**St. George’s Students’ Union**

Meeting of the Executive XVII



AGENDA PACK

31st May 2016

*H2.8*

1. **Business**
	1. Apologies
	2. Minutes from the previous meeting
	3. Matters arising
	4. AOB
2. **Reports**
	1. President

SG: verbal summary of report

MD: Who did you interview and who did you like?

SG: I can’t tell you.

GC: When will the new Dean start – Monday?

SG: Not on Monday but we do have the Deputy Dean in the meantime.

MD: Presidential candidates, so theres multiple now?

SG: You’re just reading into a word, any serious questions?

Passed simple majority.

* 1. VP (Finance & Student Activities)

AWE: verbal summary

HJ: things handed in after 10th June will it go to next VP?

AWE: no it makes life harder please don’t do that just make sure they get in by the 10th please

CB: Freshers Fayre contacts have been sent to Socs, would you like us to send it to you?

AWE: Send them to me please!

Passed simple majority.

* 1. VP (Education & Welfare)

**ACTION: KT to send correct report ASAP!**

KT: verbal summary

AS: You mention iSupport, is that something they created themselves?

KT: ISoc for a couple of years have wanted to start a society welfare team, as a peer support system. SGUL sent them to us and I’ve been working with them to expand it to beyond ISoc but it would be accessible for all students. Trying to get a LGBT officer, a mature student etc.

SM: Would this make ISoc a Welfare Support Group?

KT: This isn’t a society this is just a support network, regardless of society, it will be a union run system.

Passed simple majority.

* 1. General Secretary

Passed simple majority

* 1. Events Officers

**No report,** ANG gave a verbal report.

MD: Has anyone approached you?

SG: The SU is a safe zone so we cannot discuss elections especially around the Top 4, we need to be neutral.

* 1. Sports Officers

Passed simple majority.

* 1. Media Officers

**No report. No officers present.**

* 1. Heritage Officers

GC: verbal summary

KT: When we did cobras, SL thought about doing another one is that still on the cards?

GC: Thinking about doing one after 1st and 2nd year exams but then it will be close to our exams so I need to look into it.

Passed simple majority.

* 1. Charities Officers

KS: verbal summary

Passed simple majority.

* 1. Societies Officers

CB: verbal summary

Passed simple majority.

* 1. Community Project Officers

Passed simple majority.

* 1. Technical Officers

**No report. No officers in attendance.**

* 1. Equality & Diversity Officers

TRG: verbal summary

AWE: How has the interfaith forum changed since the prevent meeting?

TRG: John Hammond offered to meet with anyone who had any questions or concerns about prevent. Everyone seemed happy with the prevent structure and agenda, Ahmed said it put a smile on his face when he read it.

SG: Have you had a chance to reflect on what was asked at AGM?

TRG: Preparation is the main thing, being aware of what is coming up throughout the year. Being more on top of everything you need to do. It is an important role with important areas with a detailed handover so they know what is coming up. We missed two shows which we got grilled for.

Passed simple majority.

* 1. Environment & Ethics Officers

HJ: verbal summary

MD: How is allotment coming along?

HJ: It is great, basil is coming along!

KT: Have we got a date when we hear back from NUS Green Impact.

HJ: Not yet, need to chase them up.

**ACTION: E&E Chase up NUS Green Impact**

Passed simple majority.

* 1. International Officers

BO: verbal summary

AWE: portal is a big black hole do you think the minutes might get lost on there instead of being written and sent out from you?

BO: We could share a link to help.

Passed simple majority.

* 1. Webmasters

**ACTION: Webmasters update international page**

KT: Can I have response/meeting with JC.

CB: Can we have a response too.

Passed simple majority.

* 1. Representation Officers

MD: verbal summary

Passed simple majority.

1. **Students’ Union Issues**
2. **Society Proposals**
	1. Aid Orphans

**ACTION:** AWE to create cost centre for AIDS Orphan.
**ACTION:** Societies Officers to file handover and constitution and update mailing list for AIDS Orphan.
**ACTION:** Webmasters to create a page for AIDS Orphan.

