



Terms of Reference - Lunch and Listen

OVERVIEW & PURPOSE

This space provides academic representatives with the opportunity to share the feedback they've gathered, collaborate with each other, and gain valuable insights into trends, challenges, and opportunities that can enhance the student experience. It also allows them to share feedback with JMSU, enabling us to offer support and advocate effectively with LJMU.

The goal is to foster commitment and accountability among JMSU academic representatives in communicating student feedback, ensuring that student voices are heard and that feedback is directed to the appropriate channels, groups, and committees for action.

FORUM DUTIES

The insight session duties are to:

- Provide a less formal, student-centred space, to discuss the feedback reps have been collecting with other course reps, their school rep, JMSU Staff and Vice President Education.
- Ensure the feedback loop is being closed via JMSU Staff, Vice President Education, School Reps, and Course Reps, giving updates about the outcomes of actioning their feedback.
- Build the academic representative's community, fostering good relationships between JMSU academics representatives, Vice President Education and JMSU Staff.
- Encourage more effective actioning of feedback.

REPORTING & MEMBERSHIP

Chair	Vice President Education
Vice Chairs	School Representatives and Academic Inclusivity Representatives
Secretary	Academic Communities and Representation Coordinator
Membership	<ul style="list-style-type: none"> • School Reps from at least 3 Schools • One Academic Inclusivity Rep • At least 15 Course Reps from a minimum of 3 schools • Not open to students who are not course reps
Report To	Student Forum

In the absence of the Chair, a nominated School Representative will chair the session. In the absence of both, the session may be postponed to another date.

Although the Chair and Vice-Chairs will be responsible for taking notes relevant to their role/school, the Secretary is also responsible for taking brief minutes of the session and supporting the Chair and Vice-Chair in their responsibilities. In the absence of the Secretary, the session may appoint a temporary Secretary from the JMSU Voice & Support Staff.

SCHOOL & ACADEMIC INCLUSIVITY REPRESENTATIVES



- Support the Vice President Education in setting the session topic/theme.
- Represent members at the Student Forum and other relevant working groups/committees.
- Encourage healthy and appropriate discussion between representatives.
- Keep a note of feedback shared by the academic representatives within the context of their school.
- Ensure meeting topics and discussions remain focused on the theme of the session.
- Collaborate with Academic Inclusivity Reps to ensure feedback is being actioned to the correct spaces.
- Co-lead campaigns and student consultation activities.

COURSE REPRESENTATIVES

- Prepare for the session by actively seeking feedback relevant to the topic of the session.
- Organise and bring along feedback they have been collecting ready to share with other members in the room.
- Share and discuss feedback appropriate to the topic.
- Consider solutions and challenges to the feedback they have and be open to discussion.

NOTICE OF SESSIONS

Members will receive notice of the session via email, requesting them to attend. To ensure maximum participation, at least five working days' notice of sessions will normally be given.

This will be advertised via our event page on the JMSU website.

The Secretary is responsible for sending notice of sessions.

QUORUM

This session is not quorate for formal decisions. However, regular attendance is encouraged, and involvement and participation are recognised through incentives such as free food and refreshments.

FREQUENCY

The sessions will be held monthly, with a different theme/topic each month over the course of the LJMU academic year.

Sessions will not be held over Winter or Summer Closure.