**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 4th April 2017**

**5.30pm – H2.6/7**

1. **Business**
   1. Apologies

|  |  |  |
| --- | --- | --- |
| **ET** | Eesha Tripathi | Charities Officer |
| **AC** | Anshaal Chawdhery | Charities Officer |
| **NA** | Naireen Asim | Charities Officer |
| **JC** | Joe Clark | Communication Officer |
| **CBl** | Cerys Bladen | Heritage Officer |
| **NMer** | Na’im Merchant | Student Trustee |
| **AS** | Ash Sithirapathy | Societies Officer |
| **SH** | Sarah Hill | Communications Officer |
| **WM** | Will Morrell | Sports Officer |
| **RT** | Ruben Thumbadoo | Student Trustee |

* 1. Present

|  |  |  |
| --- | --- | --- |
| **IB** | Ishaan Bhide | VP Finance and Student Activities |
| **FH** | Francesca Harris | General Secretary |
| **KT** | Kat Telford | Chair |
| **CBr** | Corey Briffa | President |
| **CL** | Chantal Liu | International Officer |
| **RV** | Ruth Varney | Communications Officer |
| **CBa** | Cameron Barclay | E+E Officer |
| **AB** | Anya Brown | Heritage Officer |
| **LuC** | Lucy Chapman | Campaigns Officer |
| **VP** | Vikram Patel | Charities Officer |
| **CA** | Chandru Amaranathan | Events Officer |
| **YK** | Yuna Kishimoto | Events Officer |
| **JT** | Jeremy Teo | Events Officer |
| **SJ** | Shalu James | Events Officer |
| **VS** | Vafie Sheriff | Community Projects Officer |
| **MD** | Mustafa Dashti | Community Projects Officer |
| **KS** | Khadija Stone | E+D Officer |
| **LoC** | Lorna Chapman | Societies Officer |
| **OR** | Ollie Ryan | Sports Officer |
| **EO** | Ethan Osborn | Technical Officer |
| **GB** | Gabriela Barzyk | Representation Officer |
| **SS** | Sunil Singh | Representation Officer |
| **SL** | Sarah Lasoye | NUS Delegate |
| **SA** | Saeed Azizi | Student Trustee |
| **JM** | Jess McNaughton | Societies Officer |

* 1. Minutes from the previous meeting
  2. Action Points

|  |  |  |  |
| --- | --- | --- | --- |
| Comms | 07/03 | Find out how to change the in office link | **ONGOING** |
| Socs | 07/03 | Set a date for council society dissolution | **ONGOING** |
| International | 07/03 | Liaise with MSci Y3 on outcome of communication with the ERASMUS student | **ONGOING** |
| Charities | 21/03 | Advertise quiz on family pages | COMPLETE |
| All | 21/03 | All exec to push awards on FB and Social Media | COMPLETE |
| E+E | 21/03 | Talk to Comms about green impact | **ONGOING** |
| E+E | 21/03 | Get in contact with Kingston E+E rep | **ONGOING** |

1. **Reports**
2. **Students’ Union Issues**
   1. Executive Disciplinary Meeting
   2. Thorpe Park
   3. Attendance and reports record update
3. **Society Proposals**
   1. Finance Society
4. **AOB**
   1. Awards Committee – KT/CBr
   2. Constitutional changes – SA
   3. CPO constitutional changes – VS + MD
   4. Exec of the Month - CBr
5. **Date of next meeting**

