term.

1. **Shadowing scheme** - LP notified students that we had requests from 2 applicants to shadow on Thursday 30th October. JG and II agreed students would be very happy to look after them.
2. **Student comments** –

Stage 2 – Concern about the shorthand group and the disparity of ability within the group. LP agreed to discuss with Ian Reeves.

Stage 1 – Comments about advance preparation advice and help for international students. After some discussion JG suggested that all international students should organise a social event where they can talk and swap hints. This was generally accepted as a good idea.

PG students – Asked if it would be possible to have use of kettle/microwave in easily accessible room. UG students would also welcome this. LP explained about PG room in Rochester building and limited facilities there. After some discussion around the use of the existing small kitchen that is designated for staff use only by the University, it was agreed that LP would approach Lee Montgomery and put forward these requests. LP was sympathetic to the students’ comments but was not optimistic as these requests have arisen before and there is little space available in Medway/Gillingham Buildings. It was also agreed that a second hot drinks machine would be requested for the Gillingham Building to be placed on second floor. LP thought this would be easier to achieve in the short term.

1. A.O.B. – LP reminded students that the old swimming pool building (designated new Medway Hub) would be open for tours/explanations that afternoon. JG and LP agreed to visit.
2. Date of next meeting - Friday 14th November 1pm in small newsroom.