**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 1st November 2016**

**5.30pm – H2.5**

**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:**   * Elections / re-opened nominations * Hustings * Prepared for Trustee board * Met with Derek bannister / Matthew Bull about RLSC. * Dealt with SGSU commercial stuff. * Met with Lex. * Collected information for education day. * Sorted the issue with Star booking for the Robert Lowe. * Charity week sumo wrestling. * Organised Diwali Show/ Fashion show after party * Met with Fashion show * Organised a viewing of our potential May Ball location * Robert Lowe Survey Report * Met with Campaigns * Met with the principle |
| **What have I got coming up in the next two weeks:**   * Voting week * Venue Viewing * Campaigns events * Help Fran/campaigns with Use your SU Week * Halloween Disco * Trustee Board * Meeting with the SGUL Director of Communications. |

**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   * IB to make budget code for GinSoc- **Done!** |
| What have we done since the last meeting   * Taking on more responsibilities from John and Ashar as they will be leaving and we don’t have a COO in place. * Answering student enquiries and music room subscription fees * Annual expenditures report for 15-16 generated for all clubs and societies and sent out with the help of Fran * Fielding corrections for said reports * Met with societies officers along with top 4 for their may ball-awards idea * Blue minibus is back and now functional * Organised social for LINKS * Bought loads and loads of things for fashion show costumes * Paid for photobooth at Halloween disco * Spoke to Kukri the supplier for swimming kit, something that has been pending since January 2016 and paid for their kit via credit card as AP have not been taking any invoices this week. * Coded invoices as usual * Societies finance enquiries as usual * Met with STAR and sports officers to try and sort out a Rob lowe fixture issue. * Conducted shop manager interview and appointed a permanent Shop manager * Met with Heritage to find out what has been going on post freshers and to find out more about their plans for next year. * Counting a lot of cash to try and clear out as much of the backlog as I can before Halloween Disco. * Bought tickets for E+E, Campaigns so they could attend a conference last Friday |
| What have you got coming up in the next two weeks   * Meet with Sports officers for a debrief. * Two days of staggered annual leave yet to be decided. * Finance work and cash counting * Auditors are coming- date pushed to 7/8th November * COO interview * Trustee Board meeting |

**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   * To meet with ISOC and ABSoc before next exec meeting * To ask at MBBS course committee about NHS smart cards * E+D to meet with Tanisha and Campaigns about joint campaign |
| What have we done since the last meeting   * *Provided support for students* * *Attended Interfaith Forum, Student Experience Committee, UG Events Overview, Careers Committee, AAMG (Access Agreement Monitoring Group), IMOG (International MBBS Operations Group) and DaP (Doctor as a Professional) Review meetings.* * *Meeting with INTO reps* * *DBS Checks* * *Met with Campaigns and E&D Officers* * *Met with Jane Saffell, the new Director of IMBE* * *Meeting to get adequate equipment for the SDL room* * *Advertised Ccards* * *Planning for Education Day* * *Received written hand over* |
| What have you got coming up in the next two weeks   * SUCS, T Year Committee, F Year Committee, Campus Good Relations Group, Student Support & Welfare Committee, Counsellors, QAEC (Quality Assurance & Enhancement Committee), Trustee Board and MAC (MBBS Assessment Committee) meetings * Ball planning |

**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 |
| What have I done since the last meeting   * Ball planning + talked with Socs about awards * Council meeting * Talked with Reps and E+D about steering groups * The usual emails and queries * Planned some impromptu Use Your SU events and doing them this week! |
| What have I got coming up in the next two weeks   * More ball stuff * Use Your SU for elections * University Challenge auditions * Senate |

**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   * We’ve sent the invoice for the photo booth to Ishaan * Bought Halloween decorations * Made some Halloween decorations * Organised bar deals for Halloween with Rich * Made bar deals posters * Made DJ posters * Spammed Facebook about the Halloween Disco * Communicated with Comms Officers about early bird tickets to sell online * Been in contact with RAG to organise RAG shots at Halloween Disco * Decorated the SU for Halloween Circles |
| What have you got coming up in the next few weeks   * Start planning for Christmas Disco * Brainstorm smaller scale events to be had throughout the year |

