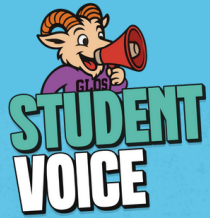


STUDENT COUNCIL



How to Prepare for a Meeting

Preparing for a Council meeting helps you feel confident, informed and ready to contribute. Good preparation means you understand the agenda, have read the papers and feel clear about which points you may want to raise. It also helps the meeting run smoothly and supports fair decision-making for all students.

Start by reading the agenda so you know what will be discussed and in what order. If any items are unfamiliar, you can highlight them and note questions you may want to ask. Then read each policy paper carefully, beginning with the summary to understand the core issue. As you read, look for the purpose of the proposal, the evidence included and the actions being requested. If anything feels unclear, make a quick note to raise during questions.

As you review each paper, think about how it might affect the students you represent. You might want to speak with a few students, your rep network or relevant groups to gather insight, especially if the topic is identity-based or affects only certain courses. If you are unsure whether you have enough information, it is fine to check in with the Student Voice team ahead of the meeting.

It can help to jot down short talking points rather than full speeches. Focus on clarity rather than volume, and aim to share questions, impact, risks, examples or suggestions rather than personal opinions alone. You do not need to speak on every item. Speak when you have something valuable to add.

Before the meeting begins, check the practical details such as time, location, online links and any papers you may need to bring. Arriving a few minutes early helps build confidence and settles nerves. During the meeting, listen actively, ask questions when needed and support a respectful and balanced discussion.