**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 18th April 2017**

**5.30pm – H2.6/7**

**President**

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| **Introduction:**  Hi there my names Corey Briffa and I’m the Students’ Union President for 2016-2017. It is my job to represent the views of the student body, to our union, the university and nationwide. It is also my role to oversee the strategic and operational running of the Students’ Union. As always my door is always open so please pop in and say hello if you any queries or issues you would like to raise with me directly. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * John’s leaving do ☹ * Had a number of meetings regarding the MFQCR * Dealt with UH Revue complaint * Awards Committee * Prepared for NUS National Conference * SU Refurbishment Work * Elections Preparations * Wrote a response to the increase in medical school places * May Ball Planning * Attended WhatUni Awards evening, didn’t win ☹ * Finalised Elections Pack * Finalised democracy officer role * Started AGM report * Received the NUS Strategic Report |
| **What have I got coming up in the next two weeks:**   * Plan of action following NUS Strategic Review * May Ball planning * Bar Redevelopment Planning * Part V Duty * NUS National Conference * Finalise some bits for Elections * University council away day |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Ishaan Bhide and I am the Vice President for Finance and Student Activities this year.  My zone contains Societies, Sport, Community Project and Heritage Officers so these are my main areas of focus, I help manage these groups, answer any queries and help you set up a new one. I also am in charge of managing the Music Room, the two minibuses as well as all of the accounts/budgets for both the Charity arm and the Trading (Bar and School Shop) arm of SGSU! |
| Action points   * Ishaan to set up Finance society budget code- Done! |
| What have we done since the last meeting   * Floats returned and issued. * Awards Committee weekend. * T Year halfway ball organisation and payments * Fielded student enquiries. * Chased up money owed to SU from last year * Debriefs with the Principal * Working on AGM documents * Working on my Handover document * May Ball planning is still ongoing. * Created bank transaction receipts for April. * Had meeting with Accounts payable for future contract. * We have lost John, our finance manager. * Conducted a lone council meeting. Announced that the email had been sent out for clubs and societies audited accounts for 15-16 for people to review and get prepared for AGM. * Society accounts for 15/16 are ready and the report has been sent out to all clubs and societies (a big thank you to socs). * Attended conference for Deputy Dean for Students. * Made a few adjustments based on feedback from clubs and socs on the accounts |
| What have you got coming up in the next two weeks   * Buying Awards things * Appointments subcommittee meeting * Continue to make adjustments on accounts report (already on V3) * Booking shisha for may ball. * Continue finance work- day to day * Use lots of annual leave that I have left:   Block 1: April 26th to 4th of May inclusive (shock horror!) |

**VP (Education & Welfare)**

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| Introduction  *Hello I’m Tanisha, it’s my job to represent the students at all academic meetings with the University and look out for the welfare of the student body to ensure that you are able to make the most of your time here at St. George’s! I also provide a free condom service for all students. Anyone is welcome to my office for a cup of tea and a confidential chat, without having to arrange a meeting in advance, as I have an open door policy. Whether you have an academic, health, emotional or financial problem, I can offer some advice and point you towards the most helpful service available. So please feel welcome to come and say hello, sometimes a listening ear is all you need!* |
| Action points  **Invite Suman and Paul to Senate** |
| What have we done since the last meeting   * Designed and sent May Ball Staff invites * INTO updates with International Officers * Supporting students through academic and disciplinary procedures * Attended MFQC room meeting and meetings with the Deputy Principal * Attended the WhatUni Awards where we were nominated for the “Giving Back” category and came 4th out of 127 universities! * May Ball decoration meeting * Met with Director of Planning to give our responses to the DfE consultation on expansion of UG MBBS places meeting * John’s leaving do ☹ * Meeting about addressing and raising awareness of sexual violence |
| What have you got coming up in the next two weeks   * Meeting with E&E for Green Impact updates * Supporting Final years in their last exam week * Loads and loads of ball stuff – ordering, trying out making decorations and planning a rota for when the committee can put time aside to help before exams * NUS National Conference! * Bar Meetings * Meeting with Principal * Meeting with Deputy Principal re: INTO and lecture feedback tool * Supporting T years starting exams |

**General Secretary**

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| Introduction  Hi everyone, I’m Fran and I’m the General Secretary of the Student’s Union for 2016-17!  My job as GenSec involves booking rooms, writing minutes of meetings and being a contact point for any of your queries! I also help students in setting up new societies and help out any committees that are unsure of anything to do with their emails or rooms. |
| Action points  Make Finance Soc email account |
| What have I done since the last meeting   * Council * Awards Committee * May ball entertainment * May ball decorations * Updating records etc/getting sorted for AGM * The usual queries and rooms etc * Revision :( |
| What have I got coming up in the next two weeks   * Senate * AGM report * The usual * Revision :( |

