

## Staff-Student Action Log



Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Department	
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	11/11/25	WT101	Anjali Pramod (Third Year, Music and Sound Design, Senior Course Rep, Chair); Lottie McCallum (Third Year, Music Society President); Oskar Warren (Second Year, BMus, Senior Course Rep); CJ White (Students' Union) AJ Au (Third Year, Music and Sound Design, Senior Course Rep); Laura Field (Third Year, Joint honours, performance committee member); Delilah Ferry-Swainson (School Rep, PGT Rep); Roseanna Diwakar (Third Year BMus course rep); Isabelle Bonnett (First Year BMus course rep); Ash Kandeepan (Second Year Music and Sound Design course rep) Mark Berry (Taught PGT); Tom Parkinson (Music and Sound Design Course Lead, composition); Tom Wagner (Performance); Stephen Rose (Head of Department); Tim Summers (BMus Course Lead, minutes) <b>Apologies:</b> Shzr Ee Tan; Jagoda Kitlinska
November Town Hall	18/11/25	WT001	
January Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

**Actions/Issues**

Action/Issue No.	Action/Issues (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Action: SR and LM to co-ordinate about refreshing boards in common room.	11/11/25	SR/LM	ASAP		
2	Action: SR to update next time on room access rules.	11/11/25	SR	Next meeting		
3	Action: DF-S to report back on community cupboard, especially regarding long-life milk.	11/11/25	DF-S	Next meeting		
4	Action: MB will take up this issue of skills module assignments and respond with ST	11/11/25	MB/ST	Next meeting		
5	Action: MB to co-ordinate with external examiner as appropriate.	11/11/25	MB	ASAP		
6	Action TW: Next year, performance modules to issue reminder about signing up, especially early in term, but after first welcome week. TW to check with Mary.	11/11/25	TW	Next year		
7	Action: TS and SR to check welcome week activities even more prominent in the welcome message next year and introductory talks.	11/11/25	TS/SR	Next year		
8	Action: TS to re-emphasize (in options booklet and town halls),	11/11/25	TS	Options release		

	that entry to solo performance primarily based on recital mark.					
9	Action: TW (and Mary Dullea) to talk to teachers about guidance for pop performance. Try to schedule pop and jazz performances in Boilerhouse.	11/11/25	TW	ASAP		
10	Action: TS to talk to Nathan about more pop networking strategies, e.g. through AltMu+	11/11/25	TS	ASAP		
11	Action: TP to confirm requirements for collaboration module, and to ensure clarity from the start for next year. The new, more clearly-structured pathways should help.	11/11/25	TP	ASAP planning for next year		
12	Action: SR to check timings for cut-off for access to music spaces	11/11/25	SR	Next meeting		
13	Action: Reps to forward specific instrument suggestions to SR.	11/11/25	Reps	Next meeting		
14	Action: CJW to confirm and organize supply of period products to Wetton's.	11/11/25	CJW	ASAP		
15	Action: TS to ask Dan Elphick about book sale.	11/11/25	TS	ASAP		

[illegible]


**Notes:**

Feel free to use this space to make note of anything of importance, in addition to the actions above, that don't require an action.