**St. George’s Students’ Union**

Special General Meeting (SGM)



***5.30pm***

 ***9th February 2016***

***Lecture Theatre F***

***MINUTES***

**Please note**: We are unable to start the meeting unless we meet quorum of 60 students.

**AGENDA**

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1. **Business**
	1. Apologies
	2. AOB
2. **Presentation of attendance records for the Executive and Senate**
3. **6 Month Reports from the Executive**
	1. Charities Officers
	2. Events Officers
	3. Technical Officers
	4. President
	5. Societies Officers
	6. Sports Officers
	7. Community Project Officers
	8. Heritage Officers
	9. VP (Finance & Student Activities)
	10. Equality & Diversity Officers
	11. Environment & Ethics Officers
	12. International Officers
	13. VP (Education & Welfare)
	14. Media Officers
	15. Webmasters
	16. Representation Officers
	17. General Secretary
4. **Proposed Constitutional Changes**
	1. Society Attendance to AGM
	2. Representation Society Subs
	3. Removing ULU from the Constitution
	4. Education and Diversity Policy in the Executive
	5. Compulsory Attendance at the Interfaith forum
	6. Sports Officer Role
	7. International Officer Role
	8. Community Projects Officer Role
	9. Awards
	10. Elections
	11. Altering Quorum
5. **Ratification of Dissolved Societies**
6. **AOBs**
7. **Business**

**Attendance**

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| --- | --- |
| Amnesty International | Steven Gilbert  |
| Anaesthetics and Critical care | Alice Walker-Earwicker |
| Archery | Kat Telford |
| Athena Swan Student's Network (Women's Network) | Ruth Varney  |
| Boat Club (Rowing) | Michael Lee |
| Book Club | Mustafa Dashti |
| Cardiology Society | Vafie Sheriff |
| Cheer & Gym | Francesca Humfrey |
| Clinical Neuro Science society | Matthew Boon |
| Diwali Show | Sagar Sharma |
| Fencing | Munavar Saqi |
| Friends of MSF | Seher Bashir |
| General Practice and Healthcare Management | Suchita Bahri |
| Henry Gray Society | Lucy O’Reilly |
| Islamic Soc (ISoc) | Jordan Colman |
| Jiu Jitsu | Chantal Liu |
| Ladies Hockey | Bukola Ogunjinmi |
| Ladies Rugby | Georgina Chamberlain |
| LGBT (Pride) | Sebastian Locke |
| Links | Alia Nasir-Gonzalez |
| Music Soc | Cameron Barclay |
| NHSF Hindu Soc | Lucy Chapman |
| PakSoc | Francesca Harris |
| Pre-hospital care | Theo Rennicks-Gordon |
| Radiology | Saad Muhammad |
| Revue | Hannah Jones |
| Sikh society | Greta Jata |
| SKIP | Durva Patel |
| Shorinji Kempo | Aniqah Rahman |
| Snow Club | Avin Philip |
| Simulation Society | Bethany Agnew |
| Student Minds | Khadija Stone |
| Student Parent & Carers Empowered (SPACE) | James Parkin |
| Swimming | Moneet Gill |
| Tennis | Anya Brown |
| Theatre and Dramatics Society | Joe Clark |
| Trauma and Orthopedics | Alex Lisseter |
| Wu Shu Kwan | Cerys Bladen |
| Martin Gannon | Michael John |
| Tanisha Amin |  |

**Apologies**

BakeSoc

Christian Union

Cycling & triathlon

Dance

Genetics Society

Geriatrics

Gender Equality

Ladies Basketball

Pole Fitness

Punjabi Soc

Student Magazine - the Dragon

1. **Presentation of attendance records for the Executive and Senate**

No questions raised about attendance of Executive or Senate.

1. **6 Month Reports**

*N.B. All written reports were accompanied by verbal reports*

**Charities Officers – Avin Philip, Kate Jones, Bethany Agnew & Khadija Stone**

## August:

The beginning of our newly formed RAG team; we held Skype meetings discussing what we had in mind for future events and began planning for RAG quiz during Freshers’ week. We began seeking out prizes for the quiz and decided we were also going to have a raffle.

We also began discussion on how we would select our charities for the following year; we found there were a number of charities that had emailed the charities account asking for fund-raising support from SGUL. We decided we would use these charities as a short-list and allow students to vote at Fresher’s Fayre. We wanted to support four charities; St George’s Hospital Charity (chosen by us), one international one, one UK-based one and a charity society based at George’s. Marrow had contacted us via email and Facebook, so we thought we could fundraise for Marrow. However we found this was controversial and required extending an application to all charity societies at George’s. We therefore later decided to keep to 3 charities.

## September:

Post-graduate and Freshers’ Fayre: set up a vote for 5 UK-based charities and 5-international charities (each student can vote for one from each category). The UK-based charities were MACS (Micro and Anopthalamic Children’s Society), YouthLondon, NewLife (Disabled Children), Teenage Cancer Trust and Ditch the Label. The international charities were Health Partnership Nepal, Farm Africa, Equip Africa and ChildReach International. Our table consisted of information of each charity and a ballot-style voting poll. For any other years, we held an online vote and encouraged people to vote at the quiz and on our Facebook page. Our voted in charities were MACS and EquipAfrica.

Our third charity chosen by us, which was St George’s Hospital Charity supported us by providing table cloths, posters, free pens, lanyards, free drink and free sweets at our stall. We had a sign-up sheet for people who also wanted to receive emails for fundraising opportunities and managed to gain a lot of email addresses.

We made a Facebook page and Instagram account during this month and encouraged people to follow us at both fayres.

During this month the president of Gender Equality Society got in touch seeking a prize for their “guess the pay-gap” competition; we weren’t able to help with providing a prize but gave advice regarding companies to contact for prizes etc.

We decided to hold a RAG raffle; prizes included a £50 bar tab at Graffiti, a voucher for The Castle, 2 bottles of Prosecco, a £10 iTunes voucher and a Nando’s voucher. We sold these during our disco and outside the library and announced winners via email and on our Facebook page. By selling these tickets we were able to get people to like our Facebook page and get more followers.

The RAG quiz was a huge success; we made sure it was well advertised at the Freshers’ Fayre and included free pizza from dominos and a drinks offer from the bar to attract people to the event. The turnout was much higher than expected and we ran out of tables and chairs. If we were to run this event again we would suggest having at least a couple more people on duty to support the Charities officers.

During fresher’s week we sold jelly shots at two of the discos- Back2Skool and Zoo After Dark. At Back2school we decided to make sweet bags and strawberry & lime jelly shots. We sold all of the shots (200) at £1 each however the sweets did not sell and we decided from this experience that we wouldn’t be selling the sweets at discos again. Just the same as Back2skool we sold 200 jelly shots at Zoo After Dark and these all sold out.

Throughout this period we had meetings and regular contact with the President.

## October:

After the success of selling shots at the Fresher’s discos we decided to sell them again at Halloween, however this time we sold UV shots using tonic water to make them glow – these went down really well and they all sold out in the first hour and a half. We also sold vodka jelly worms – although the sweets at Back2skool didn’t sell, we found that soaking them in vodka made them much more attractive to students and we also sold out of these as well as the shots.

Halloween bake sale took place on the 30th October on the ground floor opposite reception. We made our own cakes/cookies and were also able to get a lot of donations from students because of the newsletter-style email we started sending out when volunteering opportunities were available. From this, we were able to accumulate a number of cake donations and students willing to give up their time to help on the stall.

This ‘newsletter’ also contained volunteering opportunities that we receive in the charities inbox and from our own charities. For example, St George’s Hospital Charity (SGHC) needed volunteers at the Royal Albert Hall to bucketeer, they also needed fundraising for the Christmas Choir coming to George’s, they needed to know if there would be interest in an abseil down George’s (which is yet to come), half-marathon runners and cyclists for RideLondon. Through the newsletter we had students who did take part in all of these events. Breast Cancer Research ask our medical school for volunteers to fundraise on tubes- these opportunities are also sent out.

This was the month we started building relationships with our charities; SGHC have consistently given us support in the form of prizes, merchandise and volunteer opportunities. MACS are willing to give us their mascot costume monkey so we can use it during RAG week and also let us know the charity is there for support. Equip Africa aided in ideas for RAG week (where Take Me Out came from) which have been tried and tested. All charities are in constant contact with us to try and develop ideas in which we can fundraise at SGUL.

## November:

Diwali show took place this month; we got in touch with the organiser of the show and were given permission to sell gulab jaman (Indian sweets) during both show dates. We were also given permission by the President. We hand-made roughly 200 gulab jaman and sold 100 of them at each show.

This month we also completed our display board on the second floor, displaying information about our chosen charity and keeping it up to date with volunteering opportunities and advertising any events that we are holding. We also began the quest of finding out how to get a bucketeering licence (which is underway now we know what to do).

This month we had to make the decision about whether to go ahead with RAG calendar or not. This year we decided there would be no RAG calendar simply because it doesn’t sell and didn’t seem worth it. To replace this we will be holding another event later in the year (not yet decided).

November was the month we really began the planning of RAG week. We decided on our events and confirmed them with Steven then booked the space to advertise/rooms to hold the events. We spoke to tech and asked them for their help and support at our RAG week events and also asked people to host. We decided on a new event for George’s – Jailbreak, and began communications with a company who will be providing us a tracking service to ensure the safety of our students. We also had contact with our charities who gave us fundraising advice and told us which events had worked for them.

## December:

Again we sold shots at the Christmas disco- this time candy cane flavoured shots which involved crushing candy canes and then soaking them with vodka. The candy canes gave the vodka a red colour which was great for Christmas. These all sold out.

SGHC contacted us requiring volunteers at the Great Gustos choir; our newsletter helped call out for volunteers so we were present helping there too with bucketeering. As well as this we supported students trying to fundraise for their ChildReach trek and other charities contacting us via email – supplying the information they needed/advice on becoming a community project at George’s (e.g. AIDS Orphan).

December also involved yet more RAG week planning – contacting companies and contacts given to us by senior students for prizes for RAG auction/raffle/other events.

## January:

AIDS orphan expressed they have student trek fundraising opportunities (similar to ChildReach) so we supported them in coming to advertise in the SLS and have accumulated a list of students interested. Eventually their aim is to get people willing to turn the charity into a CP a George’s, but in the meantime, one of the charities officers will be a temporary team-leader for their challenges.

Again January involved lots more planning for RAG week, posters were made for all the events as well as a big A3 RAG week plan which we will begin putting up around the SU and advertising on social media after the Semester 3 exam (mon 1st Feb). The jailbreak contract was signed and sent back to the company providing us with the tracking system and we are awaiting our URL to get onto our designated web page. We also spoke to various lecturers to see if they were interested in taking part in the student v.s lectures University Challenge event.

