**TUTOR REP MEETING MINUTES FOR 27/11/19**

**Meeting Discussions**

1. Introductions
	* The role of Tutor Reps was explained by Sam – Vice-President of the Student Council.
	* The agenda for the meeting was outlined by Alex – Lead Tutor Rep.
2. Free Sanitary Products
	* Dolapo, the Student Council’s Health Officer, introduced a new college initiative to provide free sanitary products,
	* Andy Sherrington from Estates explained the specifics of the scheme.
	* ASFC would be the first college in England to undertake such a scheme.
	* It is important that people do not abuse this and only take what they need.
	* The products will be available from all female toilets, as well as disabled toilets. They will also be available from the Tutor Base.
	* The Tutor Reps supported this idea at the meeting.
3. Meningitis and Believe & Achieve
	* Alex explained why meningitis is so relevant to our age group and why it is important to raise awareness.
	* Alex then introduced the charity Believe & Achieve – which college will be supporting this year.
	* Small leaflets were distributed, which should be handed to all students within tutor groups.
4. Catering
	* Michelle, our Head of Catering, was at the meeting to take questions and feedback about catering.
	* Prices were raised, and Michelle noted that this was set by the company and not the college. Therefore, this cannot be changed.
	* Some suggestions of food and drink were raised. These will be considered.
	* Concerns around the length of queues were raised. Possible solutions, including better advertisement of the Spud Van – which sees shorter queues – will be looked into.
	* Concerns were raised around the use of plastic cutlery and their effect on the environment. Wooden alternatives are much more expensive, and unfortunately this would lead to further price rises.
	* Additional canopies are benches are currently being installed for extra outdoor seating space.
5. Any Other Business
	* Tutor Reps told about General Election hustings with local candidates, which are being hosted in the lecture theatre on Wednesday 4th and Thursday 5th December 5-9pm. Students should contact Nicola Barthorpe if interested.
	* Tutor Reps told about PRISM - our LGBT+ social club - which meets every Thursday at 4pm in room 3.3 (top floor of the main building). Any questions should be directed to Ellie, the Student Council’s Equality & Diversity Officer (18CHESTERSEllie-mari@asfc.ac.uk).
	* Tutor Reps have been given their task for the half term – which is to deliver a presentation summarising these discussions to their tutorial groups.
	* The date for the next meeting has not yet been confirmed, but will be a Tuesday. We appreciate this isn’t ideal for everyone due to study days and other commitments, so please send any apologies to Rick Allanson if you cannot make it.