**Events Officers**

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| Introduction  Hello, we are Shalu James, Jeremy Teo, Chandru Amaranathan and Yuna Kishimoto, the SU events officers. Our job includes organising and planning events hosted by the student union including advertising on social media and around the university. We are also on duty for all these events. |
| Action Points  N/A |
| What we have done since the last meeting   * Decided to do the “diploma cookies” for Part V * Sent the photo booth invoice to Ishaan for Part V * Decided decorations for Part V (and ordered them online) * Started to advertise for Part V (Facebook and posters) * Talked to Rich about bar deals for Part V * Organising Showcase   + Contacted possible acts, hosts, and judges * Talked to tech about possibly doing a live stream for Showcase to accommodate cheer * Decided on a prize for Showcase * May ball planning |
| What have you got coming up in the next few weeks   * Part V advertising * Showcase Advertising * More Showcase confirming (acts mostly) |

**Sports Officers – NO REPORT RECEIVED**

**Communications Officers**

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| Introduction  *We are Ruth, Sarah & Joe – Communications Officers. We are in charge of the website, app & newsletter as well as being on hand for making posters etc for you guys.* |
| Action points   * *Finance Society Webpage – done!* * *Sort the Top 4 in office widget – still no reply ☹* |
| What have we done since the last meeting   * *Continue usual mundane society stuff* * *Uploading all the constitutions the societies officers are sending us!* |
| What have you got coming up in the next two weeks   * *Generally keep on top of comms until exams are over* * *Getting the app pack finished and sent off to MSL ready for freshers* |

**Heritage Officers – NO REPORT RECEIVED**

**Charities Officers**

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| Introduction  Hi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as the Charity Officers at SGUL for 2016-2017.    We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering throughout the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in. |
| Action points  We have decided that all of the money we raise this year will be split between three chosen charities- Ronald Mcdonald House, Noahs ark and St George’s Hospital charity. |
| What have we done since the last meeting  Easter holidays so things have been a little quieter than normal, we’ve mainly just been in touch with Spud regarding the Danceathon and helping her advertise and organise the event (12th May). |
| What have you got coming up in the next two weeks  -          Advertising for the Danceathon and helping Spud organise the even- bookings/ getting more people involved/ catering etc…  -          Selling shots at part v  -          Potentially Selling popcorn at the Showcase  -          Potentially having another bakesale/raffle and waterbombing top 4 event after the Easter holidays (TBC)  -  hoping to have a catch up with the charities after the Easter holidays just to discuss how the year's been so far and if there's anything else they would like us to do, any events or anything |

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2016-17; Naomi Melamed, Ash Sithirapathy, Lorna Chapman and Jess McNaughton. Throughout the year we are the contact point for all societies but we are also responsible for handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points from last meeting  **Arrange everything for the awards weekend coming up including collecting all the emailed nominations, uploading them all onto the newly created google docs, censoring them all to make them anonymous and deciding who is to leave the room for which nomination.**  **Continue with the 650 word limit for awards, continue advertising nominations on social media before the deadline.** |
| What have we done since the last meeting   * collecting all the emailed nominations * uploading nominations onto the newly created google docs * censoring them all to make them anonymous and deciding who is to leave the room for which nomination. * Awards weekend completed including collecting breakfast and lunch on both days * Been through all the nominations and counted numbers for each award, allocated names to the nominations and deleted any duplicates * Emailed out to all award winners inviting them to may ball * Found out what each award wins by looking through the constitution * Naomi has continued to chase late societies for their late hand over and constitutions and threatened them with dissolution. |
| What have you got coming up in the next two weeks  Need to decide on discount on tickets for award winners and what each award wins. Then we need to order all the awards (scarfs etc) and start looking into fine details of how awards night is going to be ran (timings etc) Naomi will continue to email societies asking for their constitution and hand overs and threatening societies who are not conforming to be dissolved. |

**Community Project Officers**

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| HPosition:1st Year BMS Repsjn  Introduction  Hey guys, We’re Vafie Sheriff and Mustafa Dashti, formally known as your Community Project Officers for the Student’s Union this year. Our role consists of representing all the community projects at SGUL, keeping them updated with important information, ensuring that there is a good level of communication between the projects and the students, and attending to any need or query they may have. We intend to advertise all volunteering opportunities and successes to ensure students and staff stay up to date. |
| Action points |
| What we have done since last meeting:   * Misc responding to emails * Attend Awards evening * Create and awards Volunteer of the Month February certificate |
| What we have coming up in the next two weeks:   * Exam Revision |

**Technical Officers**

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| HPosition:1st Year BMS Repsjn  Introduction  Tech – Ethan, Alex and Michelle |
| Action points |
| What we have done since last meeting:  • Plan for Part V - new lighting, booth redesign  • Winding down - tidy booth, repair equipment, sell items etc   * Start developing grant application |
| What we have coming up in the next two weeks:  • Part V  • Continue tidying, inventory and sales |