**Total raised so far: £876.04**

*MJo: What is the advertising strategy for RAG, what have you used and when?*

*Charities: Yesterday we started advertising for RAG week with posters across the universities. We will then be promoting in the SLS and at halls as well as using social media (Facebook, website and Instagram).*

*ML: Please explain your team’s attendance to executive meetings.*

*Charities: There has only been one meeting at which none of our team was in attendance. Although KJ had low attendance we can’t answer for her and she has supported us outside of meetings.*

*NM: How are you planning on selling the concept of Jailbreak?*

*Charities: Asides for the advertising we’ve already mentioned, we are holding a briefing on Friday and have contacted all of those who gave their emails to us at Fresher’s Fayre.*

*SG: On reflection, how do you suggest you could have improved your pre-RAG week total – bearing in mind it is higher than last year but lower than in previous years?*

*Charities: Buckateering. There were many criteria that we didn’t understand and it was more difficult to organize than before. We could also have organized a few more events.*

*ML: Lots of the events are aimed at younger years, how do you propose to get the older years involved?*

*Charities: We brought forward University Challenge to engage more mature students and we will endeavor to advertise more at GEP Friday’s in the bar.*

**PASSED by Simple Majority**

**Events Officers – Alia Nasir-Gonzalez, Cameron Barclay, Lucy Chapman & Francesca Harris**

**August 2015:**

We began preparing for GEP Freshers and Undergrad Freshers early August. We contacted various external companies regarding the events we had planned and began to book what we needed including: Sushi & Sake, surf simulator for Beach Party Meet & Greet, Ian Dee Comedy Hypnotist, laser quest, a photobooth and facepainting for the Zoo disco, sending through invoices to Alice. Fran designed a new logo and made our promotional materials, incorporating the new logo into all posters, wristbands and t-shirts. We made a Facebook page “St George’s University of London – Official Student Union Freshers 2015” and started promoting our events on it from mid August onwards. This was a highly successful tool to advertise our events, as many Freshers joined it well before coming to uni. Our Freshers’ calendars were as follows…

GEP Freshers:

Saturday 29th August – Meet and Greet at the Manor

Sunday 30th August – Meet and Greet at SU bar

Monday 31st August – Curry night

Wednesday 2nd September – Sushi & Sake

Thursday 3rd September – Karaoke Beer Pong

Friday 4th September – Casino Night

Undergrad Freshers Fortnight:

September 19th September – Meet and Greet at the Manor

Sunday 20th September – Beach Party Meet and Greet at SU bar

Monday 21st September – Back 2 school

Tuesday 22nd September – Ian Dee Comedy Hypnotist

Wednesday 23rd September – Sports Circles & Kaspas Alternative Event

Thursday 24th September – Mums and Dads

Friday 25th September – Toga & Tequila

Saturday 26th September – Laser Quest

Sunday 27th September – Laser Quest

Monday 28th September – RAG Quiz

Tuesday 29th September – Wandsworth 8

Wednesday 30th September – Sports Circles & Curry Alternative Event

Thursday 1st October – Multicultural Dinner & Meet the Community Projects

Friday 2nd October – Zoo After Dark

Saturday 3rd October – Movie Afternoon at Halls

Sunday 4th October – Freshers Ball

We held GEP Freshers the last week of August which was highly successful. All the events were very well attended and we smashed bar records! We walked GEPs from halls over to the Manor on the Saturday, and were joined by other GEPs who were commuters. This year only international GEPs were offered a place at halls, and we were worried about how to promote our events to commuter GEPs. It was pleasing to see commuters join us at the pub as it proved our social media promotion to be successful and to be reaching the right people. On the Sunday we held our meet and greet at the SU bar which was also well attended. On Monday we had a turn out of about 40-50 GEPs to Mirch Masala for a curry night, another great turn out. Sushi & Sake was probably the most poorly attended event of the week, as we only had about 30 people come but those that came enjoyed it. This event was also probably the most effort to put on as we had to buy all the food beforehand and spend the day preparing it – cooking the rice and chopping the veg then setting it all out on tables in boardrooms. We’d say this event isn’t worth putting on in future years as the instructor is expensive, as is buying all the food and then set up is complicated. Thursday night was great fun – at this point in the week the GEPs had started to bond properly and make friends and this event proved to be very funny and entertaining for them. Our last event – Casino night – was very well attended, it seemed like almost the whole year group came. We smashed a bar record and they all seemed to have a really good night so GEP freshers ended on a good note.

**September 2015**

We took a small breather after GEP Freshers and then plunged straight back into making sure everything was ready for undergrad Freshers. We gave tech their 2 weeks notice for all events, bought decorations for the SU and promoted wristband sales online. Freshers Fortnight kicked off with move in at halls then the Meet and Greet at The Manor, which was very popular - the pub was completely filled with freshers and upper years. The next day we held a Beach Party Meet and Greet at the SU bar which was also popular. We set up beer pong tables and put up lots of decorations to exaggerate the theme, and also had a surf stimulator set up in AHR which we had hired. It seemed to be a good icebreaker event for the freshers.

On Monday, during the day we manned our stall at Freshers fayre where we sold wristbands, t-shirts and ran laser quest sign up. Later we set up for Back 2 school which involved setting up a ball pit and games such as twister in the games room, putting up blackboard paper by the stages with chalk and drawing chalk designs on the floor. We also put up a parachute which RAG sold sweets and jelly shots under. The event was very well attended and we were fully to capacity by 9:50pm – which is rare for a disco that isn’t Toga. On Tuesday evening we held Ian Dee Comedy Hypnotist in the bar which was more well attended than anticipated – we had a turn out of about 50-60 people. On Wednesday night we held our first alternative event to Circles – dessert evening at Kaspas. This was also very well attended and we made our deposit back. Toga and Tequila was held on Friday night, and as always was extremely well attended and full to capacity early on in the night. On Saturday and Sunday we held Laser Quest in the bar. Unfortunately there were many occasions where people didn’t turn up for slots they had signed up for so the event was not as well attended as anticipated. We probably wouldn’t recommend this for the future events team as it is very expensive to run and the attendance didn’t make up for the effort that was put into the event.

Week 2 began with a new event – the RAG quiz, which was run and organised mainly by the Charities Officers and we helped out minorly with set up. It received a fairly high turn out. On Wednesday night we held our second alternative to circles which was a curry night at Mirch Masala. Unfortunately, the turn out was too low to make back our deposit, so we requested that they give us the amount of food that was worth the deposit and took it back to the SU.

**October 2015**

On Friday we held the last disco of freshers – Zoo After Dark. We put a lot of effort into this disco, booking both a photobooth and facepainters in order to attract people. Unfortunately as is always the case with the last disco, the turn out wasn’t high enough to make it a particularly good night and we lost lots of people to tram. People enjoyed the photobooth and facepainters, but felt the music lacked variety so didn’t stay long. The last event that we held was a movie afternoon at halls on Saturday, where we set up a projector and speakers and played Harry Potter. This was a new idea that we launched and are planning to hold more for the freshers throughout the year. The first event at the bar after Freshers was an Open Mic Night held by Music Soc on October 16th. Our next event was Halloween disco on October 30th. We initially booked zombie actors but unfortunately they weren’t paid in time and we lost the booking. To compensate for this, we booked a tarot reader who we set up in Henry Gray and was very popular throughout the night. We introduced a Best Dressed competition as suggested by the Heritage officers, where the best fancy dress of the night won a bar tab. The involvement of RAG in discos has gone up a lot this year, and they have sold sweets or shots at every disco we’ve held so far, Halloween included.

**November 2015**

This month was fairly quiet for us due to shows and afterparties (Diwali show, Fashion show & TADSoc). On November 6th we held a Karaoke Night after Year Rep Election results announcements, which was popular with the GEPs. We set up beer pong tables which went along well with karaoke, as people become less shy once they’ve had a few drinks.

**December 2015**

Our last event of the year was the Christmas disco held on December 4th. We managed to convince the inflatable photobooth company from last year to return despite a student damaging the photobooth last year. They agreed to come on the condition that we have a member of security by the photobooth at all times to control rowdy students. We also hid presents around the SU, which included things like bar tabs, sweets and more and advertised that we had done this on the Facebook event. It was extremely well attended and a fun event to end the year on.

**January 2016**

This was a quiet month due to exams and deadlines. We planned to hold a Lip Sync Battle as our first event of the new year on January 8th. Unfortunately, due to a lack of signups we had to cancel the event and instead held a beer pong tournament in the bar. We managed to get 8 teams together for this and the event ran smoothly. Music Soc held an Open Mic night at the bar on Jan 22nd. We had a meeting with Rich and Steven to discuss events for the new year which included a free post-exams disco in February, which we promoted on social media. The international officers organised their own event for the same date in February – a boat party which we helped them promote on social media as well.

**February 2016**

We held a free end of exams night at the bar on February 5th.

*GC: Laser quest and S&S have always had good feedback, why not this year?*

*Events: Everyone that came to the events really enjoyed it but it wasn’t worth the time and money.*

*DP: Alternative events never get good attendance, what would you suggest for next year?*

*Events: We would swap the curry back to the first Wednesday like last year.*

*DP: Have you got any new alternative event ideas?*

*Events: We found the movie nights worked really well so we perhaps should have done one of those instead.*

*MJo: In the past few years external organizations have ramped up advertising for fresher’s earlier than us, how can we combat this?*

*Events: We did start advertising early but it is quite predictable which nights we lose people. We should put the cheap nights on those days.*

*ML: Did you beat last year’s totals?*

*Events: As far as we are aware we broke all the bar records.*

**PASSED by Simple Majority**

**Technical Officers – Matthew Boon & Francesca Humfrey**

We began our year by taking some time to regroup, assess the challenges of the previous year, and how we would deal with them in the coming year. Following this, we decided that to better run tech, we needed a cleaner, tidier, and more organised booth so over several days we cleared out several cages filled with old equipment. With the booth so empty during the tidying, we took the opportunity to route some cables between sections of the booth. We also found that no previous tech officers have ever labelled cables, so we spent half a day testing odds and ends of cables to find what went where. Eventually, we labelled them all, and rewired our “sound tower” and speakers. This means that we should have been enjoying moderately improved sound quality throughout the year.

Moving onwards, we provided tech for any and all GEP-Freshers and Undergraduate Freshers events that needed them. We have also so far covered Musical Medley, Revue Freshers show, 24 hour musical, The Beaux Stratagem, Fashion Show, Christmas Show, and a multitude of open mic nights and music nights. We also acted as a consult with the external tech company hired by Diwali show in order to make the process run more smoothly than last year. Whilst each show brought challenges and problems, we worked through all of them and feel we have provided an extremely high standard of tech for all shows so far this year.

Throughout the last 6 months we have been working hard where we can to improve all aspects of Tech for SGSU. As previously mentioned, the booth was entirely reorganised and cleared out to prevent future tech officers having to endure the level of untidiness we first encountered. We have re-setup the sound systems in the AHR and HGR with new speakers. Despite some teething problems due to dancers turning the amps to full gain which can and will blow the speakers, we have found ways to secure the amps away from tampering. Despite several attempts to break into the locked cabinet in the AHR to tamper with the amplifier, we are confident it is now secure. We have also helped the societies officers with tidying the music room throughout the year, as well as helping them to secure Student Experience Funding for new equipment. We also communicate regularly with several users of the rom to try and keep the room providing what the users want.

Continuing with our ongoing mission to improve in all areas, we have dusted off the large box of “Colorblast” lights, which have been out of use for some time. Following some tweaks and a few hours on Wikipedia, we devised a solution to bring them in to compatibility with our current DMX control system, despite several differences. They were used to fantastic effect during Fashion Show. We dusted off two moving heads that were sitting in storage and with a good clean and fresh lamps, they’ve also been added to our arsenal of lights. We’ve found that with four moving heads we can do a great deal more than with just the two we were previously using. Continuing on the lighting front, we sat down and took the time to learn the Congo lighting desk, however upon evaluation, we decided to continue with Daslight due to our familiarity with it.

On the sound front, for the first time ever in fashion show we began experimenting with great effect to redesigning sound systems from the bottom up to give each show a custom designed speaker set up that best suits their needs. Previously we just used the already existing SU set up. Obviously this is limited by time and practicality, but we hope to continue to do the best we can to improve sound quality. We have also increased our use of on-stage monitoring for musicians during shows.

Other improvements include re-starting the use of an alternative music room at discos. This has been met with mixed success. We helped to rewire the SU Bar’s AV systems, hopefully making it easier to use the sound and TV systems in day to day use by Rich and Kenton. Finally, due to our amassed show experience, we helped Alice with research for buying a stage to help societies who have to pay the cost of stage hire.

Moving forwards, we aim to start up a Tech Sub-Committee like many of the other SU positions already have. This will allow us to train some younger students in the use of our equipment, and how to upkeep and improve tech at George’s. We will also start to think about our handover soon, as we feel it is very important that our work is continued at the high standard we have set.

*KB: Have you considered part exchanging old kit like other Universities?*

*Technical: We did but it is mostly too old or broken to sell. We looked at a few items with a view to sell them. We have managed to manipulate the current equipment to work better. As far as buying is concerned, we already have everything we need, all we buy is replacement cables, lamps and batteries.*

*EP: Do you think a subcommittee would have an unfair advantage in the following elections?*

*Technical: Other subcommittees have worked fine in the past and any one is still able to apply for the subcommittee.*

**PASSED by Simple Majority**

**President - Steven Gilbert**

The past 6 months have been incredibly busy for everyone working in the Students’ Union and there is a lot we should all be proud of. This year started with the planning of the new intake of UG and PG students. Between the Societies Officers, Kat, and myself we managed to release 3 handbooks to be sent out electronically to the incoming students in record timing! PG freshers week put more money behind the bar than in any other year and we also broke several bar records during UG Freshers! I’m also extremely proud of the Charities Officers for taking £309.51 on the RAG Quiz, which in previous years had been poorly attended (albeit called Family Quiz).