1. **AOB**

**PANTOMIME – GC**

I don’t understand the process by which it is been undertaken in the sense of taken passed council bearing in mind of the influences on our societies – room bookings, time of year. I can’t see the process we went down, is it a society? A one off? Every year? What process has this gone through?

KT – Jo Brown proposed the SU joined us on the project. We did talk about making a society but this is specifically joint staff and student not just student focused so it went through staff/student experience channels. We applied through SGUL Change, they passed our idea and gave us the funding to do so.

We specifically decided it would not be a Christmas pantomime to avoid the other societies, we did had the date set of 2nd/3rd week of January to try and avoid the other shows as student societies come first. It was separate to the SU as we felt it needed to be. Not sure if those dates will stay depending on who replaces Jo. We wanted it to do it for one year and then if went well would be tried again. We wanted to create a sense of community.

GC – Did you consult people it would affect r.e. roombookings?

KT – Contacted all performance societies early on, got replies from some not all. We did appreciate there is a pressure on room booking but didn’t feel like it was enough to stop the whole project, we wouldn’t stop a performance society over that, we just try to make them aware. We did take it into consideration, stretch rehearsals out to try and help, set the date to try and help etc. It will be send to all performance societies again.

GC – I’m just worried that it will impact the societies and the students. I don’t see how fair it is to turn away societies on that basis, just because a staff member is leading it it gets to go ahead.

KT – If it becomes an annual thing we could review it to make it a society perhaps? We did take it to the SGUL channels as we felt that was the most appropriate.

**ACTION: VP Welfare Elect bring to SU Council as Standing Item for those planning their items and events to safeguard societies interests.**

**ELECTIONS – SG**

SG – Try and bring everyone in as possible, people who previously haven’t been interested. Promote it as much as you can, please try and help us get diverse Exec for next year. You cannot nominate or second nominations and no appearing in election videos. If you need clarification over rules please check the constitution and check with me if you are unsure.

AP: Can we like a team running?

SG: Liking their page fine, sharing their information/commenting – not fine. You are still a part of the student body.

HJ: Is it exec and year reps?

MG: Just says exec officers

SG: So year reps can!

CB: Can we share all candidates for events equally?

SG: As long as it is equal and there’s no undertones of favouritism.

**ACTION: SG Advertise that Exec cannot endorse to raise awareness**

**AWARDS: Socs**

CB – Please come and help us set up on Friday from 5/5:30 as there is an event before us. Also come along get your friends to come along it’s a great evening then free food and drink!

AWE: It’s free for everyone not just exec, so get your friends to come!

1. **Important Dates**

a.     Nominations Week for SU Elections – 30th May – 3rd June.

b.      Campaigning Week for SU Elections – 6th – 10th June.

c.       Awards Evening – 10th June.

d.     Voting Week for SU Elections – 13th-17th June.

e.      SU Elections Results – 17th June.

f.       VP: Student Activities & Finance (Alice) on Leave – 20th June - 8th July.

24th Pub Golf!

1. **Date of next meeting**

28th June (Handover Exec)

**Action Points**

From February

 AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. **Ongoing - Post on Exec Facebook group by 3rd June**

From March

Societies and Webmasters to meet about online forms for locker keys and handover forms. **Ongoing - Post on Exec Facebook group by 3rd June**

Webmasters to set up a webpage for DAPS vision. **Ongoing – not in attendance**

Societies Officers to file DAPS vision constitution & handover forms and to update the mailing list. **Completed**

Ruth to contact IT about streamlining email addresses. **Ongoing – not in attendance**

Societies Officers to organise filing and mailing list to reflect SPA and Pride's new Welfare Support group status. **Completed**

From April:

AWE to find the boat party float form and sort the finances for it. **Ongoing - Post on Exec Facebook group by 3rd June**

CPOS to investigate the medsin clause of the CPO job title and its relevance. **Ongoing – not in attendance**

**AK and KS presented Aids Orphan Society**

SG: Questions?