**Equality & Diversity Officers**

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| Introduction  Hi there; we are Avin and Khadija and we are your Equality and Diversity Officers for 2016-17. Outlined below is what we have done thus far, what we intend to do and the action points we are to follow up from exec meetings. If you have any questions, feel free to get in touch. |
| Action points |
| What have I done since the last meeting   * Attended quiet contemplation/prayer room meeting to grasp what plans will be happening after concerns were raised by a member of iSoc * Started writing handover for next year and 6 month report * Planning mid-May talk on “how to look after yourself on a night out”- with Kate (Sexpression), Sarah (NUS delegate) and Hannah (F year involved in sexual assault SSC)- planning to have several role plays of incidents on a night out/being harassed on the tube etc and what you would do in those situations. Unable to get a free self-defense class so this is our alternative. * Exams J * Scheduled meeting with Deborah Bowman end of May |
| What have I got coming up in the next two weeks   * Writing up reports and revision * Meetings to plan event |

**Environment & Ethics Officer**

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| Introduction:-  Hey guys and gals, the name is Cameron. I am your Environment and Ethics officer for this year!  My job is to make St. Georges as environmental and ethical as possible. I will be doing this through the constant bombardment of information, and many activities to get the students involved. Stay green people |
| Action points:-   * Contact comms * Contact Kingston E&E rep |
| What's been done since the last meeting:-   * Green Impact * Filling in the required fields * Made a small questionnaire to see how people travel to uni * Gathered information on our energy consumption * Contacted Comms * Contacted Kingston rep * May ball stuff * tending the allotment * go green week planning |
| What's coming up in the next two weeks:-   * Completing green impact * Allotment * go green week planning |

**International Officers**

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| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points   * liaise with MSci Y3 on the outcome of communication with the ERASMUS student |
| What have we done since the last meeting   * INTO Updates – tried following up with staff to find out about progress with   + UWorld Question Bank   + INTO USMLE Lectures   + Visa info/emergency contact/flow diagram should anyone be denied entry for students going to the US next year * Discussed with Corey/Tanisha which INTO Year Reps will be added to elections   + INTO MBBS 5 – year 1, 2, T, BSc, P, F   + GEP INTO – Year 1, T   + Marshall, TJU Reps * Contacted MSci Y3 student on ERASMUS * Emailed estates regarding putting up toilet twinning certificate * Coordinated a farewell card with ISS for Natalie (INTO staff) * Tried to advertise our role/start speaking to students about it (ISS elections is currently happening too!) |
| What have you got coming up in the next two weeks   * Help ISS with plans for Grad BBQ |

**Representation Officers**

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| Introduction  Hello, this is Gabriela Barzyk and Sunil Singh and we are your Representation Officers.We’ve been Year 1 Biomedical Science Year Reps last year and hope to use our experiences to help you. This is a relatively new role, which aims to inform you of all the events taking place throughout the year. To achieve this, we’ll be helping our wonderful Year Reps. As Representation Officers, we will attend Council, Senate and Executive meetings and share important information between the different teams. We love to chat and keep you updated so you can contact us anytime. |
| Action points  **Representation** to speak o Senate about ideas on how to improve the personal tutor system *(04/04)* |
| What have I done since the last meeting   * Contacted T-year Year Reps regarding our Action Point on improving personal tutor system. Have been sent poll details and minutes from MBBS Personal Tutor lead meeting.   Paul Holmes will be making a survey for MBBS (and maybe all other subjects) to check on how they feel PT system is doing and what needs improving. Any details of the survey will be passed to MBBS5 T-Year Reps who will pass it onto us once they receive more info.   * Looking over our past reports ahead of AGM report coming up * Attended Council * Took minutes for Fran at Council * Set a date for next Steering Group (9th May, Council), working on promo/ info to send out and liaising with E&D Officers * Contacted SPACE about off-site breastfeeding facilities email delay and resolved with Tanisha following a short meeting * Chasing up outstanding Senate Social payments from Year Reps, asked Tanisha to post on Senate and will follow up with individuals * Received an email from James Watson/ P&F Forum about P&F not having much interest and being at risk of dissolution in future years. Have reached out to those we think might be interested in taking the society forward and replied to James. * Add in newsletter/ create an online space to share on website potentially?   From Council:   * Saeed Azizi spoke about manifesto pledges to be placed on top of reports at AGM, in order to increase accountability. Proposed constitutional change to the constitution 2.2.1: in addition, to include pledges from manifesto and people can highlight if they have been successful or not. Passed by simple majority * Saeed also spoke about loop holes in constitution and how written handovers were often delayed. Proposed constitutional change in section 3.14 to ‘Shall be required to give a period of one month’s handover to his/her successor, including an up to date written handover document’ to succeeding member starting the role’. Passed by simple majority * Christian Union and Musical Society constitutional changes passed by simple majority * Club and Society Accounts 15-16 have been released via email. * Discussed risk assessments and handovers for societies, following email from Socs Officers about constitutions and handovers (with potential risk of dissolution) |
| What have I got coming up in the next two weeks   * Senate * Steering Group ideas * Writing AGM report |

**Campaigns Officers – NO REPORT RECEIVED**