18th April 2017

**REPORTS**

|  |  |  |
| --- | --- | --- |
| **President** | CBr gave a verbal summary of the written report.  KS: can you give an update on quiet contemplation room?  CBr: have a meeting tomorrow about plans the university have drawn up and submitted. We will see what the faith groups responses are to these plans. Current issues are trying to come up with designs that incorporate all faiths.  EO: could you talk more about the issues with the UH review evening.  CBr: I received a complaint about a performance form one of the med schools so I have been talking with the president from that med school and trying to get a formal written apology which has now been sent on to the person who made the complaint. I also sit on the UH committee, and this affects us in a number of ways – the med school who said it, us who gave them the platform and UH in general. | PASSED |
| **VP F+SA** | IB gave a verbal summary of the written report.  CL: have the performance societies been notified they have been charged for tech etc?  IB: they haven’t been notified but they knew this would be happening – I will be sending out a email soon.  RV: Do we know the rag total?  IB: off the top of my head it is around £1300  CL: has the issue with online payments been resolved?  IB: we are changing the supplier so this should be sorted soon. There will probably be more issues but should help.  MD: how will the inline payment system link with tills?  IB: it’s the same company and supplier. | PASSED |
| **VP E+W** | TA gave a verbal summary of the written report. | PASSED |
| **General Secretary** | FH gave a verbal summary of the written report.  RV: When would you like AGM reports?  FH: I have a date set which I will email out soon!  CL: Will you be changing room bookings for next year?  FH: As much as I would like to change the system all together, at the moment the thing I have mainly considered is giving back some rooms to the university as it is currently too much. |  |
| **Events Officers** | YK gave a verbal summary of the written report.  RV: what’s the special feature for your Part V disco?  SJ: still thinking of what to do, but one idea is cookies with ribbons on them. | PASSED |
| **Sports Officer** | OR gave a verbal summary of the written report. | PASSED |
| **Communications Officers** | RV gave a verbal summary of the written report.  CBr: how’s the app coming along?  RV: still awaiting backdrop photo and Joe is heading filling the form to apply for it. Still in contact with the company but there has been a minor hold up with it as we have all been very busy.  **AP Heritage to send photo to Comms for the App**  CL: how has the Ask Deborah feature been going?  RV: no one has been asking questions which is a shame as in the past it has been wanted. We have set up an anonymous system now to do it but no one is using it still, so I send questions to Deborah but would be really good if people could encourage people to send in questions! | PASSED |
| **Heritage Officers** | AB gave a verbal summary of the written report.  **AP SGUL Change application to be pursued by heritage officers** | PASSED |
| **Charities Officers** | VP gave verbal summary of the written report.  VS: have you finished collecting money from events during rag week such as jailbreak and take me out?  VP: have recently been informed that all money through just giving hasn’t been coming to Georges since 2014 so this is 1000s of £ that hasn’t been given to the SU which is disappointing. We can get it but they are charging a holding fee for this. | PASSED |
| **Societies Officers** | LoC gave verbal summary of the written report.  SA: what happened with the issues regarding the word limit to nominations – why the change and what will happen if the word count isn’t adhered to?  LoC: Did it because it’s one A4 page. Don’t really feel that most awards need much more than this.  **AP deadline of current action point 18th April** |  |
| **Community Project Officers** | MD gave a verbal summary of the written report. | PASSED |
| **Technical Officers** | EO gave a verbal summary of the written report.  TA: as Monckton is Trust, how do we get permission to change lights etc in there?  EO: all equipment is ours and tech booth is maintained by us and the university. All lighting is ours so its not a problem. Just anything that requires permanent fixtures etc we have to contact the person in charge of the Monckton. | PASSED |
| **E+D Officers** | KS gave a verbal summary of the written report.  RV: What’s bystander training?  TA: Training for what to do when you see something happening and what to do. | PASSED |
| **E+E Officer** | CBa gave a verbal summary of the written report.  EO: Please can you send the details about musical which I spoke to you about.  MD: how will we distribute allotment space to students?  CBa: the space is very limited. I have a list of students who have shown interest who I will email letting them know when to come down. | PASSED |
| **International Officers** | CL gave a verbal summary of the written report  GB: have the MSci Y3 reps reached out to you at all?  BO: we will be reaching out to them soon. | PASSED |
| **Representation Officers** | GB gave a verbal summary of the written report.  **AP to speak to senate about ideas on how to improve the personal tutor system.**  RV: how is attendance at your steering groups?  GB: the last one at council was quite good, so plan to do it again in council.  **AP TA to invite head of personal tutors to next Senate meeting.** | PASSED |
| **Campaigns Officers** | LuC gave a verbal summary of the written report.  **AP meeting with CBr and TA** | PASSED |
| **NUS Delegate** | SL: went to women in leadership conference earlier this semester which was really good to meet lots of people. Attended Trump, Brexit and Beyond conference that the NUS put on. Have met lots of student activists and gained lots of inspiration. Have been elected to NEC which will be good for next year. Have taken lots of notes on issues which we can bring to George’s. Black students conference is coming up soon which I will be attending soon.  KS: Could you tell us more about women in conflict?  SL: was lots of people running different campaigns and spoke through experiences of women in various conflicts eg Palestinian, and about what the place is for women in terms of liberation of women. Tied in with the BDS campaign that the NUS have going on at the moment.  MD: Is there any way we can advertise the conferences you go to?  SL: definitely – there is a registration fee for some of them but I think for next year part of the advertising for the delegate spaces this should be promoted more as it’s a really amazing opportunity to get to go to these conferences and work with these people as I think it would pull people in more.  CL: what do you think the next thing will be and for ring it to George’s?  SL: main thing I took from women’s conference was with student staff misconduct. There is lots of research going into this. There was a panel on how best to tackle the systematic ways in which we are allowing these things to happen, we need to work to prevent these things from happening in the first place. One idea is having a code of conduct agreement for all staff before they sign onto the regular contract. This highlighted many issues which often get brushed under the carpet. | - |