**Sports Officers**

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| Introduction  *Hi! We’re Lucy, 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   * *Team fixtures* * *Continuing fixture reversals* * *Continuing resolving of Rob Lowe issues* * *Resolving issues regarding walkover* * *Match rearrangements for injured teams* * *Entered swimming into BUCS competition* * *Captain reminder email – scores, messaging etc* |
| What have you got coming up in the next two weeks   * *Fixtures* * *Continue Rob Lowe issue management* * *Confirm walkover rules with teams* * *Chase team input of match results into BUCScore* |

**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  *Webpage for Gin Soc – done!* |
| What have we done since the last meeting   * *Completed lots of jobs for societies on the website* * *Met with SGUL comms team* * *2 more fabulous newsletters* * *Trouble shooting issues on website.* |
| What have you got coming up in the next two weeks   * *Use Facebook/Twitter/Instagram more! Incl retweets & follow Student Central* * *Advertise Student Central facilities/events and contact them about visiting us.* * *Send SGUL comms all the show info to advertise to staff* * *Look at the news section of the portal maybe useful for newsletter?* * *Establish who gets the all student emails* * *Use year reps to get quotes & photos for the University website.* * *Get photos from events so far for the app & website* * *Investigate how to make the campaigns forum more user friendly/prettier* * *Upload all the society constituions and handovers on to the website* * *Meet Corey to learn how to use the admin functions on Hubbub* * *Contact societies officers to get their google drive details to set up the online handover forms.* * *Alter the international page type to allow the officers access.* * *Continue to do newsletters on time and full of interesting things.* * *Book in monthly meetings with SGUL comms.* * *Spend some time linking the app with the website so it is ‘fuller’* * *Answer queries or requests from T4 and societies as soon as possible.* * *Meet Fran for a zone meeting.* * *Attempt to not fail degrees whilst trying to do all these things.* |

**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   * Briefing with Ishaan – showed us where all the mysterious spiders ties are * Continuous brain storming for the year * Chosen best dressed for Halloween circles and disco |
| What have you got coming up in the next two weeks   * Give out prizes * Contact Trust about George’s Day * Plan Cobras for before Christmas |

**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. This year we will be raising money for St George’s Hospital Charity, Noah’s Ark Hospice and Ronald McDonald Charity.  We aim to raise money for these charities through bucketeering, selling shots at SU Discos and hosting various events throughout the year, including the much-anticipated RAG week for everyone to get involved in! |
| Action points  N/A |
| What have we done since the last meeting:   * We have finalized the charities that we will be raising money for this year- St. George’s Hospital Charity , Noah’s Ark Hospice & Ronald McDonald Charity * Anshaal represented Charities Officers at the recent CPO meeting (26/10/16) * Arranged meeting with representatives of our chosen charities so we can introduce ourselves and discuss ideas and plan the year ahead * looking into logistics regarding jailbreak * Received an email in the charities inbox regarding a party for youth patients from Haemotology, Diabetes, Renal and Rheumatology wards on Saturday 7th January 2017 and wanted to use RAG money to fund this event. We have met up and discussed this, although we think it is a good idea and we are more than happy to help them out with their event, even help them with getting donations, we are not sure as to why it has to come out of RAG total? * Vikram to sell shots at the Halloween Disco |
| What have you got coming up in the next two weeks:   * Meeting with Tim Miller from Ronald McDonald Charity on Tuesday 1st of November * Meeting with Fathima from Noah’s Ark Hospice on Friday 4th of November * Decide what is going to happen with the party for patients from Haemotology, Diabetes, Renal and Rheumatology wards- decide what help and support we can provide as well as deciding whether the funding is going to come out of the RAG total * carry on looking into the jailbreak event and contact the jailbreak company |