Aside from Freshers planning, the earliest weeks of my role consisted on sitting on several university panels and dissecting the NSS and SES results from 2015. The university were pleased to announce that we had made a good overall leap in scores but still lagged behind in terms of Organisation and Management, Assessment and Feedback, and mildly behind in Learning Resources. I am currently sitting on the Assessment and Feedback and Learning Resources groups and offer frequent feedback and updates. This year, the SU gave it’s full backing to the library to extend weekday opening hours to 8am – 6am which has proved a popular decision by students.

Soon after Freshers my role as President was somewhat transformed due to staff absences and I soon found my role converted into a mixed President - Commercial Manager - Shop Manager hybrid. Despite quite a large adjustment period to the extra responsibilities, demands, and skills the SU team and I managed to hire a Shop Manager, restructure Michelle’s job role temporarily, hire Comfort Mafoti as a temporary front-of-house for the SU amongst also handling further staff illnesses/absences.

The induction of the new university principal (Jenny Higham) has brought an interesting challenge and opportunity to the Top-4 this year. We look forward to continuing to build bridges between the SU and Jenny to allow good communication and understanding in the coming years. Similarly, the induction of the new Director of Finance (Nicola Arnold) brings interesting opportunities and avenues for myself and Alice to explore in terms of SU financial continuity.

One of my biggest manifesto points this year revolved around ‘Accountability and Transparency’. This year so far I believe we have been more successful than in previous years at both of those points, although lessons can clearly be learnt after the Junior Doctor contracts dispute and how the SU communicates on significant external events which may impact on a students’ future career or wider medical/institutional issues. As part of my policy for transparency, I ring fenced 2 lunchtimes a week during November and December to sit outside the library and be asked any question that anyone would like the answer too. Unfortunately, due to the unpredictable nature of my role and meeting schedules it is hard to ring fence a standard time for student engagement. Having spoken to my fellow UH Presidents, they find this time much more easy to access by working longer days (Barts – 8am – 7pm!), having a ‘parent’ SU (BLSA-QMSU; RUMS-UCLU; GKT-KCLU; ICSM-ICU) to share the workload with, and by having a Chief Executive Officer (CEO) that provides executive continuity covers much of the strategic/operational legwork that myself and previous presidents find themselves doing. However, I feel as though as a team we have made large leaps in becoming a more transparent with SU with attendance to Senate and Council up on previous years and also by students frequently asking what the SU is doing about certain issues/concerns.

One issue that is becoming more pertinent year on year is the issue of space both in the Union and the university. The University is compressing its space to account for more offices/sensible allocation of rooms and may soon be asking the Union for space to be leased back. All these ideas are very much in the pipeline but may present some interesting opportunities.

The next few months are going to be extremely busy with RAG week, financial planning and elections already on the distant horizon. I will be also looking forward to working with the NUS on how to refresh our strategic plan and for guidance on how to engage with students on political/wider reaching issues more in line with other universities.

The past 6 months have been incredibly fun, challenging, and rewarding. Thank you to everyone for your hard work so far and I look forward to what the next 6 months will bring!

*MJo: In recent years a stage has been discussed, how have you progressed on this?*

*President: We have put in some significant legwork even to the point it was discussed today at lunch in our weekly Top 4 meeting. We hope to have something by the end of our term.*

*GC: How are you developing the relationship with the new Principal?*

*President: The old Principal didn’t really handover to Jenny and she had a different relationship with the Union at ISCM. We have been working to keep it open and informed, and talk through any issues.*

*MG: You’ve said you’ve been doing a lot of strategic planning this year. What do you see as the biggest challenge? How are you making plans?*

*President: We have really been working towards the goal of SU financial stability for the next 5 years.*

*KB: As more societies are starting to run intra-University events, how can the SU help utilize this? President: We are working on putting George’s on the map. It is not so much of a focus in our strategic plan but please do come and meet me to discuss this issue.*

*GC: You said you don’t have too much time to speak to students. How are you going to improve communications?*

*President: It is difficult getting students to turn up, however they are engaging better. I feel like the SU is meeting the students 70% of the way but students need to be more active in engaging with the SU. It is something that needs to be concentrated on for several more years.*

*MB: What is the main thing that needs to be changed for longevity of the SU?*

*President: Being less frivolous. We need to both apply to the University for more money and maximize our commercial sectors in order to increase income as well as to stop hemorrhaging money in expenditure.*

*MG: As zone leader, how do you feel your zone has done and how are you going to keep them progressing and achieving?*

*President: Events have been tremendous; the difficulty now will be keeping the momentum and their efforts going. Technical have had a difficult time this year but have, and continue to, achieve great things against the odds. I look forward to seeing the promise a Tech subcommittee will bring. In this vain we are working to put aside some funds for future development. RAG have been doing well, but it’s difficult to judge them before RAG week.*

*DP: Now you’ve settled in, how do you think you can manage your time better?*

*President: We are hoping that all the necessary staff are in place in the next 6 months. Also now I have been to one of all meetings I know which are crucial and which aren’t.*

*SDN: How are you going to manage the number of staff and their salaries?*

*President: The new shop manager has produced a really good profit – we have had already earned £1,000 more than last year.*

*KS: How do you plan on getting more people involved in Exec?*

*President: We are aware that Exec can be quite a closed group. Kat has been working hard on a policy which will hopefully be passed later.*

**PASSED by Simple Majority**

**Societies Officers – Cerys Bladen, Anya Brown, Alex Lisseter & Joe Clark**

# Freshers

The start of the year for us was both Post and Undergraduate Freshers Fayres as well as the Freshers Handbook. Freshers Handbook was a difficult task to put together as getting entries from Societies was extremely challenging, as the timing is over the summer months and just after new committees have been elected. Despite the challenges we faced, the Handbook was sent out electronically in time for Undergraduate Freshers as was planned and all in all we view it as a success.

After much planning Post Graduate Freshers Fayre was a very successful day. Although not as large or busy as Under Graduate Fayre, all feedback we received was very positive. Undergraduate Freshers Fayre required even more time and planning to make the day flow better for the Students – as there were many more in attendance. For both Fayres we had external companies pay to have a stall, which Alice took control of and all seemed very pleased. This year we decided to change the table and board allocations from a whole to half, this was due to spacing and funding. The area in which we host the Fayres is very limited, but we found that with half tables the Fayre was much easier to navigate, and although on the day we had a couple of complaints from societies about only getting half, in the end everyone understood the situation and were satisfied with the outcome of the Fayre. Boards have been an arising issue over the past few years, however we solved this by taken photographic evidence of the boards before and after, and taking special care of them when moving them, as well as being much more aware of how societies were treating them throughout the day. This year we again used the barcode system to allow for easy mailing lists, on both days there were a few issues these were resolved as quickly as possible and overall we believe they were effective.

# Paperwork

At the beginning of our term we decided to completely reorganise the filing system for Handover forms and Constitutions, as a variety of systems had been used in previous years making it difficult to locate forms required to give out certificates of participation to students. The reorganisation took a lot of time and space – involving taking over most of the floor space in the SU Office with paperwork to group the Societies forms. The new system is easy to understand for both our use this year and should be simple enough to pass on to next year’s team. Paperwork is an endless task for us, as we still haven’t received all handover form for this year, nor do we have copies of all constitutions, therefore we are always chasing these. Due to the lack of submitted paperwork, we are also currently in the process of dissolving Societies that aren’t complying with the requirements to maintain active. This is being followed up over the next few Council sessions and SGM.

# Multicultural Dinner

We were the right hand man to the International Officers this year in organising the Multicultural Dinner. This involved representing the SU in visiting local restaurants to gain donations for the evening, setting up the event and serving. Our main challenge was getting enough food to feed everyone, though this was resolved with a last minute pizza delivery. The evening was very positive and lots of people got engrossed in the varieties of cultures surrounding us here.

# Music Room

Our main aim so far this year has been to buy new equipment, tune the pianos and prepare the lockers for renting. We have applied and been awarded a Student Experience Award to pay for the new equipment and we are now awaiting the money before it can be ordered. The pianos are freshly tuned and in use. We have also newly numbered the lockers with Vinyl Lettering, so that they can be leased out to students as soon as possible. Our main problems with music room so far have been trying to prevent damage and mess, however we have learnt that without constant supervision this won’t ever be completely avoidable, and the CCTV in the room cannot be constantly monitored, though if a serious offense occurred can be viewed by the Top 4.

# Coming Up

The next 6 months for us involves continuing to maintain, collect and file the paperwork, dissolving the societies that aren’t complying and continuing to better the music room. Our big event coming up this side of the year is Awards Evening, which is going to be our main focus to make it a popular and successful event.

*MJo: It has been mentioned in recent years about making society documentation digital, do you think this is feasible?*

*Societies: We think it is a good idea as paperwork gets lost easily so we will be looking in to it in the coming months.*

*CMD: It was previously discussed at Council the idea of keeping a lecture theatre fee all the time for Educational Societies which can’t confirm lecture dates/times until the last minute – has any progress on this been made?*

*Societies: Not yet, we will discuss with GenSec as she runs room booking.*

*GC: How could you develop your role in the next 6 months?*

*Societies: We could be more hands on with the Music Room as Technical Officers have mostly handled this until now. We also aim to make Awards Evening really big this year as most of our other work has now been completed.*

*MG: More and more niche societies are being passed, do you agree with this or do you think we should move to combining similar societies together?*

*Societies: If there is a need and demand for a society, it should survive, irrelevant of how niche it is. The key is to keep on top of dissolving those societies which are inactive.*

**PASSED by Simple Majority**

**Sports Officers – Moneet Gill and James Parkin**

***2015:***

We started our role in August and it has been pretty much non-stop since the official beginning of the season in October!

Towards the end of July, we had a meeting with the gym manager, Matthew Bull and began to compile a new Rob Lowe timetable. In August, we started by creating contact lists for the new captains and ensuring that we had details for all current sports teams. This proved to be a bit of a challenge as students are hard to get hold of over the summer! By the end of August, we had compiled a new mailing list with email addresses and phone numbers, in addition to creating a Facebook group. This gave captains a number of ways to contact us! The end of August also saw us taking part in postgraduate fresher’s and move-in, a trial run for undergraduate fresher’s in September.

We also started sorting out rearrangements and ensuring teams were entered into the correct leagues. We withdrew Volleyball from LUSL and sorted out affiliations for both Football and Basketball. The affiliations have very tight deadlines and we have already added more details about how to speed up the process in our handover to next year’s officers! September also saw us creating a fresher’s sports handbook, this was well received and published online for new students. This was one of our manifesto points and we feel that it would be a good idea to continue it in the future. Next year we would suggest getting it emailed out to all new students, so it’s available to those who do not have access to Facebook. Following our exec training, where we got to know the rest of our team and learnt the best way to handle disco duties, we moved into fresher’s. Fresher’s fortnight was at the end of September, we helped out at move-in and a number of events including the fayre and mum’s and dad’s. During these two weeks, we helped to organise transport for fresher’s trials and advertised them in our sports handbook.

By the end of September, we started to distribute first aid kits to teams that had not yet received them and were involved with Treasurer training day where we held a question and answer session for sports teams. We got in touch with a sports officer from Roehampton, who has extensive experience within the BUCS league, and he offered to come in and explain the league rules and how to use the BUCScore website. He came to George’s at the beginning of October and has offered to continue to be an external source of help for the coming years!