MG: Apart from stall at freshers fayre what can SU do/does SU need to do to continue your work

KS: I can see the other side as Charities Officers, booking for lecture theatres and SLS and think its unfair to transition to another Charities Officer team. Same way as with Childreach, its easier if they have the ability to go directly and can have their own independence instead of relying on Charities Officers and will allow longevity.

BO: We heard a lot about fundraising but how are you going to raise awareness about HIV?

AK: When members of the public came to donate to the 24 hour cycle they were inquisitive about the charity and the cause so we explained about the orphaned children. Even fundraising and interest form, we were still explaining our aims and raise awareness.

KS: World AIDs day could be something we could do next year.

CB: What do they do with their subs?

HJ: In their budget?

MG: I don’t think that’s clear, is it from SU or is it subs?

AK: Subs is £1 per person and that would go towards ingredients towards bakesale. £30 we would ask for from the SU specifically for refreshments for meet and greet in freshers.

MG: Just checked with Alice and funding refreshments and we don’t at the moment for any society at the moment, so that’s my only reservation with the budget. Would they be able to stick to it as you usually get more than that.

VS: What is Khadija doing with them?

KS: Leading expedition team

VS: So not on committee?

SG: Doesn’t seem so.

ANG: We can pass them with a caveat for them to review their budget.

CB: Can we pass them with the idea that we turn them into a CP as we have done before? Also have we found out how that transition works?

AB: No we didn’t find out.

CB: I think it is a really good cause and one we should support as the SU.

MD: Propose pass AIDs Orphan as Society on provision they review budget with AWE and discuss becoming CP.

AB: Seconded.

18 For

0 Against

0 Abstain

**Reports**

**President**

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| IntroductionHello. My name is Steven Gilbert and I am the President of the Students’ Union. It’s my job to represent the views of the student body to the union itself, the university and nationwide. It also my job to oversee the strategic and operational runnings of the Students’ Union. |
| Action points |
| What have we done since the last meeting* Interviewing for the new Dean for Students
* Chaired both AGM and the EGM (thanks for everyone who turned up and contributed!!)
* Attended a meeting on the ‘BME attainment gap’ in HE
* Met with our NUS contact
* Held our second SUCS meeting of the year
* Individual society consultations (ABACUS, SPA, Student Minds, PakSoc)
* Became the first president to attend SPARC in over 5 years
* Speaking to presidential candidates :D
* Elections prep!
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| What have you got coming up in the next two weeks* Saying goodbye to Deborah Bowman
* Elections Elections Elections
* Handover!
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**VP Finance and Student Activities**

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| **Introduction**Hello everyone, my name is Alice Walker-Earwicker and I am the Vice President for Finance and Student Activities this year. My zone contains Societies, Sport, Community Project and Heritage Officers so these are my main areas of focus, I help manage these groups, answer any queries and help you set up a new one. I also am in charge of managing the Music Room, the two minibuses as well as all of the accounts/budgets for both the Charity arm and the Trading (Bar and School Shop) arm of SGSU! |
| **Action points*** AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. **– Ongoing**
* Webmasters and AWE to meet about advertising on the website. – **Ongoing**
* AWE to find the boat party float form - **Ongoing**
 |
| **What have you done since the last meeting?**Freshers* I have created a Freshers’ Fayre 2016 spreadsheet and have started talking to those who want stands.