**STUDENTS’ UNION ISSUES**

Executive Disciplinary Panel – CBr

There is a disciplinary meeting coming up. The panel consists of the Top 4 members, Chair and 3 randomly selected officers. Anyone with a conflict of interest is taken out of this selection. Three have been generated to keep an eye on your inboxes. Everything in that meeting is confidential and the outcome will be decided in the panel.

Thorpe Park – CBr

We would like to organize an exec trip to Thorpe Park and we will be putting a poll up to find the best dates to suit as many people as possible.

Attendance and Report Records Update - FH

FH showed the current records and any issues were ironed out.

CPO Constitutional Amendment – MD and VS

MD explained changes proposed.

Accept: 21

Reject: 0

Abstain: 2

PASSED by simple majority.

Officer Roles – SL

I have been working with Corey and Tanisha on some liberation officer roles for next year. Four key groups: women, BME, LGBT and disabled students are implicated across the country and are really important for representing students. I have written up the constitutional descriptions for all three. It is up to the students of whether they want these roles, particularly disabled students. SL read her constitution for women’s officer. I think these roles are important to ensure the SU is a space where marginalized individuals can come forward and have support for all issues they may face. A lot is currently handed down to students individually in a role which they aren’t recognized for, whereas across the country they are.

**AP SL to send the constitutions to FH for the next exec meeting and everyone to develop questions and consider them so that they can be passed at the next meeting.**

**SOCIETY PROPOSALS**

Finance Society – Carl Wakeford and Rob Nelson Sice

We have ironed out small issues with constitution – all been filled in now. Decided to charge £3 per member and now have a budget written up. Along with £40 from the SU, we hope to have about 20 members raising our total to around £100. Our budget for those who haven’t seen it is a breakdown of all the costs we expect to spend in the next year. We want to have some events such as talks, finances services expos and prizes and competitions. We plan to pay for speakers travel and food and drink (up to £25), up to £20 on Freshers stalls etc. We also want to gain some sponsorship and donations form alumni and businesses. We have set the annual target of £200 which would go into bumping up the previously state figures, bettering the events.

RV: last time we discussed that this was a society we currently lack. They seem to have ironed out all errors we highlighted and have thought through their budget well so I think there isn’t much to say against passing them.

AB: I propose we pass Finance Soc as society of SGSU.

RV: Seconded

Accept: 21

Reject: 0

Abstain: 1

PASSED by simple majority.

**AP Socs to file constitution and handover.**

**AP Fran to make email account.**

**AP Comms to make webpage.**

**AP IB to make budget code.**

**AOB**

Awards Committee – KT/CBr

Deadline for awards is tomorrow at midnight. We will be meeting at the weekend, unless we have had apologies by the deadline then you must be there. If you’re not there, then it will be taken to your zone leaders of how to deal with this. You will be provided with rules on the day and you will be guided through it step by step. There may also be some extras there as it was opened up to the student body.