The rest of the Autumn term saw us sending out fixtures lists to our captains and other universities twice a week, every week! We also entered Swimming into a Short Course competition and changed the contact details held by the AFA, so that we didn’t miss any fines! We also started to work on some of our other manifesto points. We set about contacting potential venues for sports ball and following much debate we decided upon the same venue as last year. This year, we are excited to announce that the ball will be held on the 18th May with a capacity of 140, 40% larger than last year! We also started to work on our new sports board. Having spoken to the VP Welfare, we decided that the prospect of gym buddies, although a fantastic idea, didn’t really work! We have decided to use the board to advertise our sporting achievements with a collection of pictures and are looking into putting up scores of important games. We also thought the board would be the perfect place to advertise captain names so that students could get in touch with teams that they might fancy joining!

The end of the term saw us sitting on the Budget Appeals Committee, where we ensured that requests from sports teams were judged fairly. In other exciting news, we were invited to join Matt Bull, Steven and other members of Estates to decide upon how funding for the Rob Lowe will be spent. Alongside student feedback, we have made a wish list of new equipment and suggested some renovations for the gym. We also spent a fair amount of time measuring up the gym to plan where to put it all!

***2016:***

We started off this year entering cricket into both BUCS and LUSL for their upcoming season. We also completed a number of individual entries for both Swimming and Badminton. We are in the process of finalising menu choices and exploring coach prices for sports ball. As well as working out the best way to advertise it! We have also updated the Rob Lowe timetable, adding some new clubs such as Karate and Jiu Jitsu, and are in the process of ensuring that all current bookings are being used. Alongside this, we are still sending out fixtures twice a week!

***What do we have coming up for the rest of the year?***

Aside from fixtures and rearrangement we have a few exciting things planned for the rest of our year in office! One of the most important is the successful running of sports ball, we are looking to get other members of exec involved to ensure that it runs smoothly. We are also hoping to make more use of both our Facebook page and Twitter account to advertise more matches and their scores to the student body. Alongside this, we hope to be able to find a way to put match scores onto the website or the app as well as our sports board.

Currently, we are in the process of proposing an amendment to the constitution to allow 3 people to undertake the role of Sports Officer. We feel that this would be a real help as it would reduce the workload and pressure. Most other universities have dedicated sabbatical or paid sports officers! We are also looking into changing the Rob Lowe Sports Hall policy. In August last year, when we started to compile an updated timetable, we ran into problems with new teams wanting to book slots that had been held by societies for a number of previous years. At present, teams which hold a slot get first refusal for the following year, this does not allow new teams the opportunity to get the slots they really want. We would like to suggest a new and fairer way for distribution of these slots!

In the next couple of months, we hope to meet with all the sports committees. We want to establish if they have any problems and how we can be of more help. This will be useful as it will help us when writing our handover and hopefully help captains when they write theirs!

We’ve enjoyed our time as your sports officers so far and hope that we’re approachable and have been helpful! We will be continuing with our weekly duties and are looking forward to the next couple of months, particularly sports ball!

*SG: Based on your proposal to increase the number of Sports Officers, do you think more of your work could be put back on to the Sports teams themselves?*

*Sports: Yes it could, however this relies heavily on Sports teams giving good handovers within their clubs which is difficult to improve and depend upon.*

*MD: What is happening with the first aid training for captains?*

*Sports: St John’s Ambulance only offered a 2 day course which the Sports clubs couldn’t commit to so we are looking at other suppliers.*

*KB: Pre-hospital care society run a 2 hour first air course for free which may be a solution?*

**PASSED by Simple Majority**

SND: **I propose that we lower quorum to 55.**

*Seconded by CBl*

**PASSED by Simple Majority**

**Community Project Officers – Aniqah Rahman & Durva Patel**

Over the summer, we began updating the mailing list and getting in contact with the new committees and finding out their contact details. We also set up our twitter page and Facebook page to begin advertising for community projects evening well in advance.

We got busier in September carrying out other exec duties such as helping at the Post-grad and undergrad freshers fayre, move in days and disco duties throughout fresher’s week. During Undergrad freshers fayre, we also had our own stall to advertise Vinspired (awards provider based on the number of volunteering hours) and made a mailing list of everyone interested. It was a very popular idea however not many people knew about it and some of the feedback included that it would require extra work and effort to log all the volunteering hours. In addition to this, we also attended treasurer training day where we found the Q&A session with the CPs to be most helpful. It gave us a chance to meet new committee members face to face. We also started planning CP evening by contacting any external organisations that may want to present as well as advertising to make sure as many of our CPs can make it.

**October-November 2015:**

We organised and hosted CP evening which went very well and had a great turnout of 60 people. We had 2 external societies and 10 internal CPs present. We also included an interactive element of a quiz involving interesting questions about the work our CPs do. Not many people submitted their answers but it was a great ice breaker at the beginning waiting for the evening to begin.

We also emailed all the freshers interested in Vinspired about all the details such as how to sign up and helped societies officers chasing up missing handover forms from CPs. The CP cupboard remained quite tidy during this period and so we just gathered an inventory to help keep it as tidy as possible in the future.

We had multiple meetings with Alice regarding previously known ‘HEFCE grant’. This year we wanted to begin the application process sooner so we sent out applications early November whilst Alice tried to locate where the money was actually coming from. The applications are ready to be evaluated as soon as we have the funding issues are sorted.

Throughout this time, we carried on advertising any events hosted by CPs via Facebook page and Twitter.

**December 2015 – January 2016:**

December generally consisted of attending council meeting, disco duties and dealing with late applications of HEFCE/CP grant. Over the Christmas holidays, we started brainstorming ideas on a framework/criteria to turn new societies into CPs. A new clause will be added to constitution where if a society is part of an external organisation which is a registered charity and fill out an application form successfully, then they will become a CP hopefully at SGM. There was also the possibility of organising a CP bucket collection week, however we are still exchanging emails with Met police to see if this is still feasible.

We also dealt with our first issue of messiness of the CP cupboard. This led to the discovery of an already existing problem where no one can be held accountable for entering the CP cupboard at a certain time. Therefore, we are met with security and finalising a new rule where anyone who wants to have access to the CP cupboard will have to get the key in exchange for the ID card downstairs at security.

The CP board on second floor was also updated and we hope to keep it updated monthly. We are continuously advertising events via Facebook and twitter and hoping to include more event advertisement and achievements in the form of a blog on the CP page on the website.

We carried out our 6-month appraisal with Alice where certain new ideas were brought up which we will be looking into in the next couple of weeks. These include amending our role in the constitution to include carrying out DBS checks along with Michelle if registry permits them, how we can increase awareness of Vinspired and looking into risk assessments regarding CP who plans any projects abroad. Moreover, we are hoping to also plan CP social just before Easter and looking to introduce Volunteer of the Month Awards.

*MG: How will you be available to do the DBS checks?*

*Community Projects: Michelle will still be able to do the ones in Office Hours, however there are lots of students who aren’t able to come in those hours. We will put up a timetable of the times we are free on which students can sign up to a slot.*

*SG: How have you developed the roles this year so far?*

*Community Projects: We have tries to communicate with the CP societies better. We have also organized the role to be more efficient and not be just another 2 Societies Officers.*

*NM: With regards to HEFCE, the applications were sent out too late for some delegates to use the funds. How do you propose this could be improved?*

*Community Projects: This year we brought the forward – from February back to October – but we agree this could be improved further in the future. VP Finance & Student Activities will be able to provide more details.*

*KT: How are you keeping the CP cupboard clear?*

*Community Projects: We have reduced access to the keys and then checking it every so often. Also, some of the projects taking up the most space are being dissolved soon so this may improve this issue further.*

**PASSED by Simple Majority**

**Heritage Officers – Georgina Chamberlain & Sebastian Locke**

We had a successful start to our term in office, and we both attended all the move in days at Halls, despite Georgina having a broken leg, and therefore being frankly worse than useless. We fully engaged in the George’s spirit at all the Fresher’s events, by attending many events that were organised, and were on duty for various of these. We made a decision not to have a stall at either of the Fresher’s fayres, partly due to the poor reception to last year’s stall, and partly because we are both in P Year, and therefore permanently on placement, so it is difficult to miss an entire morning to man a stall.

Wansdworth 8

We began to organise Wandsworth 8, one of the best events of the year, but notorious for trouble. We began contacting all the previous pubs, and trying to convince them to be involved again. Enthusiasm levels varied wildly, largely dependent upon how far along the route the pub usually was, but we managed to get enough pubs to agree well in advance. Some of the pubs were new, others were the golden oldies. We then organised stewards, drew up a map, and tried to ensure the evening would run smoothly. We were unfortunately not able to follow the route through Wandsworth in advance, due to mobility issues, but don’t think that this adversely affected the event.

We met up with Steven several times to consider appropriate punishments for any students that did not behave throughout the course of the evening (ie theft from pubs, vandalism, being rude and disrespectful), and we came up with a graded approach, depending on the severity of the incident. We collated information on the heads of each family, so an email explaining all of this could be circulated in advance of the event. As a consequence of this, we do have a list of family heads for easy communication to a wide range of George’s students, but this is not something we have utilised – we could help the rest of the executive to advertise events and campaign weeks through this method. This is definitely something to work on for the rest of the year.

Due to miscommunication on our part, we ended up with one of the pubs pulling out the day before the event, which lead to a very frantic evening, debating whether Wandsworth 8 really would become Wandsworth 7, and desperately trying to find an extra pub to agree. We finally managed to convince a landlord, however this pub was slightly far off the route. As a consequence, very few families decided to trek up to that particular pub, and this lead to an angry landlord, and some fairly negative feedback from him. I suspect that they will not be keen to be involved in the future, but fortunately there was no serious damage done to the pub itself – just a lack of custom. There was also a fairly serious incident outside the final pub, and we are eternally grateful to Top 4 for dealing with this, and smoothing things out.

Overall, we think that this year’s Wandsworth 8 was really well received by seven out of the eight pubs, and we are therefore hopeful that we have helped ensure the longevity of the event, particularly as that has been risked over the last few years. We also have had glowing feedback from the students, as ever. I think we improved on previous communication with most of the pubs involved, and have built up a continuing rapport with some of the pubs round Wandsworth. It’s always one of the most popular events in Fresher’s Fortnight, so we’re delighted that it was such a success this year, and hope that it will be able to continue for many years to come. I think prophylactically making people aware of the consequences of their actions and also instilling some sort of reprimands for misbehaviour really helped to control people’s actions this year.

Best Dressed

This year, we have finally found out what the elusive George’s Spirit is… An excellent fancy dress costume! As a result of this, and following discussions with Top 4, we decided to start up a fancy dress costume for each themed disco. With the help of the Events Officers, who are more often in an impartial state of sobriety at the start of an event, we are judging who has the most impressive fancy dress costume at each disco, and then awarding them this prestigious title. The winner receives an exclusive certificate, a £10 bar or school shop voucher, and eternal glory and pride. We are then advertising the winner the following week via social media and the SGSU newsletter, as well as our brand new Heritage board.

Additionally, we have discussed with Rich and Kenton a potential Heritage element to future discos – to encourage the tradition of Bikini Weather, selling cheaper shots during this time in the evening. We are looking to first trial this at the upcoming RAG disco.

Heritage Board

We are also very proud of the fact that we have revamped the Heritage Board on the 2nd floor of Hunter Wing for the first time since either of us joined the university (therefore many, many years ago). This will be updated throughout the rest of the year with information about Heritage events (eg Spiders) and we’re using it to display the winner of Best Dressed after each disco also. We think it looks great, so if you haven’t already, go and take a peek!

Spiders

We’ve organised the first Spiders event of the year, to be hosted on the 18th February. We have fun plans involving King Spider, and intend on commencing advertising once 1st and 2nd year exams are finished. We have also looked into the Spiders ties – as we only have seven left, we have placed an order for more. If we sell these for £10 each, we should make a considerable profit from them.

Cobras and Scorpions

We are continuing plans for Cobras (to be hosted not on the same night as Spiders, initially, to allow for more income for the bar, and a less busy/ hectic/ messy night) and have discussed plans for making a cheaper alternative option. Additionally, we have developed ideas and merchandise for our brand new event – Scorpions. We will be releasing details for this in a few weeks; we intend on the first event being in the final term, so have a little time to finalise plans before then.

