**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 7th March 2017**

**5.30pm – H2.6**

1. **Business**
2. Apologies

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| **NMer** | Na’im Merchant | Student Trustee |
| **SJ** | Shalu James | Events Officer |
| **JT** | Jeremy Teo | Events Officer |
| **FH** | Francesca Harris | General Secretary |
| **RT** | Ruben Thumbadoo | Student Trustee |
| **AC** | Anshaal Chawdhery | Charities Officer |
| **CBr** | Corey Briffa | SU President |
| **LoC** | Lorna Chapman | Societies Officer |
| **CBl** | Cerys Bladen | Heritage Officer |
| **TA** | Tanisha Amin | VP Education and Welfare |
| **SA** | Saeed Azizi | Student Trustee |
| **MG** | Michelle Ginsburg | Technical Officer |

1. Present

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| **GB** | Gabriela Barzyk | Representation Officer |
| **KT** | Kat Telford | Chair |
| **CL** | Chantal Liu | International Officer |
| **BO** | Bukola Ogunjinmi | International Officer |
| **MD** | Mustafa Dashti | Community Projects Officer |
| **SS** | Sunil Singh | Representation Officer |
| **NA** | Naireen Asim | Charities Officer |
| **VP** | Vikram Patel | Charities Officer |
| **ET** | Eesha Tripathi | Charities Officer |
| **YK** | Yuna Kishimoto | Events Officer |
| **CA** | Chandru Amaranathan | Events Officer |
| **CBa** | Cameron Barclay | Environment and Ethics Officer |
| **RV** | Ruth Varney | Communications Officer |
| **JC** | Joe Clark | Communications Officer |
| **SH** | Sarah Hill | Communications Officer |
| **AB** | Anya Brown | Heritage Officer |
| **AP** | Avin Philip | Equality and Diversity Officer |
| **KS** | Khadija Stone | Equality and Diversity Officer |
| **AS** | Ash Sithirapathy | Societies Officer |
| **NMel** | Naomi Melamed | Societies Officer |
| **WM** | Will Morrell | Sports Officer |
| **OR** | Oliver Ryan | Sports Officer |
| **IB** | Ishaan Bhide | VP Finance and Student Activities |
| **LuC** | Lucy Chapman | Campaigns Officer |
| **VS** | Vafie Sheriff | Community Projects Officer |

1. Minutes from the previous meeting were passed.
2. Action points

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| Ishaan and Socs | Amend society document | COMPLETE |
| Tech | Meet with Corey after meeting as a team | ONGOING |
| Comms | Find out how to change the in office link | ONGOING |
| Socs | Set a date for council for society dissolution | ONGOING |
| International | Tell Tanisha about outcome of conversations with Marshall reps | COMPLETE |
| ALL | Read democracy officer document for discussion at next meeting | COMPLETE |
| Comms | Make webpage for Oncology Society | COMPLETE |
| Ishaan | Make budget code for Oncology Society | COMPLETE |
| Socs | File handover and constitution for Oncology Society | COMPLETE |
| Fran | Make email account for oncology society | COMPLETE |
| ALL | Think about what we could be doing to educate the student body on the Prevent agenda | Aob for anyone who has completed that |

