



**SCHOOL MEETING
THURSDAY 16 NOVEMBER, 9.30AM TO 11.30
PROFESSORIAL BOARD ROOM
MAIN QUADRANGLE (A14)**

NOTES

- It was agreed that the School should meet in this way twice a year, at the end of each semester. Suggested timing – week of the 11 June (StuVac); and 7 December?
- The meetings will be held in the afternoon, followed by drinks, or in the case of the 2nd meeting, by the School Christmas Party. The June meeting 3pm start; December 2pm.
- The meetings will be informal in format, and not used to transact School business as such due to the number of staff involved. However, suggestions for business to be conducted through HoDs or other usual fora would be welcome.
- Each Head of Discipline (HoD), and the Director of the Bosch Institute, should give a 1-5 minute presentation on what's happening in their area.
- The notes from the (nominally fortnightly) HoDs meetings should be circulated to the whole School via email. Reports from the Executive Director of the Bosch Institute would also be circulated
- The notes from the HoDs meetings, the School meetings, and the Associate Dean and Head of School's Report to MedMAC (twice yearly) should all be posted on the new SMS website (due for release March 07).
- There was some discussion of the Bosch building and the University's plans for this space.
- There was some discussion of the School Teaching Committee membership.
- Members were reminded that the Bosch Young Investigator Symposium is to take place on Friday 15 December 2006.
- Members with Talented Student projects were asked to please forward details of these projects to the School's Talented Student Program co-ordinator Margot Day (Brent McParland to take over in 2007 with Margot scheduled for maternity leave)