Non drinking events

This is definitely an area we could improve on, and intend to over the next six months. We tried to organise a final talk with Professor Kopelman about St George’s throughout his time here, but sadly his PA didn’t reply to us, and that never materialised. We are also keen to continue to run the Tea with History event, as it has received positive feedback in previous years. We are excited about an idea we had – University Challenge (staff vs students) to raise money for RAG, and want to continue to develop this idea over the coming few weeks. Finally, as there is so much available in the SU that should be displayed and showcased, we have investigated ways to display this – notably the cabinets on the 1st floor, along the corridor towards Lanesborough Wing.

We want to further develop relations with the university alumni, and use this to expand on St George’s Day plans, so that we can host a joint event. We are also keen to expand alumni relations, so that we can further assist current students here.

Overall, we are pleased with our commitment, as we feel we have been helpful to the executive, and have attended the vast majority of meetings, despite both being on placement all the time. We hope to build upon this, and look forward to expanding our role further over the next six months. Thanks for a fun few months, we’re looking forward.

*MG: How do you feel the move away from Heritage Week has gone and what would your advice to the next Heritage Officers be?*

*Heritage: I think it is good as it reduces the number of campaign weeks which there are already too many of. We are still lacking non-drinking events.*

*SG: What do you think the future of Heritage Officers is?*

*Heritage: We think they should work more closely with the alumni office and maybe bring back events such as the President’s Dinner.*

**PASSED by Simple Majority**

**Vice President for Finance and Student Activities - Alice Walker-Earwicker**

# July 2015

The first thing I did was travel up to the NUS Trade Fair in Bolton with the Shop and Bar staff to investigate suppliers and deals, we found an interesting Southeast Asian food supplier which we decided to start stocking. I officially started two weeks early to help Chris out with the large volume of work, I gained access to my email, drives and the accounting system Agresso. I also sat in on a Trustee Board Meeting to gain an insight into how they run and the concerns of the Trustees.

# August 2015

Chris stayed for this month to give me my handover, we sent out budgets to all societies and sports clubs and the appeals process began. Early on I started talks with Estates and Facilities looking into the Music Room access system – we wiped everyone and established 365day access, we also reviewed the minibus in regards to keeping them clean, congestion charge exemption and ensuring a robust booking procedure so students would not be charged/accused for errors which were not their fault.

A large focus of this month was commercial with Freshers’ Fayres coming up; I created an advertising pack with Michelle our Office Manager and Stuart our Commercial Manager then distributed it to local organisations and those we had worked with in the past. Overall we made a NET profit of £3164.70 over both Fayres. I also designed and ordered the new merchandise for this year’s welcome bags as the SGSU logo has changed (lanyards, wristbands, pens etc.).
Our Finance Manager Beth went on sick leave so SGUL brought in an interim replacement John near the end of the month which was much appreciated.

# September 2015

I created and held a Treasurer Training day to increase transparency and convey an accurate position to the treasurers. My zone were very helpful, lots of questions and concerns were raised and there was useful feedback. The slideshow from the day was then put on the website.

I helped Ruth with the Executive weekend away and discussed how to downscale it after concerns at hustings. We did not stay overnight, instead did a day trip to Guildford and had a curry the night before.

SGUL lent me a card machine for us to trial for Freshers’ Wristband sales – mobile signal at halls was a limitation but it was very useful!

I had a big overhaul of my office and set up filing systems to help going forward, John and I also met with our Barclays contact to discuss our relationship and started investigating options they can provide to increase payment efficiency e.g. phone payments.
Our Finance Manager Beth was still on sick leave so I heavily relied on John and the SGUL Finance Team for support and advice.

Our Commercial Manager Stuart also went on sick leave at this point. We were then contacted by a company who wanted to exhibit with us separately to Freshers’ Fayre – I organised this at a similar payment rate and tied in a ‘Use Your SU’ stall to reach out to the new students.

# October 2015

The first minibus test was held, there were 24 applicants for 10 spaces so another test was booked for November – funding determined on a case by case basis.
Following an incident during Fresher’s Fortnight when I was on duty I worked with Estates and Facilities and Security to obtain witness statements from students and liaised with the police when relevant.

Financially we started looking into internal controls and risks – cash is very risky so I encouraged subs to be put online to reduce cash handling. Beth, John and I received some basic Agresso training so we can all use the system. Steven and I also met with the SGUL Finance Director to discuss the subvention grant, the conclusion was that the subvention would not be changing either way.

Anne Harris the Health and Safety advisor came to speak at Council about risk assessments societies have to complete and how they can report health and safety breaches on the SGUL site, the Sports Officers in light of this started to organise a first aid course for all sports teams.

Beth is still on leave however came in for a day to give us some advice and answer questions; John’s contract is extended to December 2015.

# November 2015

The second minibus test took place, one person did not show up so their society was charged for this. I carried on mediating clashes as one minibus was being repaired, two societies had equally justifiable claims so I drove the minibus for them to ensure both societies could get to their events.

The Finance Appeal Committee met, results were emailed to all societies and two outcomes were postponed following further information and would be passed by an email vote.

The CPOs and I sent out HEFCE funding applications and deadline, I started looking into this funding – where does it come from? How much is it? Spoke to many SGUL staff in different departments but could not get any answers at this point!
I ordered new shelves for the RAG room – built these with Ruth and moved a bookcase into my office to help with the filing.

We looked into increasing manpower to help with the large volume of financial work; Caroline Morrice the Principal’s PA did some admin work to help us out and Janice Jackson, another PA, spent a day counting money with me – reaffirming the need to reduce cash handling.

I created a restrictive timetable so that I could focus on finance work, delegating some duties out to Steven and Kat including the management of Societies Officers and Heritage Officers.

We met with our NUS contact, discussing our structure, our issues and how the NUS can help us. We are not utilising them fully however our election process does not fall in line with other SUs so our sabbs miss out on training opportunities.
Amazon returned at the end of November for another advertising opportunity which I tied in with a #LoveSUs campaign from NUS. Interesting points were raised in regards to the reputation of Amazon and how the SU chooses who to advertise with and associate with commercially – there is no official procedure or process for this at the moment.

We met Jenny Higham the new Principal, she came to speak at Exec and Council meetings.
Beth returned on a part time basis, we updated her on the progress we had made and made a plan for the rest of the term.

# December 2015

I finalised and ordered the kit for the Tennis Club as they missed out on the 2014-15 cycle, I also started talks with Cheer and Shorinji Kempo about what is deemed to be compulsory kit and is therefore funded by the SU.

The Shop staffing was restructured in this period, led by Steven, I gave advice and worked with the new Shop Manager to teach them procedures and start looking into potential improvements.

I worked with the SGUL Finance Manager and helped create a finance fact sheet aimed at students to show where our fees go – this was published on the website and in the newsletter.

I found answers about HEFCE funding – we don’t get any! I started talking to SGUL and past SU VPs to look into when that change happened, why and whether we were compensated.

I started conversation with the Estates and Facilities department about the setup of our website ticket sales – only current students can buy tickets at the moment. We want to keep our events safe but also want to expand to help our societies as many are hosting national conferences this year.
I received some constructive feedback at Council on my restrictive timetable and how students are dealing with it. This period was very focused and I stayed until 24th December to ensure all payments were completed and good finance profess was made.

# January 2016

Our SGUL liaison with our insurance company approached me as they are extremely unhappy with the rate of accidents and claims our drivers have, 2015 pay outs totalled £10k, our premium is just over £2k.

I spoke with the Academic Registrar, Associate Dean for Students and Equality and Diversity Advisor about the Prevent policy and how it will affect students – they will be coming to speak at Council on 2nd February and this may be followed by an open meeting if necessary.

I had some problems with the Student Experience Grant due to SGUL staffing issues – the first £1000 was received however the next ~£9000 is yet to be given to us which is causing problems for the students and societies who applied for the funding.
As we are coming to the close of clearing the backlog of finance work we started looking forward to streamlining and improving processes going forward – started looking at PayPal and Barclays for phone and contactless payments. Restarted looking at a more efficient till system for the Shop and the Bar (started last year) which would save a significant amount of time for the person in my role.
Steven and I met with the new Finance Director Nicola Arnold, we gave her a brief summary of our current position and structure and set up

monthly meetings going forwards.

Gave RAG and Events totals in regards to fundraising and ticket sales.
Gained permission from minibus drivers to have their details shared on the website to help societies in need of drivers.

The date for auditors was set as 29th February 2016.

# The Rest of 2016!

Going forward the main goals I have are to complete the accounts by the 29th February for the auditors. Following this, reports will have to be written and created for each society’s spending – these will be sent to societies individually and published before AGM to increase transparency. I also think it is extremely important to review my role, it is extremely broad and this has led to many problems in the past – there is a lot of responsibility and high expectations for someone with no financial training of qualifications to undertake. This may lead to larger conversations about the SU’s staffing structure.

*SS: You mentioned that we currently employ an interim finance manager who will be leaving soon. Are you confident that the SU will be able to survive without him?*

*VP Finance & SA: He leaves in April. I am not confident, however the University have indicated that they will support us.*

*MD: How do we know so little about our financial status when we get Audited every year?*

*VP Finance & SA: The figures Audited are from 14/15 so we have no clear data from 15/16. The main issue is that the information is all over the place – budgets on a word document, cash handed in recorded on pay-in slips, bank account balances on-line etc. so it is very difficult to pull everything together.*

*MG: As you have found the role so difficult this year, do you want to change it? How do you see the staffing structure in 5 years time?*

*VP Finance & SA: I’m not too sure what the best solution would be yet, we have come up with a couple of different ideas, for example having a CEO. We’ve only had a finance manager for the last 2 years, so we may be too soon to change the structure again. It largely depends on what the University will do for us and what we are expected to do for them. I will aim to put together a plan for AGM.*

*NM: We heard at AGM last year that we are in a dire financial situation and that we are eating in to our savings. Are we still in the same situation and why?*

*VP Finance & SA: We have lots of outstanding fees to pay which will come out of our savings account, which is out of our control, but not ideal. As far as our income – the bar has plateaued and the shop has room to grow but isn’t meeting its full potential at the moment. Ideally we need more subvention help from the University. In short, we are surviving and remain in the ‘black’ but the ‘red’ is just very close.*

*CMD: Have you looked into finding out the individual society account balances?*

*VP Finance & SA: I have contacted Barclays, to find out. However, I think the real solution is to get treasurers to step up and keep track of their own finances.*

**PASSED by Simple Majority**

SS: **I propose that we lower quorum to 50.**

*Seconded by SDN*

**PASSED by Simple Majority**

**Equality & Diversity Officers – Theo Rennicks-Gordon & Saad Muhammad**

**August:**

The start of our role as official E&D officers mostly involved meetings to gain a better understanding of our role and to make important connections for the coming year. Saad was unfortunately severely ill during these early stages so Theo did his best to take the initiative with the role. Theo met with Rochelle Rowe (equality and diversity manager for the university) to gain a better understanding of our role and how we can build a bridge between the student and staff body with issues regarding Equality and Diversity. Meetings with Rochelle Rowe also involved brainstorming ideas for the year and potentially bringing back the Dignity Adviser scheme. Theo also met with Daniel Aherne (disability officer for the university) to make his acquaintance and discussed potential ideas for campaigns and events for later on in the academic year.

**September:**

During this period we did our first exec duties for the SU and began acclimatising to the meetings we had to attend as part of our role such as our first interfaith forum meeting. We brainstormed possible uses and ideas for the Facebook page and launched the finalised page in mid-September. Furthermore we received word from Rochelle Rowe about Dignity Advisor Scheme applications opening soon which we began preparing for in advance.

**October:**

This was the period for Black History month in which we didn’t perform too well in. We attempted to collaborate with Afro Caribbean Society with aims to help promote their events for BHM however we did not plan this well. In hindsight, we should have utilised the whole exec team more effectively and began preparation for BHM earlier. We did successfully help promote the trip organised by John Hammond to the Black Cultural Archives in Brixton by designing and promoting a poster for this event – with help from the Events Officers. Lastly, we applied for the Dignity Advisor scheme and also began promoting our Facebook page to the university students.