Zone* The piano has been fixed in the music room, I have started working with socs to discuss how to make people feel comfortable coming forward when there is damage so we can stop it progressing so much.
* SU awards badges have arrived with scarves etc on the way!
* Sports Ball was extremely successful, well done Sports Officers and Tech ☺

Other* The Charity accounts were passed at the Trustee Board on 12th May.
* Using the completed accounts I made three AGM finance papers these were all distributed in advance of the meeting and were all passed at AGM.
* I have started working with those societies found to be in debt at the end of 14/15 on what it means for them and figuring out repayment plans.
* I have advertised my leave dates and the end of the financial year deadlines for all invoices/claims form/cash (10th June).
* I have started budgeting for 2016/17 and at time of writing have completed all exec and year rep budgets.
* Michelle and I reviewed the printer contract and have signed a new, cheaper printer contract, the new printer arrived on 26th May.
* I have found the SGSU Financial Regulations document from 2008 and with the 2016 SGUL Financial Regulations given to me I have started work on updating it.
 |
| **What have you got coming up in the next two weeks?**Zone* Awards Evening!

Other* I have found the SGSU Financial Regulations document from 2008 and with the 2016 SGUL Financial Regulations given to me I have started work on updating it.
* Deborah Bowman is leaving and will be giving a speech at Awards Evening.
* Booking another coin counting day with SGUL to get everything sorted and cleared before the end of the year.
* Publishing the first 6 months of 2015/16 compared with 2014/15 for all charity spending to increase transparency.
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**VP Education and Welfare**

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| IntroductionHello, my name’s Kat Telford and I am your VP Education & Welfare. My role is to ensure that YOU feel supported in every aspect of your life here at St Georges so as to have the best student experience possible! I sit on academic meetings to ensure your education is the top priority, and I have an open door policy to provide students with support and advice. I also supply a free condom service for all students. So feel free to pop up and see me, my office door is always open and the kettle is always on! |
| Action points*NIL* |
| What have we done since the last meeting* SU Presentations for prospective students ☺
* Posters and progress on Georges Pantomime project
* Working on ISUPPORT project
* Working on E&D policy edits for approval within this meeting.
* Support to final years with their exams.
* Pregnancy tests arrived
* Stay Smart, Stay Safe Week.
* Trustee report & AGM Report.
* PAF Promotion
* Personal meetings for students – especially final years.
* Junior Doctor Opinion Poll Task Group convened and questions produced. Poll to be released soon.
* Suicide Course attended.
 |
| What have you got coming up in the next two weeks* Pantomime promotion
* Continue confidential procedural support to students.
* Continue to work with ISOC to improve student engagement and support following reports from Open Meeting that the PREVENT agenda is seriously affecting the welfare of Muslim students at Georges.
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**General Secretary**

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| IntroductionHi I’m Ruth Varney and I’m the General Secretary. My role is organising meetings, booking rooms, coordinating with the Exec team & being the first point of contact for students. I am the non-sabbatical quarter of SU Top4 and I am head of the Communications Zone.  |
| Action pointsRuth to contact IT about streamlining email addresses. – ONGOING, simply not had any time to get my head round this, sorry!  |
| What have I done since the last meeting* Use Your SU Week
* Finished my degree
* Caught up with exam back log of emails
 |
| What have you got coming up in the next two weeks* Typing up minutes.
* Elections season
* Book all of the rooms for society AGMs
* Go on holiday
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**Events Officers**

* No Report Received

**Sports Officers**

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| Introduction*Hello we are Moneet and James! Our role as sports officers is to oversee SGUL sports teams with their involvement in ULU and BUCS leagues and be the first point of contact for all sports events for the Students’ Union. We also co-ordinate the use of sports facilities (e.g the Rob Lowe) via liaising with sports captains and we will be representing SGUL on several different sports related committees (e.g Sports Centre Committee). Finally, we will be organising the 2015/2016 annual Sports Ball as well as the sports trials for fresher’s fortnight.* |
| Action points*n/a* |
| What have we done since the last meeting* *Successfully run Sports Ball*
* *Started chasing up the remaining captains regarding meetings*
* *Completed BUCS 2016-17 entries*
* *Cricket fixtures and match rearrangements*
 |
| What have you got coming up in the next two weeks- Start thinking about LUSL entries for next season- Complete captains’ meetings and our handover- Chase up risk assessments/year reports |