We will be stopping at 10pm on Saturday and starting again on the Sunday.

Following discussion between Chair and Top 3 today, we have waivered the 650 word rule for Gold Care and Laurels as these are where it isn’t always possible.

I have been creating rules for the weekend – all awards are based on facts. These are what are discussed, not the nice way that people write about others.

SA: the concern is that for people who have done things over a number of years, sometimes 7 years, and this can’t be put into 650 words. How do we now put into words that this is a guideline not a limit? I fear the people will leave things out which are important due to thinking it is a limit. It’s unfair is some people go over and are allowed this, but others stick to the limit and so don’t get as much information into this.

MD: the people who didn’t know this was a guideline and not a limit, how do we make it fair that they haven’t written as much as people who now hear that this is a guide.

CBr: I see it that the limit was a surprise to all of us, but once it had been reported we saw that it was an issue. We considered scrapping gold and laurels nominations and reopen it but that has to be a 2 week wait. Or alternatively we keep to the limit and take it as they are.

CL: I agree that we should keep to the 650. We are also able to move applications up and down.

EO: has the decision to change the word limit to being a guide been communicated to anyone else yet?

KT: not yes as were planning for this discussion at this meeting.

AB: How was the word limit created without Top 4 knowing about it? I agree that we can’t change it now, especially as the two weeks had to be extended anyway. Seems to be something that has slipped through the net and shouldn’t have been allowed to happen.

CBr: this is something I asked Ishaan who said he also wasn’t aware of. It is obviously just something that has gone ahead and been done especially as it was a short timeline of preparation.

JM: We have mentioned it a few times to Ishaan in the past and now that it’s something that has been done we need to carry on with it.

MD: Anyone who has written a nomination before will use the same sort of template. This means that a lot of people are likely to be affected.

BO: Would it be possible for the applications which have already been submitted, could the people who have submitted gold/laurels nominations be contacted with the opportunity to write more if they would like to.

JM: We are looking for facts, and you can get this across in 650 words.

VP: if people in the meeting now know that we can have more than 650 words then we will go ahead with that. I think it might be good to do what Bukola suggested in giving the gold and laurels nominations more time, maybe an extra day, to write more so that we can do them all fairly in one weekend.

TA: Laurels is something that is so special that I don’t believe it should just be bullet points. I think it really does take more than 650 words. You don’t tend to get many nominations for laurels as people know they need to be really outstanding.

SA: As students have been told that there is 650-word limit and we have publicized this, to go back on our word would be quite unprofessional. The normal student may not understand why it is important to make these exceptions. I think either we should extend the limit to Friday or to email everyone and make it very clear that we are only assessing facts. As long as it is made very clear tonight that there is a 650 limit but we are only looking at facts, but anything over this limit will not be looked at. This is also important to be learnt from in the future.

EO: Some people make multiple applications and then add to this, but this can lead to messy applications. Last year there was an 8000-character limit. This is around 1100 words. This is about double. I haven’t seen applications before but unless people were previously listing 1100 words of pure facts, some things can be removed. Regardless of how hard it is to condense things; I think that as we have publicized this then it is something that people are finding hard to stick to. Maybe the best thing to do would be to speak to the people having issues to see if its something they could be helped to condense. Maybe we should leave the limit in place but work with the individuals to get them within the limit.

MD: we have advertised awards for over 2 months, we have also advertised that we have extended the deadline. There are still people even on exec who didn’t know about the extension, so how would we advertise the change in word limit in one day to all students. This seems unrealistic.

JM: I agree with Saeed, I think this is the only way forward. Other arguments are also valid but we are contradicting ourselves a bit. I don’t see the need to complicate things.