**November:**

In November, we were informed that we had been successful in becoming Dignity Advisors. The training sessions soon followed; we attended an Equality and Diversity Awareness training which included helping us recognise unconscious bias. We continued to attend the interfaith forum and Equality and Diversity committee throughout our time as E&D. In addition, we upheld the university’s no platform policy at the Theatre and Dramatics Society performance, Fashion Show, Diwali show and Revue organised by the students – by attending the dress rehearsals. We also helped raise awareness for the Stonewall Anti-Bullying week (generally unheard of in the university) by utilising the SU website and our Facebook page.

**December:**

December was one of the most successful months for us; we helped Margot Turner with the annual Rise Up disco for people with intellectual disabilities – with great feedback praising us for our help with the event. There was more training for the Dignity Advisor Scheme which we attended. Finally, we had a meeting with the VP Education and Welfare about attending more society events to ensure they conform to SU and university policy.

**January:**

During January we met again with VP Education and Welfare to feedback on some events we had attended as part of our role. Our Dignity Advisor training finished when we collected our handbooks, we’re now preparing to promote the scheme in the coming months. We also began attending multiple Society events to ensure that everything was within the SU/University’s policies, for example, upholding the external speaker policy.

*MG: Roughly how many external speaker requests have been submitted this year?*

*Equality & Diversity: We made it clear to societies at the interfaith forum so we haven’t been checking at each event. We could check each society but this is logistically very difficult to police. Regardless, we are confident there has been an improvement in numbers.*

*AT: Could societies whistle blow on each other?*

*Equality & Diversity: They could do, but it’s not really their responsibility. We would like to bring in sanctions for those who don’t fill it in.*

*MG: In the future, how would you address those internal speaker who don’t have to fill in the form?*

*Equality & Diversity: Staff who aren’t talking about their specific expertise still need to fill in a form. As we are starting to sit on more meetings, we should be able to catch and flag these issues more easily.*

*MJa: Why do you think there is miscommunications between Pride LGBTQ+ and the Union?*

*Equality & Diversity: We need to improve the amount of communication and conversation between ourselves and the minority societies. We apologise for this.*

*NM: What happens to the SU if external speaker forms aren’t filled in?*

*Equality & Diversity: It is under the guidance of NUS and the University so it doesn’t affect our status.*

**PASSED by Simple Majority**

**Environment & Ethics Officers – Hannah Jones & Greta Jata**

From August 2015 to February 2016, we have played proactive parts in our Student Union Exec team as Environment and Ethics Officers. We were inducted in our roles as Environment and Ethics Officers in August and attended Exec meetings as well as a very enjoyable Exec bonding weekend.

Move in Weekend

Hannah helped with GEP move in, Greta helped with UG Fresher move in. We helped new university members feel welcome but introducing them to St. George’s, giving them tours, helping move luggage and informing them about fresher events.

Disco Duties

We helped out with various duties during Fresher’s Fortnight as well as various duties during the year such as Halloween Disco, Christmas Disco etc.

Meetings

We have made every effort to attend Exec Meetings to keep up to date with issues in the SU, the work our colleagues have done during the fortnights and complete action points set. We also were invited and attended Joint Environment and Sustainability Committee meetings however the last one was cancelled.

Campaigns

We created our SGSU Food for Thought Facebook Page in order to encourage George’s Students to become even more aware of current ethical problems. Our main focus has been to work on bettering the environmental sustainability of our university and highlighting ethical and moral issues to our student body and staff. We are planning and gathering evidence for the Silver NUS Green Impact Award. We have met with Kat Telford (previous E&E officer and our zone leader) to discuss action plans and identify topics where data gathering may be difficult. We are currently working on this award which we feel will be an asset to the student union.

We have also organised and Completed Ethics week 2016, which we successfully held from 11th-15th January. We held FairTrade breakfast mornings from Monday to Wednesday in which we handed out free FairTrade bananas, coffee/tea and biscuits along with our Ethics week plans and quiz. On Tuesday we held a ethical movie night in which we watched Blood Diamond. Students who attended were informed about the Sierra Leone Conflict Diamond Crisis and Civil War. On Wednesday we held a successful Ethics quiz in which we challenged students to think about both ethical and environmental issues such as the refugee crisis, food miles and hate crimes. On Thursday we held a FairTrade Bake-Off in which we saw a lot of students bring in FairTrade bakes and other students trying them all. We raised money for the current refugee crisis. On Friday, we held another successful & the final ethics week event, our Live Music Band Night. Again, money raised is going towards the refugee crisis.

We have planned and set dates for our Go Green Week later on in the year, which will include events such as allotment days, wine and cheese evening and smoothie bikes (in association with the SGSU BikeSoc).

We are also hoping to play a part in Wellbeing Week.

*NM: Who will receive the money raised during Go Green Week?*

*Environment & Ethics: To a Dutch charity which supports a refugee relief worker in Lesbos. If this is not feasible we will give it to the Red Cross.*

*DP: What is happening with the allotment?*

*Environment & Ethics: It is winter so we are restricted on what we can do at the moment, but we will hopefully get it planted up in Go Green Week.*

*SG: Apart from standard Executive duties and Ethics Week what have you done?*

*Environment & Ethics: The ‘Food for Thought’ page has been really successful with over 160 likes. A lot of our role is about raising awareness and so most of our efforts have gone into our campaign weeks. Coming up our focus will be the Green Impact Award.*

*MD: Where is the allotment?*

*Environment & Ethics: It is on the corner of estates and facilities down by the morgue.*

**PASSED by Simple Majority**

**International Officers – Bukola Ogunjinmi & Chantal Liu**

As SU International Officers, our role is to represent all international students at Georges and to help international students feel comfortable, content and integrated. Over the past six months, we have represented international students in the SU, strengthened the relationship of the SU with the ISS, and worked closely with the university’s international team and INTO Foundation staff and students. In particular, we have liaised with Natalie Coveyduck (International Support and Compliance Officer), Kirsty Smith (INTO staff), and the International Students’ Society (ISS) committee. We have also worked with the VP Ed & Welfare to tackle various issues such students’ concerns about USMLEs and placements abroad.

**August & September**

We enjoyed the training and fun activities during the Weekend Away and appreciated getting to know some members of the SU Executive Committee for the first time. We also assisted during the Move-in Weekend. During September, we updated the International Students Page of the Welfare Handbook to make it as accurate and relevant as possible. Furthermore, we had the opportunity of formally introducing ourselves to the INTO Foundation students to make them aware of our presence and role. Doing this very early on has been quite positive, and we believe that this has influenced the greater participation we have seen from INTO Foundation students in SU activities this year.

**October**

In October, we engaged with international students at Fresher’s Fayre and fulfilled our disco duties during Fresher’s Fortnight. We had the pleasure hosting the Multicultural Dinner with the Societies Officers. There was a great turnout of 80-100 students, both international and home. We had 9 restaurant sponsors in total from the local Tooting area. During this month, we also provided information to INTO Foundation about volunteering opportunities with RAG and our CPs. Finally, we liaised with Dr Baboonian and Dr Hooper (Joint Personal Tutor Leads for International Students) about student welfare and support.

**November**

Since November, we have been assisting the ISS at all the termly lunches and have met with the ISS committee to collaborate and ensure open communication. We planned a Christmas themed international lunch together with them and the university’s international staff, which included gingerbread making, festive food and drinks. In addition, we attended our first International Committee Meeting, where we provided our views in representation of the voice of the international student body. At the end of the month, we organized a new event: a holiday themed ‘Secret Santa & Hot Chocolate’ lunch for the INTO Foundation students. It was very well received and we plan for this to continue annually.

**December & January**

In December, we were added as student representatives to the International MBBS Operations Group. In January, we subscribed to HOST UK, a company that allows international students the safe, enjoyable experience of visiting a host family for a day or weekend to learn more about British culture. Finally, we have been organizing a Boat Party for the 5th of Feb, to celebrate Chinese New Year and end of 1st and 2nd Year exams. We have sold approximately 130 tickets, and are earnestly looking forward to the event.

**PASSED by Simple Majority**

**Vice President for Education and Welfare – Kat Telford**

**August- September - October:**

* Organised Coaches to transport sports clubs during freshers fortnight TRIALS.
* Re-wrote and produced The Welfare Handbook
* Organised and Managed the Freshers ball
* Performed Freshers fortnight duties: such as Corrdinating Fresher Move in, being the officer on duty for disco duties.
* Senate adaptations: I gave Year Reps T-shirts as well as making SU events free entry to Year Reps. The use of the Senate meeting has also been extended
* Organised AV training for Senate
* Helped making the case for extended Library opening hours and advertised these to the students.
* Organised and ran Senate training.
* Provided support to students regarding the Junior doctor contract dispute.
* Organised an Open Forum with Peter Kopelman, Judith Ibison & Johann Malawana to discuss proposed changes to the Junior Doctor Contracts.
* Expanded range of free Contraception available to students. Ordered in new range of sexual contraception options, including C-cards as well as pregnancy tests and STI tests to be available in my office.
* Organised regular STI screening clinic outside library & at discos.
* INTO communication and representation
* Acted as a verifier for very many students to verify their DBS checks for societies such as Teddy Bear Hospital.
* Organised the WHATUNI collection of student feedback. They collected ~180 papers so we qualify for the award.
* By providing student feedback to MAC – I helped in the decision making to make OSCE stations available before the exam date. I was also involved in the decision to re-set the pass-mark for exams for Medics as well as to change the way in which OSCE feedback is given.

**November-December**

* Trained as a Dignity Adviser and am part of the Dignity Adviser Scheme.
* Expanded Study+ timetable.
* Helped with the development of Protest & Activism society
* Organised a Student Panel to take part in Education day
* Helped set up the Student Wellness Group.
* International student representation & support.
* Sent out a Look after yourself Winter email, which I received much positive feedback about.
* Helped organise and run the Intellectual disability disco
* INTO communication and representation.
* Attended Equality & Diversity training as well as Due Diligence Training.

**2016:**

* Co-organised and ran the EGM & Referendum.
* Have been organising and preparing for 2 campaigns: Wellbeing week & Stay SMART, Stay SAFE.
* Organisation & Management of National Money Week.
* Policy writing – Equality & Diversity policy & protocol.
* Organised, managed and co-ran the RESPECT campaign

**Ongoing work:**

***Appraisals and regular meetings with zone.*** I regularly have scheduled meetings with the Executive officers in my zone, so as to ensure that they are supported in their roles and all their hard work (which you will be able to see from their reports.)

I also give advice & support to all members of the Executive and Senate regarding their roles, and to ensure that everyone is working diligently and happily as a team.

***Procedural support & management.*** A large part of my day to day life is seeing students, either in pre-booked appointments or spontaneous meetings. As per the Open Door Policy I see students in my office to support and advise them on any topic/concern/worry. All cases brought to my door are fully confidential. As well as supporting students in personal matters. I also guide & counsel students going through official and/or unofficial procedures such as: Complaints/Disciplinary/Fitness to Practise/Assessment Irregularity/Final Discretionary/Appeals.

***SGSU Policy and Procedural Management.*** This year I have worked very hard to ensure SGSU policy is up to date and to ensure that our constitution and values are being upkept. Myself & Top 4, carried out procedural actions and followed protocol wherever problems regarding our rules & regulations have occurred.

***Student Representation***. Throughout this year I have endeavoured to retain a close working relationship with the LGBT -PRIDE society as well as the SPA – Student Parents Association. As minority groups these unique societies require extra support so as to accurately represent and support their members. As such I have been liasing with LGBT regularly especially regarding the upcoming LGBT month. I have also been in regular contact with SPA and have clarified information for the SPA society, and have set a date to replenish and redecorate the Breast Feeding & Welfare room.

***International student support & representation***. Have been working really closely with INTO to ensure we have all of their courses represented within the SU as well as ensuring they all feel comfortable to utilise SGSU services. We have also been trying to fill in the notorious courses who are always underrepresented within the SU, such as MSE courses and Paramedics etc.

I have also been working very hard, along with the international Officers and The President to support international students on the INTO programme who have been experiencing troubles with their courses. This is an ongoing task where I endeavour to enhance communication between students and their course teams and to find the appropriate resolutions to students concerns.

***Communication***. Made students/Senate aware of educational changes from meetings such as MAC/NSS Working Group/Assessment & Feedback Task Group/AAMG/QAEC. I have also communicated important matters to students via official SU communications.