**Media Officers**

* No report received

**Heritage Officers**

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| Introduction*G & Seb* |
| Action points*n/a* |
| What have we done since the last meeting* Talk on first female medical students – this took place on Monday 9th May, and was a fascinating talk and discussion to commemorate the first female medical students. A slightly small turnout, but an interested crowd, nonetheless.
* Cobras: ran our event on Thursday 19th May, having been advised by two of Top 4 to move it and not avoid a clash with Stay Safe, Stay Smart week. It was quiet to begin with, but did pick up. Overall, a successful evening, nobody was too drunk (likely due to the fact it was not combined with Spiders, intentionally) and several brand new Cobras and Worms! We are considering possibly running this event once again, later in the year, potentially with Scorpions, to allow more students the opportunity, and have discussed this with Steven.
* Attended AGM and stayed until the end, actively contributing thoughout the meeting.
 |
| What have you got coming up in the next two weeks* Sorting items for display in the Hunter Wing cabinets – cabinets have been cleaned, waiting for the spotlights to be fixed, then we can move items into them
* Writing our handover… Preferably not encrypted in code this year!
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**Charities Officers**

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| IntroductionHi everyone, we are Beth, Avin, Khadija and Kate and we have been elected as the Charity Officers at SGUL for 2015-2016.Our focus as charities officers is raising and giving on behalf of SGUL for 4 chosen charities. This year we have chosen St George’s Hospital Charity and a Charity Society. We felt it important we represented you, so a vote for the two remaining charities will be cast in the first week of fresher’s during various events.We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering through out the year.As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in!If you have any questions feel free to email us or ask us in person, we don’t bite! |
| Action points* None
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| What have we done since the last meeting* Replied to lots of emails
* Advised people interested in the charities officers role
* Bake Sale on the 27th of May
* Bale sale organised for next week
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| What have you got coming up in the next two weeks* Do the bake sale next week
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**Societies Officers**

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| IntroductionHi!! We are Anya, Cerys, Joe and Alex and we are this year’s Societies Officers! Our role is to maintain and oversee all goings on involving St. George’s Societies. As well as looking after the music room and second floor Boards. We also organise two major events in the year, Freshers’ Fayre and Awards evening. |
| Action points |
| What have we done since the last meeting* Been arranging awards (taking up most of the time)
	+ Badges arrived!!
	+ Talking to performance societies
	+ Invited staff (a lot have responded they are coming)
	+ Sent trophies/plates for engraving
	+ Sorted out alcohol
* Filed handover forms (there was a build up)
* Sorted out the folders as they were overflowing
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| What have you got coming up in the next two weeks* More awards planning
	+ Sort out food/decorations
* Awards run through
* Actually have awards
* More handover forms
* Write our handover
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**Community Project Officers**

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| Introduction*Hello. We are Aniqah Rahman and Durva Patel, the Community Project Officers for the Student’s Union this year. Our role consists of representing all the community projects at SGUL, keeping them updated with important information, ensuring that there is a good level of communication between the projects and the students, and attending to any need or query they may have. We intend to advertise all volunteering opportunities and successes to ensure students and staff stay up to date.* |
| Action points* *CPOs to clear CP cupboard ASAP. - Done*
 |
| What have we done since the last meeting* *Chasing up CP regarding risk assessments*
* *Advertising SGSU awards and Elections*
* *Attended AGM and EGM*
* *Meeting with Melanie Monteiro about sponsorship for TBH and giving a presentation at their seminar*
 |
| What have you got coming up in the next two weeks* *Writing our handover*
* *Attending AGMs*
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**Technical Officers**

