**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 27th June 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:**  First of all, I want to say a big thank you to all our fantastic team! You all have been the foundation of the great achievements we have made this year. I hope you feel satisfied with the work you have accomplished as you have all be wonderful! You will forever have a friend in me, so if you need anything in the future do not hesitate to ask! I hope as you walk round the completely new space and witness a number of positive changes, you remember the important part you have played in order to achieve this!   I wish you all the best and I’m sorry I can’t be there today. Have a fantastic and well deserved break!  Best wishes,  Corey   * Organised an open meeting around the MFQC room. * Summer elections 2017 * Met with the contractor for the SU redevelopment * Organised NUS trade fair bookings * Lots of work on the redevelopment * A number of reports to a number of committees * Gave a presentation on our Year so far. * Open day presentation * Helped with some Grad Ball bits * Dealt with a number of student queries / helping with appeals etc. * Assisted in organising a charity event on Friday / Body Action Campaign. * Advertised a number of upcoming events. * Finalising some marketing bits and bobs with the new tenants of Eddie Wilson café. |
| **What have I got coming up in the next two weeks:**   * MFQCR Consultation presentation / Survey * Begin to plan the training / handover for new sabbatical officers * Grad ball assistance * Annual Leave 26th June – 3rd July. * Project manage the new refurbishment. * Develop advertisement / branding from the new bar redevelopment * Fire Sale – SU Bar closing day * Working on a heritage idea for the old bar (For Alumni) |

**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 make budget code for Palestinian Society- Done!   Ishaan to make budget code for Athletics Society – Done!   Ishaan to make budget code for SEMS – Done! |
| What have we done since the last meeting   * Gill was on annual leave so did extra finance jobs in her absence * Post-AGM inquiries for societies * Made New Fresher’s Fayre spreadsheet and started speaking to interested parties * End of financial year email sent out * Graduation Ball meetings, organisations and payments * Fielded student enquiries. * Fashion show donations made. * Meetings with the Principal presentation * Elections! * SGUL Finance Committee meeting * Caught up with all my emails and the backlog of Finance work from my leave * Working towards end of Financial year * Finished Handover Document and gave it to Vafie * Appointments trustee subcommittee meeting * Tied up a few loose ends. * Corey and Tanisha both on annual leave so covering for them * Rugby Meetings regarding financial state and future WRFC contract |
| What have you got coming up in the next two weeks   * Handover Trustee Board meeting * Final Council meeting * Continue finance work- day to day and end of year * Attend Graduation * Start Handover period after July * Trustee handover pack * Leave the ship steadier than what it was like when I came in |

**VP (Education & Welfare)**

No report received – annual leave.

**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  Society email accounts for SEMS, Palestinian Society and Athletics Society |
| What have I done since the last meeting   * Emails and rooms * New committee email access * New society email access * Written up recorded trustee minutes * Finished handover * Booked rooms for all of next years’ meetings |
| What have I got coming up in the next two weeks   * Verbal handover * Tie up loose ends * Final Council * Handover Trustee Board Meeting * The usual! |

**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   * Finished writing our handover * Handover circles * Exams! |
| What have you got coming up in the next few weeks   * Meet incoming Events Officers for a verbal handover |

**Sports Officers**

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| Introduction  *Hi! We’re Will and Ollie, Sports Officers for 2016/17. Our role sees us as the first point of contact for sports in the Student’s Union. Our main responsibilities include overseeing teams participation in LUSL and BUCS leagues as well as coordinating the use of Rob Lowe Sports facilities. Other aspects of our role include our position on sports committees and organizing Fresher’s sports trials* |
| Action points   * *N/A* |
| *What have we done since the last meeting*   * *Cricket Team fixtures* * *Writing handover* * *Finalizing payment for certain things* * *Receiving some trophies from this season – will be put up after new bar refurbishment* |
| What have you got coming up in the next two weeks   * *Writing handover* * *Continuing looking into varsity* * *Retirement* |

**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  *Webpages for the new societies – done*  *Office link – still no response from Jordan* |
| What have we done since the last meeting   * *More newsletters* * *Contacted all societies asking for new committee details to give access to the website and any updates ready for freshers/the app* * *Made new society webpages* * *Met university comms about the snapchat filter* |
| What have you got coming up in the next two weeks   * *Newsletters - as we did, we will encourage new Comms to take over in July to get used to making them before Fresher’s* * *Handover* * *Generally keep on top of comms during July until new Comms take over* * *Liaising with MSL about the new app* |