**Future Plans:**

* Throughout this year I have been forming strong links with The Counselling service and The Disability officer. I have, together with other members of SGUL, created the Student Wellness Group with the aims of: Pulling all of the various support services available in Georges together, Creating A virtual Welfare clinic in the form of an external website, ensuring this website if full of information of the services that are available, as well as useful resources for struggling students. I have also been looking into improving the support service here by the initiation of a new support service. This would include the launch of a support app which I have been researching heavily.
* I intend to send an email out to all students, especially Sports clubs, Societies, and families to re-iterate SGSU policy.
* I am in the process of adapting the year rep induction handbook ready for release to all new year reps at the next Senate Training that I am planning.
* Create Disciplinary & Complaints Procedure.
* Create report/filing scheme.

*DP: Some Universities have a number of older students who volunteer to walk Fresher’s home on event nights – have you looked into this?*

*VP Education & Welfare: I have looked into this, however because of the size of George’s I don’t think it is feasible. But we do have Executive officers on duty who escort them into taxis and then the Residential Advisors are available to look after them at halls.*

*KS: You clearly provide a large number of services, how do you plan on telling students about them?*

*VP Education & Welfare: We are currently developing and finding funding for a welfare website which would bring them all together.*

*SDN: How will this be funded?*

*VP Education & Welfare: We have requested it from the University as the services all need to be connected and they have cancelled our subscription to ‘Nightline’. It will take a lot of time as we are working on it in baby stages.*

**PASSED by Simple Majority**

**Media Officers – Sagar Sharma, Munavar Saqi, Seher Bashir & Suchita Bahri**

Hello everybody! We are the Media Officers for the SU this year. Our roles over the last 6 months have been to promote the students union and its societies and sports teams through the newsletter. We have also utilized the SGSU app for song requests at events and to promote events.

**September**

During September we took over from the old media officers learning how to use the mail chimp mail client for the newsletter. We were also trained in how to use the app by Corey and Rahim (previous media officer). We advertised the app during the fresher’s fayre and move in weekends. We had a successful fresher’s fortnight which was advertised through the newsletters and the app was used for song requests at discos.

**October**

In October, we had four successful newsletters. We had a meeting with the representation officers to include their reports in the newsletters from senate. We also spoke to events officers to advertise Halloween disco and posted who won best dressed in the newsletter. We also completed a report for the alumni officer for the app funding which was received last year, however, this was in the wrong format and will be completed in the New Year in the correct format.

**November**

November and early December is the peak of show season at St Georges. We used our power through the newsletter to advertise Diwali show, Fashion show, Revue and TADSOC. We also tried to get in contact with the company managing the app to update the app and make the fixes.

**December**

During December we launched a new Christmas design to the newsletter. We also advertised Christmas disco and review and other society events. Unfortunately, due to the poor functioning of the app we were unable to arrange for song requests and an event notification. We are still trying to resolve this issue.

**January**

In January, unfortunately, due to a lack of communication we started the year on a low with a missing newsletter. We promise that this will not happen again. We tried a new design to the newsletter, however due to templating errors we will be trying a further new design for the next one. We also met with Howard Wheeler, to have more integration between the student’s union newsletter and the Georges weekly (a staff newsletter). We are also due to meet with the webmasters to archive the newsletters on the SGSU website. We had an appraisal meeting with the GenSec to review our progress and see what we can do better.

In terms of future development we have a few main aims:

* Integrated newsletters with the university communications officer (Howard Wheeler)
* Sports fixture list for the newsletter and the Georges weekly
* Forward all performance society details to the university so that staff can be invited
* Meet with webmasters to archive newsletters
* Meet with Deborah, to have an ask Deborah section to the newsletter
* We also want to get the app back up and running
* Rewrite the app report for the alumni in the correct format

**PASSED by Simple Majority**

**Webmasters – Lucy O’Reilly & Jordan Colman**

**August**

The year started with training from our website host MSL in Warwick – learning website basics and getting to grips with editing the website. Many clubs and societies needed admin access/subs updating for new committees. I updated the web-user guide for clubs/societies to help them with editing their pages.

Exec and Year reps names and bios were updated on the website along with exec contact details across the website. All freshers events and information was put on a new events widget on the homepage.

**September**

Student experience contacted me about hosting their tablet competition on our website – I met with Matt Szarko and Alice Hobbs a few times to discuss what they wanted and the format the submissions/voting should be in. I created the page and uploaded submissions as they came in.

I created barcodes for fresher’s fayre and printed them for all societies attending. Following this I scanned them in with help from other exec. There were a few problems but MSL were very quick to sort the issue.

I created new pages and uploaded new documents such as the advertising page along with many new uploads to the clubs and societies resource page. I also updated the homepage with links to the counselling service and accommodation forum to make the website more useful to those visiting it.

I looked into how to get the Sab’s outlook calendars on the website (with limited details of their meetings) – this was successful and can now be viewed on their bio pages.

**October**

Continued with usual website jobs such as granting admin/setting up subs/creating tickets/events. Halloween disco tickets were sold online successfully. I created new pages for societies recently passed at Exec meetings. SU events were advertised on the website such as black history month and the stonewall campaign. The tablet competition deadline was extended until January to allow for more submissions. An advert paid for by the unofficial guide to medicine was added to the slider. The second webmaster role was then opened up in the Autumn elections – Jordan was elected as webmaster.

**November**

Lots of events happened in November – tickets and events were set up for Fashion Show, Revue and Christmas Disco. We met with Michelle and a representative from MSL who visited St George’s to see how we were doing who managed to troubleshoot some issues for us. The year rep section of the website was updated following elections. More admin/subs were set up and new pages were made for societies. The homepage was updated with current SU matters.

**December**

We investigated the lack of SSL encryption on our website, MSL confirmed we do pay for this so it should be put up. We contacted MSL about updating the finance codes on the system as requested by Alice – we are discussing problems with them at the moment but it should be done very soon.

Tickets for the Mindfulness course were put online along with other society events. Other uploads to the website such as financial fact sheet. New pages created for new societies. Edited the feedback form to make it clearer it was anonymous.

**January**

T-year halfway dinner and Boat Party tickets were sold online along with other SU society events. New society pages made and subs up for various clubs/societies. The Autumn issue of the Dragon was embedded onto the homepage. There were a few people who had issues with the website logging on following the referendum. An updated list of minibus drivers was published on a new page made which you have to be logged in to view. The BBC health news was also embedded on the homepage.

**PASSED by Simple Majority**

**Representation Officers – Vafie Sheriff & Mustafa Dashti**

Hey guys, 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, Council and Senate meetings and inform you guys of what’s going on with SU throughout the year by producing reports of all meetings. As our role was new, it was also left up to us mould the role. We were elected in June, and started working officially in July.

**Executive**

 We had an *amazing* handover in June, with the previous Senate & Council Elect’s, who were heavily involved in the creation of the position – who gave us a lot of tips and advice on what and how to do things for the forthcoming year.

 Our first official responsibility was the facilitation of the mums and dads fresher event. We first contacted the current year reps in July, to inform them of the need to organise their individual cohort’s mums and dads. Additionally, we also contacted faculty staff for comprehensive lists of all incoming Freshers, and current second year students. We kept in consistent contact with VP E+W & Year Reps to make sure that that Mums and Dads was a success.

 Freshers was an extremely hectic time for all of exec. As Representation Officers, we were involved in both Postgradute and Undergradute Freshers Fayre, and Undergraduate Freshers move in. As freshers was such a busy time for all of the executive, we were heavily involved in a wide variety miscellaneous tasks, such as cleaning the RAG Room, producing the Freshers Handbags, meet and greets, etc. We have helped out at disco’s during Fresher’s Fortnight and other general events throughout the year (Halloween, Back2Skool & Christmas disco etc).

Additionally, our role as Representation Officer included the creation of this year Executive Board, the Weekly Top 3 Column in the newsletter, and the production of reports from/to all the executive meetings.

**Senate**

 The first Senate of the Year was held on the 15th of September, which is where we met all current year reps, and introduced both our new role, as well as ourselves. In the last 6 months, we have not only updated the senate board, produced a 15/16 Senate Facebook group, which is being used to actively relay information between the Exec & Senate but also helped run year rep training.

 During October, we heavily advertised year rep positons to freshers, as well as MRes, MSci, PA, and other usually unfilled positions. On top of this, we attended and explained the hustings process to prospective year reps.

We were in constant contact with year reps to advertise, new societies, SU events and other things running in the university (SGUL change, SEEG, Education Day, NSS results, Library Opening Hours, E&E Week, etc.)

**Council**

 As representation officers, we attended the first council meeting and all proceeding council meetings, and also provided reports on societies presented at exec, executive activities and university schemes in a similar manner to how we do at Senate.

*AWE: How do you think your role has gone this year? Do you think it should remain?*

*Representation: We think it is a little too basic at the moment and could be developed. It works better than the ‘elect’ roles but it has a lot more development ahead of it.*

**PASSED by Simple Majority**

**General Secretary – Ruth Varney**

**August**

On the 1st of August Top 4 was on duty for an external event held in our bar, kicking our term of office off to a flying start. My role started with organising all the administrative bits for Exec such as T-shirts, email addresses, ‘who’s who’ and drive access. I went on a course at MSL to learn basic website skills which I have used throughout the last 6 months. A major part of my first month was clearing and sorting the SU office and RAG room and especially working with Alice to file and sort financial papers, this was very time consuming but enabled us to work as effectively as possible through the fresher period. May societies applied to start up at the start of the year, in time for Freshers. On the last weekend in August the Graduate Fresher’s moved in, the first big challenge for us as new Exec. Roombooking for the first and busiest show term was held on the 1st of September so throughout August I was dealing with requests, questions and clashes.

**September**

Graduate Fresher’s was a busy and challenging time for us as we got to grips with duties and running events. Within Top 4 we made the decision not to do a weekend away for Exec but a meal and activity – this was in the interest of finances; my role was then to find and book these events. Last year’s General Secretary had invested time into looking at the ‘Blue Unit’ which is currently used as woodstore as a potential storage space for a stage. Myself and Steven had a look at it and decided that this was not a viable option and decided to look into other options. As Representation Officers were a new role this year I spent time with them discussing their role and giving them support. Undergraduate fresher’s fortnight was a challenging time for all of Exec due to the large amount of time demands. I found this time a particular struggle whilst starting my final year but I was well supported by Top 3 and the rest of Exec. On the 24th of September our first Use your SU stall was held.

**October**

October started with Fresher’s ball which rounded off Fresher’s Fortnight. This was very stressful however we had positive feedback and the night went smoothly. As the other cohorts started back I started organising Senate admin and helped Kat with Senate training. We also had our first official trustee board meeting and finance appeals committee, both of which I minuted. At the end of October we held elections for year 1 year reps and a 2nd webmaster. I met with the roombooking team in this month and have developed a potential solution to the room booking chaos which occurs each year, this is very much a work in progress and has resulting in a lot more work for myself. I have high hopes that the goal is achievable by the end of this year.

**November**

In November I held auditions for the new University Challenge team, these were really successful. Following the auditions I organised the team and assisted in completion of the application process. Alice and I built more shelves for the RAG room meaning more shelves are available for student society use. During November myself and Top 4 met with Mo and Saeed and discussed their proposed change to the constitution at length in order for changes to be well developed for an SGM. The end of November saw room booking for the following term and therefore a large chunk of my time was spent booking and corresponding with students about rooms. We also had another Use your SU stall on the 25th November continuing the interaction with the wider student body.

**December**

December was a quiet month for the SU following Christmas Disco duty with just Christmas socials and a few meetings. During this month I met with Liz Gilby, head of estates, to discuss problems students had had with booking and using rooms in the preceding months. A main topic of discussion was utilising the games rooms to a much better degree; this would include storage for a stage, a clear up and potentially result in a bookable space for our societies to use.

**January**

Throughout January I have been working with Top 4 to update sections of the constitution to be passed at SGM to improve the running of the Student’s Union. On the 18th January we held an EGM which I minuted in depth and a stance was achieved. Subsequently I have met with all members of my zone and discussed their progress and achievements and worked with them to decide on future goals.

