Roehampton Students' Union

Student Officer Executive
Agenda

30/10/2026 / 11:00 - 12:00

Sir David Bell Building, Room 109

	Item	Lead	Reference	Action	Time
1	Welcome	KN/SL	N/A	For noting	10 mins
2	Apologies	KN/SL	N/A	For noting	
3	College Updates	PTOs	N/A	For noting	
4	Sabbatical Officers Update	KN/SL	N/A	For noting	
5	Bede House Update	KN	N/A	For noting	5 mins
6	Current Student Concerns	KN	N/A	For discussion	10 mins
7	College Cup	KN	N/A	For discussion	10 mins
8	Community Forum	KN	N/A	For discussion	5 mins
9	Student Affordability & Issues On-Campus	KN/SL/ RD	N/A	For discussion	10 mins
10	Education Forum	SL	N/A	For noting	5 mins
11	AOB – Terms of Reference	FN		For approval	5 mins

Agenda Definition Guidance

1. **For Noting**

Items for noting can be taken as read and don't require decision, action or discussion. They can be informal and necessary updates and this is where the board may be formally required to note the contents of a report or the receipt of certain information. Noting of the item will be recorded in the minutes providing the required evidence that the contents of the report or information presented were formally acknowledged.

2. **For Approval**

Approval could be required for a document, a report, or a project proposal for example. The content of the report may lead to discussion, however, if the item has been presented to a previous meeting as a discussion point, the chair has a role to play in ensuring the discussion moves towards the approval (or disapproval) and does not revisit old ground (except in instances where something may have been missed that if not addressed will negatively impact the outcome).

3. **For Decision**

Usually, the decision item has evolved from a number of options. These options may find themselves now in the form of a recommendation that requires a decision. So, as the term suggests, a decision item should lead to the board arriving at a decision during the meeting. Content of the report or recommendation is likely to involve discussion, and actions may also arise, either from taking the decision or from matters that arise, as part of the discussion.

4. **For Information**

These items do not really form part of the agenda but provide contextual or other useful information for board members to consider in their own time. These matters could include items that have been reported from a committee or things such as success stories from the organisation that the executive want to share with the board, or the sharing of the details of key reports that board members should read for their development. These items do not require any discussion. In this way, the 'for information' section of the agenda forms part of the organisation's document library.

5. **For Discussion**

Items for discussion are presented in order to provide the opportunity for the board to consider reports and information provided to them. Any introductions by the executive team or other presenter should complement information provided drawing out key points for discussion and not go over information that has already been circulated. There are occasions where items require extensive discussion without the need for approval or decision. This could occur in circumstances where the executive team may need to know the direction of travel or initial thoughts from the board about a particular area and require a robust discussion. Some organisations may have this as a standalone agenda item but we note and suggest that some discussion also happens for items that are for approval and decision.