### Actions from meeting of: 29/05/2019

<table>
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<tr>
<th>Minute no.</th>
<th>Action</th>
<th>Person responsible</th>
<th>Progress</th>
<th>Reported to (meeting date)</th>
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| 2.2[a]     | Actions and matters arising [RP20-02]  
It was agreed that the Code of Practice would be signed at the July Council meeting. A meeting of the Review Panel would be scheduled for September 2019. | Secretary | Cope of Practice couldn't be signed off at the final 2018/19 Council meeting as Ahmed wasn’t present. Now planned for the October Council meeting. | 25-09-2019 |
| 2.2[c]     | Actions and matters arising [RP20-02]  
The Terms of Reference and membership would be discussed at the September meeting. | Secretary | Suggested amendments to be discussed under agenda item 4. | 25-09-2019 |
| 4.1[b]     | BSLA Charity [RP20-03]  
It was agreed that the Chair, QMSU CEO and the BLSA President would meet over the summer to create an action plan and timeframe for concluding the matter. A report on progress would be given at the next meeting. It was agreed that a timely resolution was necessary. | BLSA President; QMSU CEO; Chair | To be discussed under agenda item 5. | 25-09-2019 |
| 5.1[a]     | Report on current QMSU issues  
The QMSU President reported that students had raised concerns about the scheduling of graduation ceremonies where cohorts were split across more than one ceremony. This was due to space constraints in the People's Palace as student numbers increased. Additionally, students were struggling to get timely responses to Graduation queries. The Chair agreed to meet with the Head of Events to discuss the issue and to gauge whether student volunteers could assist the Events Team during busy times. The QMSU and BLSA Presidents had been invited to sit on the Graduation Steering Group. | Chair | Chair to report. | 25-09-2019 |
| 5.1[b] | **Report on current QMSU issues**  
The lack of student social space at Charterhouse Square had been raised with the SMD Space Management Committee and had been assigned to a Task and Finish Group. The Chair suggested that the QMSU President arrange to meet with the newly appointed Assistant Director (Campus services) to discuss further. | QMSU President | QMSU President to report | 25-09-2019 |
| 6.1[a] | **QMSU Democracy Review [RP20-04]**  
The Democracy Review was a complex piece of work, and was taking longer to complete. The Panel agreed that it was necessary to commit to a timeframe, as Council and the Panel needed to see progress. The incoming Executive Officers had been briefed and would continue the work. | QMSU President and QMSU CEO | Included as agenda item. | 25-09-2019 |
| 6.1[b] | **QMSU Democracy Review [RP20-04]**  
Eligibility for positions on student Council were determined by campus, which was a proxy for programme. This did not detract from the issue that certain programmes were over-represented as a result of this anomaly. The review would seek to increase engagement from all parts of the student body. | QMSU President and QMSU CEO | Included as agenda item. | 25-09-2019 |
| 6.1[c] | **QMSU Democracy Review [RP20-04]**  
The outcome of the Democracy Review was intended to provide assurance that QMSU effectively, and equally, represented all students. A progress update would be given to Council in July. | QMSU President and QMSU CEO | Included as agenda item. | 25-09-2019 |
| 7.1[c] | **QMSU CEO Report – finances [RP20-05]**  
The University Block Grant to QMSU for 2019–20 included an increase to cover cost of living, pension contribution uplift, sports development and club sport funding, as well as liberations initiatives. As part of the conditions of funding, the Panel would consider the contents of the | Secretary | Included as agenda item. | 10-12-2019 |
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<tr>
<th>7.1[f]</th>
<th><strong>QMSU CEO Report – University of London Institute in Paris [RP20-05]</strong></th>
<th>QMSU President; Secretary</th>
<th>To be added to December meeting agenda.</th>
<th>10-12-2019</th>
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<td>A recent visit by members of QMSU to ULIP highlighted the gap in services available to students at overseas campuses. The QMSU report had made recommendations for improving the integration of Queen Mary students based in Paris. The largest challenge was the disparity in student support offered to students at our partner universities in China. The QMSU report on their visit to ULIP would be sent to the Chair and Bushra for information. The Panel would revisit support for students at overseas campuses at its next meeting.</td>
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<td>9.1[b]</td>
<td><strong>Review of revised SLAs and other agreed arrangements</strong></td>
<td>Chair</td>
<td>Chair to report</td>
<td>25-09-2019</td>
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<td>Further information was required from the university to complete the appendix on student representation. The Chair would review the document and made the necessary updates.</td>
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