**Key Achievements**

* Making Council more useful and worthwhile.
* Engaging with Year Reps more effectively resulting in better channels of information.
* Coming up with a solution for room space and storage for a stage (just need to implement it now!)
* Tidying the RAG room and making the space more useable and efficient.
* Working well as a Top 4.
* A successful Fresher’s period with few hiccups and positive feedback.

**Upcoming**

* New room booking system (hopefully!)
* More society space and storage for a stage.
* A more engaging Use your SU week prior to summer elections.
* A detailed handover.

*GC: How do you feel like your solution to room booking has worked out?*

*General Secretary: As this is an interim year not many of the benefits have been seen yet but I have high hopes that it will kick in next year and be really successful. It is already clear how much more control the SU has over the distribution of rooms booked. It also prevents involving the University who don’t really understand our system.*

*ML: Do you think that the General Secretary should have become a Sabbatical Role rather than hiring a General Manager?*

*General Secretary: Yes. The General Secretary gets a lot of the general enquires that should be dealt with by the Office Manager or vice versa. Currently, the Office Manager does more finance and shop related work, but with a re-jig this could be given to Vice President of Finance and more of their Student Activities work could go to GenSec which would fit nicely with some of the GenSec jobs already. Unfortunately we have never been in the financial situation to hire a 4th Sabbatical and people will always expect the work of a Sabbatical Officer from the Voluntary role. In contrast, I have valued the opportunity to do a Top 4 position without taking a year out.*

*MD: How will you ensure that your work is taken on into the next year?*

*General Secretary: I have already started writing my handover. The constitution is very unclear about the roles of the GenSec with only the very basics written in which means that each General Secretary moulds it and takes on their own projects along side it. Unfortunately I don’t have much control about what the next General Secretary takes on – but that’s the beauty of our Exec!*

**PASSED by Simple Majority**

**IV**. **Proposed Constitutional Changes**

* 1. **Society Attendance to AGM**

**Annual General Meeting**

1. The Union shall hold an Annual General Meeting once in each calendar year. Not more than 18 months shall pass between the date of one annual general meeting and the next. The Annual General Meeting shall be conducted in accordance with this Constitution and the Regulations.
	1. Each Society and Sports team of St George’s Student’s Union must have one Ordinary Member present at each General Meeting, be it Annual, Extraordinary or Special, in order to represent the interests of each society and sports team of the Student’s Union and also to ensure that each General Meeting at St George’s Student’s Union is representative of the student body.
	2. Failure of a Society or sports team to send one Ordinary Member, or apologies, to an Annual, Extraordinary or Special General Meeting will result in the suspension of their membership of St George’s Student’s Union for a period of one year, or until the next general meeting has been called.

*SBa: What is an ordinary member?*

*SG: Any student at St George’s who isn’t a student trustee.*

*JF: Will the meetings be time capped?*

*ML: We can’t as they need to be completed.*

*MJa: Student parent’s wouldn’t be able to make them.*

*RV: They could send apologies.*

*LOR: Can one person represent more than one society?*

*ML: No*

*JF: Would the member be expected to stay for the whole meeting regardless of how long it lasts?*

*ML: Yes.*

*SS: Could we just put in point 1 and not a sanction.*

*ML: Yes they are 2 separate clauses.*

*MD: Does this require the representative to have surveyed their society/cohort before attending to ensure exact representation?*

*RV: Not necessarily as they have already been voted in.*

*JF: As it is not time capped could they be moved to Fridays as not to disrupt learning the next day? Also, it would be easier for societies to send apologies rather than sit through the first several hours and not be able to stay for the last few.*

*SG: We would need to reconsider how meetings are run to reduce the length of time. But it is important that all the students are represented.*

*AE: If you put a set of constrictions on the topics and lengths of meetings and gave enough notice, I think this is fair.*

*MD: If the society fails to attend one, is the society suspended or the member?*

*AOC: We can change it to a disciplinary meeting and then suspension.*

*DP: You should take into account council attendance as well otherwise the punishment is very harsh if they just forgot.*

*AOC: That could be taken into account at the disciplinary meeting but it’s not a get out clause from AGM.*

*JF: Could you clarify what ‘suspension’ involves?*

*AWE: You couldn’t book rooms, have a stall at Fresher’s Fayre, use the minibus, and your account would be frozen. There are other disciplinary options in the constitution.*

*JF: I feel that is a bit heavy handed.*

*SG: I think it is important to have this in constitution so students know what they want in a committee when they elect them.*

*AT: It should be placed on the committee of the society not the whole society. Maybe not just to attend but to organise someone to come.*

*AWE: The problem with any member going is they weren’t elected to represent that group of people.*

*KT: I agree with the first section but I think the second half is too harsh. I think we should accept the first half and look at the second section later. I also think we should prevent quorum being lowered below a minimum to avoid people being kept against their will as the meeting would be terminated then.*

*MB: What happens when people only turn up for the bit that is relevant for them?*

*AB: If this was brought in, you would easily have over 135 with societies and exec so I don’t think the issue of minimum quorum is such an issue.*

*AOC: If quorum is only 50 and there are 40 exec members then it’s basically exec passing themselves – it may as well be an exec meeting.*

*KS: To reduce the length of meetings it may be useful to limit the number of questions that could be asked or to release answers later.*

*MD: I think it is ridiculous that people are being forced to attend a meeting that they aren’t interested in and don’t have any views to represent.*

*BO: The wording should read ‘a member at all times’ because that means you can tag-team the meeting if someone needs to go home or you can only make half a meeting.*

*CBl: Alter 19.2 to Failure of a Society or sports team to send one Ordinary Member, or apologies, to an Annual, Extraordinary or Special General Meeting will result in the call for a disciplinary meeting with the Top 4 of St George’s Student’s Union to discuss potential for suspension.*

*JK: With the disciplinary meetings there will end up being a backlog for Top 4 that are never dealt with and the point will become defunct anyway.*

AOC: **I propose that we accept clause 19.2 as amended by Cerys above into the constitution of St George’s Students Union.**

*Seconded by CBl*

For: 14 Against: 17 Abstain: 8
**REJECTED**

AOC: **I propose that we accept clause 19.1 as written above into the constitution of St George’s Students Union.**

*Seconded by CBl*

For: 35 Against: 0 Abstain: 0
**PASSED**

* 1. **Representation Society Subs**
1. **Clubs and Societies**
	1. A society can be further defined as a Welfare Support Group if the main aims of the society are to offer peer support to members of the student body who share immutable characteristics, under the Equality Act 2010.
	2. For a Club or Society constitution to be approved by the E~~e~~xecutive it must state the following requirements
		1. A membership fee is required from all Club/Society members. The Club/Society Officials shall determine this fee and are responsible for its collection.
			1. No membership fee is required of members of those societies which are deemed Welfare Support Groups by the Student’s Union Executive. Amongst these shall be LGBT+ and the Student Parent Association.
2. **Dissolution**
	1. A Club or Society may be dissolved by a motion of Council or a General Meeting, if showing no activity. A society may be assumed inactive if any two of the following events occur:,
	2. A Welfare Support Group cannot be dissolved under any condition. If there is no committee available to run the society, action should be taken by the Student’s Union to ensure that the society can still run.

*DP: Who decides which societies are a Welfare Support Group?*

*MJa: The SU Executive would decide.*

*DP: What would be the criteria for that?*

*MJa: Representing & providing a peer support system for people with an immutable characteristic under the 2010 Equality Act e.g. sexuality, maternity, race, gender etc. – things you can’t change. Religion is debatably under this.*

*VS: If someone wanted a manly man group – would this be included?*

*KT: Potentially, but the SU Exec would have to look into each society individually and the support you provide.*

*MJa: The idea is to fill in the gaps of representation that a VP Welfare may not be able to identify with e.g. being gay.*

*SS: Religion is a protected characteristic.*

*MJa: It should be able to apply I think. But each year might feel differently so perhaps it should be an opt in and opt out thing?*

*SG: I have a problem with Top 4 picking up the slack for lazy committees.*

*MJa: They would just ensure the committee starts up again or to set up events in the gap.*

*SG: This would prevent the VP Education and Welfare doing the rest of her job.*

*MJa: It isn’t just her responsibility, the E&D officers may be able to help.*

*KT: The University are required to provide this support but at the moment they use the SU. Other SUs have officers for each of these immutable characteristics.*

*AB: It may be worth putting the welfare support groups under E&D rather under the Societies Officers.*

*TRG: Who defines that the committee is failing?*

*MJa: Possibly by the criteria of a failing society – non-attendance to council etc.*

*MD: If you need people who share the characteristics to represent you then it doesn’t make sense that the job falls to Exec if they fail.*

*KT: I think it is important for the confidentiality of the members that subs aren’t collected.*

*NM: I think we need an SU officer to represent each of these groups as this set up is too reliant on the committees and then this will rely too heavily on a few exec roles.*

*ML: We need to discuss the E&D role at the next council meeting.*

KT: **I propose that we accept clause 2.6 above into the constitution of St George’s Students Union.**

*Seconded by ADR*

For: 40 Against: 0 Abstain: 5
**PASSED**

*DP: I think we should remove the specifics of SPA and LGBTQ+ out of the clause. Both these societies need to be passed as WSG by the exec.*

*KT: I like that it provides clarity on point one and it is left open to Exec to choose how and why they are accepted.*

*SG: Is this students being scare of being on a list?*

*MJa: Essentially, yes. They may not want the Union or University to know they are members of a specific group and we respect that.*

*SS: Does this include the lack of as well as the presence of a characteristic, e.g. atheists?*

*MJa: Yes that is covered in the legislation.*

*SS: There should be an annual review of every society being a WSG in case committees change their minds or there are no students who require its support that year.*

*SG: If they aren’t on a members list, how is the SU to know they need our support.*

*MJa: We are the support. The University refers to us, we don’t refer to the SU as we would need their consent for that.*

*JK: What does this actually change?*

*MJa: It just prevents the uncertainty and the battle we have with the SU each year.*

*SS: The demographic of those who are out and are happy to participate in a poll could still be collated.*

KT: **I propose that we accept clause 4.4.4.1 as above into the constitution of St George’s Students Union.**

*Seconded by SDN*

For: 40 Against: 1 Abstain: 10
**PASSED**

*NM: We have no control over these societies because they can’t be dissolved.*

*RB: We would still be able to be punished by other ways just not dissolved.*

*JF: You have just said that the Exec can’t represent you so how will this work?*

*MJa: Some support is better than no support. And the exec can push for a new committee to pick up the society instead of waiting until the end of the year.*

*VS: If the committee is failing, then the society should hold them accountable any way.*

*MJa: That’s not the reality of it due to having such a small university. People may be great at the start but then fail during the year. We need a safeguard that this support will always be available.*

*JK: What happens if no one from the society wants to run it? If the most committed person can’t do it, then why would someone else?*

*MJa: Sometimes it’s not as simple as that and another issue has arisen that means the president has had to step down. Some people may just need a push to run it.*

*KT: This maybe could be worked around by saying ‘if a WSG should be dissolved then the Executive should take up the aims and objectives of the society’ as there should still be the ability for it to be dissolved.*

*TRG: As people have already said, representing all the minority groups is very difficult. I think this system has the potential to be abused e.g., if a committee just can’t be bothered to run a society, I don’t think anyone else should do it for them.*

*AWE: As we are a registered charity and therefore under the government, if something illegal happens or they break our financial rules we are obliged to shut the society down – although we can then set a new one up 6 months later.*

*SS: A welfare support group shall not ordinarily be dissolved unless its status has been revoked by the SU Exec in which case the Executive will take on the aims and objectives of the society.*

*KT: Should a welfare support group be dissolved the SU Executive has the responsibility to take on the aims and objectives of the society.*

*SA: The criteria of a WSG is too vague. And this seems to be a large burden on the SU Executive.*

*MD: If the Exec takes over the society wouldn’t that marginalize those students who wanted to remain anonymous in the first place?*

NM: **I propose that we postpone the discussion of this clause until the next council meeting (29th March).**

*Seconded by SG*

**PASSED by Simple Majority**

**This Special General Meeting was declared closed due to a lack of Quorum.**