CL: I think that we should be able to stick to the limit, but be able to shift them up and down. Emotional language can be really important, and can show a lot within an award. As long as its all 650 and everyone knows it’s a level playing field. People with issues with the limit is people who have been on the committee before, but we should bear in mind that this is a new committee and while we bear in mind the level of a laurel standard, everyone applying this year is on a level playing field and so they should be fine.

CBr: we are also suggesting that we may not get good applicant for 650 words, we might get amazing applications within the limit. We are assuming things, we should just keep it on a level playing field and be transparent about it.

VP: I don’t think we would look unprofessional. It is our job to rectify any issues. I see the issue with communications but is something that can easily be solved in the next few days.

AB: As a room of people we need to consider the emotional vs tick box exercise. The only reason we sit a a committee to read these things, is because tis an emotional thing. Using tick boxes goes completely against the reason we do these awards. Everyone who has sat on an awards committee your feelings before and after completely change. I think we need to stay on the 650 in terms of professionalism but not to say anything about not being emotional as it has to be.

CBa: People manage to write personal statements in word limits. I think we might be thinking a bit too much about this, and it is something that people just need to get on with and do it.

SA: Emotive language can still be factual and emotional. People can summarize things down and still be emotive. This is a mistake that needs to be recognized but we can’t rectify it now. Part of professionalism is rectifying things appropriate – it needs to be rectified for the future, have this all documented so that it is very clear how things played out and the same mistakes aren’t made in the future.

LoC: I would like to clarify the use of the word ‘mistake’, as societies officers we didn’t know this would be such an issue. From now on I think we should carry on with this, and for all we know this may work. This can be handed over, when we see how it worked. I think it may work well.

TA: Other countries allow much bigger personal statements, and also interviews are held which allows people to get a flavor of what people are like, but we don’t have that opportunity. I also want to just make sure that we don’t ignore emotive language, there is a difference in how things can be said though. Emotion can be important within reason. The special awards go through because we get stories and nice things which we hear in a nice way which should be taken into consideration.

EO: I agree with Anya that it must be much easier for people who have sat on the committee before to know what’s coming up, but this is also wrong as they know how to form better applications. I would also like to point out that as someone who hasn’t been on the committee before, I only have what I’ve been told about the process to go on. I was told that we would be going through with highlighters and marking facts in the applications. Therefore, I understand that a list of bullet points may not be as persuasive and descriptive but also we can only go on what we know and we were told it will be judged on facts, which is why I think that the word limit makes sense.

MD: Awards is the weirdest exec process I have ever done. Your whole perception changes and throughout the day criteria changes. Awards is intrinsically unregulated and personal. The way we deal with the word limit is also personal, there is no way that someone can tell you it should be emotional or factual, its up to you as a committee. It is up to the committee when it is read whether it is good enough or not, and that standard is decided on the day and adapts. In my opinion as a lot of the exec is new then this wont affect anything.

KS: personal statements are 500 words which shows that 650 is ample amount. I think that Societies officers were good to make this change, but maybe more support should have been given by their zone leader.

CBr: I think maybe something we do at the end of awards, or the following exec, is discuss any issues that arose so that we can properly hand over to next year what went wrong and why. We need to make sure we sit down and discuss it afterwards.

KT gave a summary of the points raised.

*Opinion vote on whether we believe we should keep the 650-word limit as it is.*

*Accept: 20*

*Reject: 2*

*Abstain: 1*

KT: considering we have decided that we should keep the word limit I will be making this a factual process where we will simply be looking at the facts. This is what we are aiming for as this is how I predict people will write the nominations. Of course we wont discount the emotional writing, this wont be discounted, we are just focusing on the facts. Anyone speaking inappropriately will be asked to leave the room at the weekend. Packs will be sent via email so highlighting will be on laptops.

AB: The problem with sending as an email means that people will have access afterwards which isn’t allowed, which is why google docs are better.

SA: what will happen to applications over 650 words?

KT: we will remove extra words and stick strictly to the limit. These words will be emitted before hand.

Constitutional Changes - SA

Changes to AGM and also an addition relating to handover documents. I will take this to council to be voted on.

Exec of the Month

Exec of the month for March goes to Campaigns Officers, Lucy and Beth.