1. Reports

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| --- | --- | --- |
| President | Not present to give a verbal summary of the written report.  *SH: How many tickets have been sold for the May Ball?*  *NMer: What is the timeline for the NUS boycott referendum?*  *NMer: Will we be able to see and approve the NUS boycott posters/message by next Exec?*  *NMer: What is your plan for making changes to the election process of key senior exec officers to include a debate?* | PASSED |
| VP F+SA | IB gave a verbal summary of the written report.  RV: Is there a chance Exec might meet COO Gill at some point?  IB: Yes, we can do that.  NMer: What challenges do you think you will face when John leaves in the short term, and what support do you need from Exec and Trustees?  IB: Hard to say, when John leaves a lot of knowledge will be lost. He has a handover with Gill so hopefully will pass on information. John and I will clear out any outstanding issues. So when John and I finish, new people will start fresh.  AB: Is new COO hiring going to be announced to students?  IB: Do not see a reason why not to include it in a newsletter or Facebook.  MD: What does COO do in terms of her role, what does it entail and how does it link to SU?  IB: Historically we had 2 part-time roles- finance and commercial manager. Restructuring happened and these two combined into one role, COO. Previously known as General Manager. Full time job. 9-5pm, 5 days a week, look after shop, bar and finance aspects of SU.  MD: Will they be located in the new SU Office?  IB: That is the current plan, subject to change. | PASSED |
| VP E+W | Not present to give a verbal summary of the written report.  *CL: We understand that you are working with Debra Bowman on reevaluating the student experience in regards to INTO programme, can you update us on what developments have been made?*  *NMer: What campaign are you planning with E&D, and when will it take place?* | PASSED |
| General Secretary | Not present to give a verbal summary of the written report.  *NMer: There have been further problems with room bookings for societies recently. Has this been resolved now, and if not, when will it be resolved?*  MD: Have you caught up on Exec of the Month certificates?  IB: They have all been signed, waiting on a better turn-out from Top4 to hand them out. | PASSED |
| Events Officers | YK a gave verbal summary of the written report.  IB: Can you tell a bit more about the UH Revue after party and what sort of things are you putting on for that?  CA: We are advertising for it. No drink deals from us. Saving budget for Part V.  YK: We extended the license to 1am through Corey  RV: Possibly make a calendar for upcoming events, what do you mean by that? If you want, send us a list and we will put it on website  YK: Okay, thank you.  MD: How was games night, how can you improve it in future?  YK: Games Night was a last minute decision, needed more planning to make it more successful. Put in on Friday so GEPS can be involved in SU events more. We did see quite a lot of people on the night. Need more advertising and planning.  NMer: What have you got planned for Part V?  YK: Photo booth set up for the day. Spoke to Corey, perhaps turn AHR into a silent disco. Prosecco/ doughnuts- depends on budget post St Patrick’s disco but we will give more details on that. | PASSED |
| Technical Officers | Not present to give a verbal summary of the written report.  *RV: There is no mention of music room. It’s your job to keep it up to scratch? Have you been on top of it or are there any problems?*  *MD: How is the budget looking, in terms of technical equipment and repairs?*  *VP: How does the team plan to allocate jobs for the next three weeks, considering it is quite busy?*  *NMer: What was the outcome of your meeting with Corey regarding appropriate division of labour amongst the Tech team?* | PASSED |
| Sports Officers | OR gave a verbal report.  Dealt with outstanding BUCKS payments, fixture confirmations, chased up outstanding results and rescheduled matches. Enter few teams into upcoming competitions. Chased up BUCKS financial issues. | PASSED |
| Communications Officers | RV gave a verbal summary of the written report.  NMer: What has the issue with the exec v-blogs been and what has been done to address this?  RV: There were 2 teams that never replied to our emails. We emailed them 3 times and then decided that we will not pester them and have not followed-up further. | PASSED |
| Heritage Officers | AB gave a verbal summary of the written report  NMer: When will a detailed plan for St George’s Day be available for Exec to see?  AB: Hopefully by next Exec meeting. | PASSED |
| Charities Officers | ET gave a verbal summary of the written report.  MD: Pictures of Jailbreak have been put on the board, there is no mention of Jailbreak anywhere?  ET: Realised I forgot to put title up, will get it done at some point this week.  NMer: How much was raised during the bucketeering during SKIP show?  ET: Was not actually that much. About £10, every little helps.  NMer: What do you think could be improved about Jailbreak for next year?  NA: Possibly start advertising early. More than one Jailbreak talk to get more attention among freshers. Perhaps if we start early next year, more attention.  EP: Word of mouth, speaking to people and being more active around university rather than just posters. | PASSED |