**Heritage Officers**

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| Introduction  Hello everyone! We are Cerys and Anya your Heritage Officers for this year! We are in charge of promoting and maintaining George’s Spirit through out the year – from Wandsworth 8 in Freshers to a special St. George’s Day celebration! Let’s have a great and spirit filled year! |
| Action points |
| What have we done since the last meeting   * Emailed relevant students about Cobras T-shirt * Written Handover |
| What have you got coming up in the next two weeks   * Order Tshirts * Distribute T shirts |

**Charities Officers**

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| Naireen, Anshaal, Vikram, Eesha |
| - The Danceathon on the 12th of May was wonderful, raising £600 :)  - Catch up and reflection on how the year went for us with Corey  -Writing a beautiful written handover for the upcoming Charities Officers. |
| What have you got coming up in the next two weeks:  - Preparing a wonderful handover for the upcoming Charities Officers on the 26th June.  - Emailing our chosen Charities for the year to arrange dates in the next month to meet with them on campus or at their sites.  We would like to extend our congratulations to all of the new executive officers elected this year and look forward to working with you in September. It has been a pleasure to work as your Charities Officers and part of the exec team.  Charities Love NEAV |

**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    File handovers for the new societies/update the mailing list |
| What have we done since the last meeting   * Attended handover circles * Spoken to the incoming Socs Officers informally * Keeping up with emails * Updating the mailing list |
| What have you got coming up in the next two weeks   * Send in our written handover to Fran * Meet with the incoming Socs for a verbal handover * Keep updating the mailing list/responding to emails |

**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:   * Finished writing handover * Had a verbal handover * Elections * Handover circles * Designed the new CP Board |
| What we have coming up in the next two weeks:   * Physically update CP Board \*cries\* * Advertise All Winners of Volunteer of the Month * Handover * Cry as this is our last ever report ☹ |

**Technical Officers**

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| **Introduction**  We are Ethan, Alex and Michelle, technical officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| **Action Points**     * Currently none |
| **Since Last Meeting**     * Liaising with incoming 2017/18 technical officers * Rigging for external event on 23rd of June * Attending and running external event tech on 23rd of June (Alex) |
| **Next Two Weeks**     * Overseeing aspects of bar renovation in regards to setup and equipment salvage * Conducting full inventories before the end of the year |

**Equality & Diversity Officers**

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| Khadija and Avin |
| What we've done:  -prepared handover  -brainstormed what we want for beginning of the next academic and will pass this over at handover  -prepared focus groups for MBBS5 students to take place in two weeks |
| What we will do in the next fortnight:  -handover |

**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:-   * Speak to Ethan- Not done |
| What's been done since the last meeting:-   * ACHIEVED A GOOD ON THE GREEN IMPACT AWARD! WOOOO!!!!! * Benches have been added to the allotment * Creating handover document |
| What's coming up in the next two weeks:-   * Freedom |

**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 |
| What have we done since the last meeting   * Hustings & Elections * Attended GMC Meeting – Review of INTO MBBS programs, official report to follow in a few months |
| What have you got coming up in the next two weeks   * Update handover to pass on to next International Officers |

**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**  -N/A |
| **What have we done since the last meeting**   * We have been drafting a document for the liberation officer roles and have been going through minutes of previous exec meetings, steering groups and AGM and will send this to Tanisha when we’re done. * Followed up on the emails from SPACE. * Spoke to Sarah Lasoye and a number of other people who expressed concern about the roles. We also spoke with them about the events that occurred after AGM. * Had a number of meetings about the concerns that people had after AGM. * Asked year reps to promote elections and voting on their cohort pages.   **There was no council**  **From Senate (unfortunately we couldn’t attend so these are main points from the reports that were sent in and minutes are not up yet so we couldn’t go through them)**   * Year reps are continuing to record lectures on panopto * HCS Y1 are concerned about placement finishing only one week before exams and were wondering if dates could be changed for student next year when they come to sit exams * MBBS4 Y1 reps had weekly meetings with INTO staff (Dr robert Nagaj, Dr Baboonian) about the termination of the INTO programme. |
| **What have you got coming up in the next two weeks** |

**Campaigns Officers**

No report received.

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**Trustee report following Trustee board meeting (18.05.17)**

Gill and Ishaan presented the financial report, it appears we are currently ahead of our forecast made at the beginning of the year, which is very positive. Many thanks for all the hard work from all those involved in achieving the improvements in financial management so far, although work is still required to ensure we maintain this.

Discussions regarding the Rob Lowe space are still ongoing; a few deals have been proposed so far. Gill kindly presented new guidelines for societies pertaining to how societies manage their finances. Will be further discussed at AGM.

It was proposed to make cuts to the staff Christmas celebrations budget as staff members are already receiving a salary and should be expected to contribute more significantly to their own events. This is part of the financial budget planning for future years.

The organisers of May ball were praised for its success