

<b>Full Name</b>	Fiona Gillespie
<b>Year of Study</b>	3
<b>What has been worked on in the past month?</b>	<p>This past month has mostly been preparing for the imminent start of the academic year. I have completed my KPI document and set out the goals for the academic year, including encouraging history students from all courses to be comfortable with providing feedback, creating a good working relationship with the course reps and university staff and starting an event called the Festival of Creativity to showcase dissertation talks and academic posters.</p> <p>There has been an initial meet of the reps in the new academic year briefing and I will be attending the CoA student reps welcome by the end of the month which should be good for cultivating new professional relationships.</p>
<b>Successes from the past month and any Reps Wins</b>	<p>All course reps have responded and been added to a Facebook group chat for better informal communication. I have begun working towards one of my KPI's (creating a good working relationship with the course reps and university staff) by completing this much needed communication and have also introduced the idea of informal gatherings, whether in person or online, to cultivate a good group dynamic among myself and the course reps.</p>
<b>Plans for next month</b>	<p>Next month I plan to make some steps towards my KPI goals. For my 'encouraging history student feedback from all courses' goal I plan to send out an email to the history students, with the permission of university staff, making it known that they can email me with feedback or queries at any time. Also, I plan to pitch the idea of school rep "Office Hours" to the staff. Once I have received my timetable, I plan to dedicate a couple of hours a week to meeting with students, again either in person or virtually, to discuss anything they need to. These would be at the discretion of the students and could be requested by them through my rep email address.</p> <p>Furthermore I plan to send out an email to relevant university staff introducing myself as the new School Rep with the new academic term starting so that they are familiar with me; this will also contribute towards my KPI goal of 'cultivating good working relationships with the Course Reps and University Staff'.</p> <p>Finally, I plan to get in contact with the School Director of Teaching and Learning Jamie Wood regarding the Festival of Creativity and start making plans.</p>