| Societies Officers | AS gave a verbal summary of the written report.  MD: Changing application process for Awards, is anything solid?  AS: In the past it used to be an essay. We want to make it easier and structured. With guided questions. Otherwise people might not know what to put in there. Help people get the most out of the application.  RV: We suggested that last year and it was turned down, either AGM or Exec. People felt that it should not be tick-boxes.  AS: We want it to focus on shorter sections, that people can write easier rather than just tick-boxes. You can still write a paragraph.  KT: It would be an amendment to Award process **AGENDA POINT FOR FUTURE MEETING**  NMer: As per your action point from last meeting, will offending societies be taken for dissolution this coming Council, or next?  NMel: Ongoing, we need to think of date to do that.  NMer: When will at-risk clubs and socs be emailed about this?  AS: Once we’ve decided the date, we will send out an email listing out the criteria they have not met.  RV: You sent us an email about distributing information about Awards to Year Reps, should have gone to Representation Officers.  AS: Yes, email went to them also, included you both so you distribute information, and they have received it. | PASSED |
| CP Officers | MD gave a verbal report.  Had volunteers apply for vInspired opportunity. Meeting with Community Projects updated the access list. Volunteer of the Month and advertised events. SKIP Show, helped to advertise events and recruiting acts.  CL: So has the volunteer of the month actually been happening every month?  MD: No one applied this month unfortunately, but for the last three months people applied and we advertised it in newsletter.  BO: You should email reports, better for environment.  MD: We did email it before, thought it would be easier and printed it also.  NMer: Why have you not submitted a report?  MD: Wrote it at 2am, left it in our drafts and forgot to press send. | PASSED |
| E+D Officers | KS gave a verbal report.  Reviewed scenes from Tooting Show regarding LGBT. Advertised Queer Talk. Met with Tanisha to discuss future camaigns. Planning another boost for sexual assault campaign, where we will work with Hannah and Margo. Got dates sorted to review Review Show and Musical. Interfaith forum next week.  MD: Have we decided what will happen to Societies who have bad things in their shows?  KS: We have been coming up with ideas and will bring it to next Exec. Along the lines of you need to sign the document and inform us of show date, adhere to it. If you go against suggestions, next year society will have to work closely with E&D and Welfare.  NMer: What was the outcome of your meeting with Tanisha?  KS: We have monthly meetings now to make sure everything is on target and communication is good. More of a check in, and sort out any outstanding issues.  NMer: Will you be reviewing musical?  KS: Yes, we arranged for a date. | PASSED |
| E+E Officer | CBa gave a verbal summary of the written report.  NMer: Your reports are too brief for the amount of work you do. Please include more detail from now on for the benefit of us who can’t hear your verbal report.  CB: I always know they are a bit brief. Usually do them in the morning of Friday.  CL: What is going to happen with allotment? It is not big, is it movable in any way?  CB: Not very movable unfortunately. Spoke to staff, but have been vague about plans on what is changing with allotment building wise. A corner of the veg patch has already been boarded off and destroy. Might have to email allotment team and get more information off them to see what is going on.  CL: Considering the space near Peabody’s, where the garden with the ponds is, is there any chance that space can be used to do something like allotment?  CB: Not sure if there is anything that can be done there. Will look into it. Am trying to make allotment a nicer area, including benches among other stuff. Only heard about it on Friday so will see what is going on. Will try to make it a more lunch-friendly eating area.  KT: If building work took place without SU’s knowledge, Corey and Tanisha need to be notified  **ACTION POINT: Corey, Cameron and Tanisha to meet over allotment rebuilding issue** | PASSED |
| International Officers | CL gave a verbal summary of the written report.  RV: There is more structured teaching to USMLE in T Year, is that improving outlook for INTO students?  BO: There have been more lectures this year but they have not been coordinated with the taught modules, so students have asked for lectures that correlate more with learning weeks. And for lectures to not happen in Wednesday afternoons. Not sure how successful this has been, looking at a different system which might work better than what it has been so far.  CL: Based on mocks, scores better than they have been in previous years so general improvement but there is still a long way to go.  NMer: Why was international lunch cancelled?  Cancelled as there was no budget. | PASSED |
| Representation Officers | GB gave a verbal summary of the written report.  BO: Which staff were complaining about the USMLE attendance?  GB: I can double check with Year Reps and will let you know who that was.  BO: My second question is about the lack of communication between INTO students and staff?  GB: First years MBBS6 had no Year Rep so they were not kept in the loop with things like GMC report. Yr2 MBBS6 Reps have been going to meetings but said that there has been a lack of communication between staff and students about entire process. Now, Year Reps are chasing the information up.  CL: With the ERASMUS programme, can you clarify what year that was and what has been going on?  GB: At the moment is still a bit of an abstract information so at the moment, Year 3 MSci Reps have an action point to chase this up with the person who is having the issues abroad. Once they know what it is, it will be passed on. At the moment we cannot really say.  **AP: MSci Yr 3 to liaise with International Officers on outcome of communication with the ERASMUS student** | PASSED |
| Campaigns Officers | LuC gave verbal summary of the written report.  MD: Are we doing stress balls this year?  LuC: Yes we are. They are colour changing.  BO: The big posters that have been put up are great advertising.  LuC: Thank you. They were supposed to be in lifts but not allowed to do that. | PASSED |

