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| **Meeting** | [TITLE] SSLC | | |
| **Date and Time** | DAY XTH MONTH YEAR, TIME | | |
| **Location** |  | | |
|  |  |  |  |
| **Present** | **Name** | **Initials** | **Role** |
| **Staff** |  |  |  |
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| **Present** | **Name** | **Initials** | **Role** |
| **Student Reps** |  |  |  |
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| **In Attendance** | **Name** | **Initials** | **Role** |
| **Supporting Staff** |  |  |  |
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| **No.** | **Agenda Point** | **Action** |
| **1** | **Welcome** |  |
|  | Apologies received from \_. |  |
| **2** | **Minutes of Last Meeting** |  |
|  |  |  |
| **3** | **Matters Arising** |  |
|  |  |  |
| **4** | **Staff Update** |  |
|  |  |  |
| **5** | **Academic Rep Update** |  |
|  |  |  |
| **6** | **Actions of Meeting** |  |
|  |  |  |
| **7** | **Any Other Business** |  |
|  |  |  |
| **8** | **Date of Next Meeting** |  |
|  |  |  |