

Guidance

- There are four sections to this report – (1) Roles and Responsibilities, (2) Written Statement (Manifesto) Action Plan, (3) Student Ideas & Policy and (4) Other Student Issues, Meetings or Projects to Note.
- You should write in all four sections, but it is up to you to decide how much you would like to write for each section.
- Your report should be submitted one week before your session. Completed reports should be emailed to Student Voice (studentvoice@guild.bham.ac.uk)
- If you are unable to submit your report on time, please let Jane and Scott know ASAP
- You will have two minutes at the beginning of your meeting slot to provide any further updates verbally

Officer:	Cat Hardiman
Date of Panel:	

Role and Responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Please feel free to add extra rows if you need to.

Meeting / Project	Outcome For Students
Sports Awards	Shortlisting, promotion, and presenting at the night
Sport club finances	Review involving myself, director of sport, head of sport development and finance manager to discuss looking at ways for sport clubs to retain more of their income from the year
Sport Access Fund	Term 2 funding awarded and funding secured for the next 2 years

Written Statement (Manifesto) Action Plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The “context” section of the document can remain the same for each Panel.

Please feel free to add extra boxes if you need to.

Written Statement Aim #1	
Context:	
Progress:	

Written Statement Aim #2	
Context:	
Progress:	

Written Statement Aim #3	
Context:	
Progress:	

Student Ideas and Policy

This section is for you to report on progress made on student ideas and policy that you have been allocated from the Guild's decision-making (democratic) process.

You only need to provide updates on your actions.

You can also add ideas or policy as they are submitted throughout the year.

Please feel free to add extra rows to the table if you need to.

You can find a copy of all submitted ideas and policy, including information on who they were allocated to [here](#).

Idea / Policy	Action Taken Since Last Panel
Idea / policy title	

Other Student Issues, Meetings or Projects to Note:

Issue/Meeting/Project	Context/Updates
Girls Night In	Creating a girls night in at tiverton gym. Discussion have begun and I'm trying to help put some plans in place to be carried out next year
Student membership penalty review	Met with the membership manager from sport and fitness to discuss the consistency in bans from the gym in response to multiple student complaints