1. **Students’ Union Issues**
2. **Democracy Officer role**

Questions

AP: Majority of the job is during election period, what will the Officer be doing for the rest of the year?

IB: Make sure all the societies are constitutional and democratic i.e. with AGM/EGM. As VP finance it is hard to follow up on 120 or so societies. So part of the role is to make sure that this does happen, document or ask for proof of that happening.

MD: Why is the fact that Democracy Officer will ensure that societies are constitutional and democratic not mentioned as part of the role in constitution?

BO: How are 2 democracy officers expected to ensure that all societies are constitutional?

VP: A lot of elections come around exam season for societies, probability wise, how do we expect someone to handle this through their role around their own exam season?

YK: Why will it be part of Events Zone and not any other zone?

RV: Because it’s the under the President and this is the President’s zone.

CL: 18.5 says it will encourage societies to use the online voting system. All societies have their own voting systems. How will we impose this onto all societies?

BO: What is expected with regards to working with joint faculty elections? Is the officer expected to get involved with Kingston elections?

Discussion:

KS: Jut like we included Campaigns as a new role, some of the role does overlap and sounds like it will work around campaign season. The name was not descriptive of what the role actually is, still trying to figure out what the role is with Campaigns Officer. This can happen with the role here, based on description, especially as it overlaps with Campaigns Officers.

CL: The role is to organise and publicise elections. It does not feel as sabbatical tole. How is the person expected to remain neutral if they get involved in elections process, it will be hard to implement with student body as the officer will be viewed in a certain way by the student body. So the way student body views them will have an impact on the role.

GB: As Representation Officers, we have been encouraging people to talk about Campaigns, how Exec and Senate is done. Information is hard to get across. With this role, perhaps we can get that information out there and students will be able to understand how we are governed and how the system works.

BO: If Democracy Officers are promoting elections but they are running in the next elections, will that put them at a disadvantage? There could be a conflict of interest.

VP: Personally, I feel like President could take the role on as the returning officer. A lot of this can be done by the President or Top4.

OR: You can run for 2 terms, so what will happen if someone runs again?

IB: Someone else will get elected as assisting returning officer for their second term.

BO: Does the same apply if the person graduates?

KT: Yes, it’s part of the President’s role, as sabbatical you are a student for that the extra year essentially.

VP: The role is meant to be neutral, but by bringing in work with Campaigns Officers, essentially the role will not be neutral, reducing neutrality.