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| IntroductionHey, We are Theo Rennicks-Gordon and Saad Muhammad, your SU Equality & Diversity Officers for 2015/16. Throughout this academic year we will have meetings with the Equality and Diversity committee, uphold the no platform policy and ensure equality on the interfaith forum. Our role is one that involves working with students through the Dignity Scheme being brought back this year and helping form institutional policies that’ll ensure St George’s stays equal and diverse. |
| Action Points |
| What have we done since the last meeting?* Interfaith forum
* Started daily dignity adviser advertisement via Facebook
* Got in touch with Rochelle Ferreira to help her advertise her event on transgender issues
 |
| What have you got coming up in the next two weeks?* Help advertise Transgender event, get in touch with LGBT soc
* Dignity Adviser advertisement
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* No Report Received

**Equality and Diversity Officers**

**Environment and Ethics Officers**

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| Introduction*Hey friends, we’re Hannah and Greta and we are your Environment and Ethics Officers this year. Our role is mainly to make sure we can make Georges as sustainable and environmentally friendly as possible. We will do this throughout the year by reminding and encouraging staff and students alike via the various activities we’ll be holding such as in the Go Green Week and Ethics Week.*  |
| Action points* N/A
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| What have we done since the last meeting* Worked on Allotment
* Did Go Green week
* Helped out during Use Your SU
* Collected some stuff for Fresher’s Free Foundry
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| What have you got coming up in the next two weeks* Fresher’s Free Foundry Collection and Advertising
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**International Officers**

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| Introduction*Hey Everyone! We are Chantal and Bukola, your International Officers.* *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.*  |
| Action points* N/A
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| What have we done since the last meeting* IMOG meeting
	+ May 3, 2016
* Decided it would be best not to produce the INTO Updates documents due to the fact that the minutes from the IMOG committee meetings are now accessible on the Portal
* AGM & EGM
* Use you SU Cake and Curiosity stand
* Met with Elizabeth Witter and Kirsty Smith to discuss HOST UK, end of year plans, and general catch up
 |
| What have you got coming up in the next two weeks* Writing our handover
* International Student Lunch
* June 1, 2016
* Promoting HOST UK at the lunch as a summer activity international students can participate in
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**Webmaster**

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| IntroductionHi, We’re Lucy and Jordan, Webmasters for 2015-16. This role involves overseeing the content of the website as well as making sure it is up-to-date and interesting. It also involves creating events, tickets and subs for SU activities.  |
| Action pointsCreate DAPS page – DONEMusic room locker rental - ONGOING |
| What have we done since the last meeting* Sorted Boat clubs subs
* Grad Ball Tickets changes
* Admin access for Simsoc/language soc
* Badminton Subs up
* Hockey Kit on the website
* International Page updated
* Tablet competition up
* Finance codes all up to date
* Deleted socs from the website which are no longer running
* AGM + EGM
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| What have you got coming up in the next two weeks* Look into Charity fundraising page
* Music Room Locker rental
* Start Handover Document
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**Representation Officers**

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| **Introduction**Hey guys, We’re Vafie Sheriff and Mustafa Dashti, formally known as your Representation Officers. We’re both second year biomeds who were previously first year reps. The role we’ve taken up this year is a new one as it’s an amalgamation of two previous roles (Senate + Council Elect). Our role is to attend all the SU meetings and inform you guys of what’s going on with SU throughout the year by producing reports of all meetings. We’ll be leading the year reps this year, being their first port of call for any issues that fall above their head, but feel free to contact us at any time – we’re super chilled out. |
| **Action points**N/A |
| **What have we done since the last meeting** - Attended AGM & EGM- Advertised elections to prospective year reps & students looking to run for exec.- Met with students who are looking to run for our position- Met with 1st Year Physio rep (Jessica) and discussed Mums & Dads- Use Your SU Week (Cake & Curiosity) |
| **What have you got coming up in the next two weeks**- Hope to continue meeting to physio reps in other years to discuss the ideas of George’s families further- Meeting with Radiographer year reps to ‘get the ball rolling’ on mums and dads for them- Continue advertising elections- Continue meeting with freshers in regards to our role- Going to make a report of this meeting to take to next exec meeting- Make a report of next exec meeting for council |