MD: I feel like the role can be done by all other officers of the Executive. The role is only active during election season. If the role is going to happen, we can mould it in years to come.

BO: It would be nice to have someone there the entire year to advocate for SU, wear T-shirt, so people can ask any questions during the week. Keep people more informed.

AB: If we spread the job among all the Exec, who will be accountable for the job? With this, there is none to make accountable.

LuC: There is a lot of overlap with Campaigns. At the moment Beth and I are focussing on welfare we could have done part of this as Campaigns. Maybe extend Campaigns Officer further. Having 2 of us can be hard at times. Extra person might be worth working not only on Campaigns, but actually incorporating this role here and working like democracy officer.

JC: Could this not be merged with the new Student Inclusion Officer role?

CL: Based on this, if the primary role is to promote, publicise and be in charge there is a difference. If it focuses on publicity and logistics of Hustings, accountability is difficult, it can be incorporated into Campaigns. Is the purpose of the Democracy Officer solely to promote elections or to be accountable for the whole elections process? Is the reason this has been created, because this is too much for the President to take on alongside his other commitments?

VP: There is no accountability constitutionally for this role. Yes the people can state what they want to achieve but it is superlative in constitution. Methods of promotion does not correlate to accountability. If any of us were to run in future, or people want to run in future, it might not be as popular of a role. Neutrality can be seen as burden.

MD: What was the stimulus for the development of this role? Was it to increase general excitement surrounding elections? Role is meant to increase participation in elections but does not feel like a role like this would fix it. It is more of a cultural change, takes time. It is impossible for two officers to access all of these different cohorts in terms of Year Rep elections and such.

GB: Essentially from what I know, and as Representation Officers, we have been working closely with Corey on all the campaigns and elections, recruiting Year Reps and essentially throwing campaigns and elections is quite strenuous for President and such. If someone was to take this role, it would be easier to make official Year Rep elections happen. At the same time, Sunil and I have been doing lecture shout outs, posting on cohort pages, messaging people so it can be incorporated into someone’s role.

MD: Based on that, you were doing this role to the best of your ability. If we are still not able to get Reps how will the role of Democracy Officer be able to fix that?

VS: Feels like role is shared between Representation Officers and Campaigns. Rep Officers are the are best people to advertise to reps and throughout year in order to elect Reps, and campaigns. Run throughout the year. Would it not be better for Reps or Campaigns to get involved? Don’t see what 2 people would be able to do that has not been done already by Rep Officers or Campaigns.

Summary

Against

* We had Campaigns as newly made role, we should let them develop first as Democracy Role does not really fit the description. See how Campaigns develop first.
* It is only a valid role at election period. Maybe hard to implement as a role because of how the officers would be viewed by students, better to keep election work within sabbatical officer.
* Conflict of interest if they are running for a position.
* If working with campaigns, role might not be neutral
* All of Exec could do it, but who would be responsible, need accountability.
* A lot of overlap with Campaigns/ Reps- we can look at into more detail
* It could potentially be merged with Inclusion officers
* Vague/ superlative constitution
* Would not be too much interest for it. Role will not increase humdrum for the role.

For

* Would be good to increase buzz and promotion.
* Strenuous for President, might be easier for him
* Nice to have someone all year round, promoting elections.

1. Student Experience Network Event

GB: The session takes place on Wednesday 8 March, 12.30pm to 13.30pm, in the Michael Heron Lecture Theatre. Staff and students are encouraged to come along to share their experiences and perspectives with Emma Baked and each other on teaching and learning.

1. **AOB**

Posters

IB: Had an email from library, unapproved posters have been going up. Make sure stamped and put up on boards. 5 posters from society maximum.

Printing

Student Union printer should not be used for personal use or society use. If anyone is found to be using it inappropriately- compensation to SU for ink and paper will be expected.

**Important Dates:**

Mental Wellbeing Week: 13th-17th March

**Date of next meeting**

Tuesday 21st March 2017