**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   * **Socs** to meet with top 4 about having awards at May Ball |
| What have we done since the last meeting   * Met with top 4 about awards at May ball - This will be happening * Attended council meeting and spoke about domains and sending in constitutions * Attended Hustings * Gathering information for 6 monthly societies review |
| What have you got coming up in the next two weeks  Working on the handover form, still pestering to get in constitutions, Jess and Ash will meet with the new tech officers about maintenance of the music room. Will not have late report for the next meetings. Will discuss about the nomination process of awards and look into 6 monthly reviews for societies. |

**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:   * Reading through volunteer of the month applications * Sent out email with sponsorship opportunities * Set up vInspired Accounts * Misc responding to emails/talking to freshers about the opportunities at Georges * Finished updating contact list * Set up Google calendar for CP events * Contacting potential alternate funding places |
| What we have coming up in the next two weeks:   * Give out volunteer of the month * Continue looking at potential alternate funding places * Storeroom Cleanout * Cross CP Collaboration * CP Conversions |

**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**   * Meet with iSoc and Tanisha; on-going |
| **What have we done since the last meeting**  Shows:   * Diwali show; will be sitting in on dress rehearsals nearer time of the show as we won’t have access to the script at all * 24 Hour Musical; spoke to Secretary (Chantal) to confirm the theme of the show; confirmed it was family friendly and didn’t touch on any discrimination issues * TAD soc; awaiting script from Hannah (director) for their next show * REVUE; next show is Christmas time so will chase up that in coming weeks * Tooting Show; reviewed their script- no issues so far. Will be re-reading to double check and meet with directors to clarify any worries in new year (show in March)   Black History Month:   * Exhibition was successfully put up by us and Margot; had positive feedback for it so far after speaking with students walking by who saw us putting up the display. This will be there until end of November (potentially more depending on Margot). * The exhibition will be photographed and put into the George’s newsletter (arranged via the university). * Talk by Roopa Farooki and Julia Stephenson; well received when advertised to students face-to-face in the SLS; feedback was not enough events like this are put on here. * Talk was advertised using posters throughout university, on multiple social media platforms, in the newsletter, in the staff newsletter and on the website. * ACS, iFem and Athena Swan have sent to their members the event and gave positive feedback about the talk. * ACS had a successful debate during BHM that was attended by ~20 students   Welfare Group Meetings:   * Attended SPACE meeting to introduce ourselves and try to understand some of the issues student parents are having; we will be emailed in for any problems faced (we weren’t able to stay for long due to labs) * LGBTQ+: met with the president (JC) to discuss how we can be of support. We will help them advertise their next event (November) and meet at least once a term * Interfaith forum; met president of J-Soc and iSoc to discuss interfaith week and the staff members who sit on the committee. Let them know about our BHM events and steering group coming up which they will support. * Met with Tanisha and Campaigns to plan interfaith week (see below) * Will be piloting having consent/welfare posters at the queue for Halloween Disco * Want to bring to exec day campaigns we can run next month   Steering Group/Outreach   * Date successfully booked for Thursday 24th November LTF (steering group)- working with representation officers. This will be the first one held; hoping to hold it like a student feedback forum called “does your SU represent you?”- This date has already been emailed to all the cultural and welfare societies at George’s. Will be heavily publicized to come (and on the walls for Halloween disco). * Outreach SLS session; Monday 21st Nov- this will be to get general student feedback and advertise the steering group   Interfaith Week   * Got in touch with iSoc, J-Soc, Hindu Soc, Sikh Soc, (KC Soc but less relevant) and CU- will be compiling a calendar for all their events that week. CU will be more involved with their own events rather than interfaith ones (trying to find members who might amalgamate with us) * Monday 14th November: interfaith lunch in the SLS. Members from (confirmed) J-Soc, Hindu Soc and Sikh Soc will hand out food from backgrounds/cultures associated with their faith and speak to students about their religion. Awaiting responses from iSoc and CU. * Tuesday 15th: survey in the SLS and online regarding students and problems they face regarding faith (to be structured from the NUS guidelines) * Wednesday 16th: SLS- ‘tree of life’- will have a 3D tree that students attach post-it notes with what faith means to them on * Thursday 17th: Blood Bank (campaigns event) at lunch time; will push on ethnic minority backgrounds to donate. Evening; James Watson talk on Xenophobia- will be publicizing this with IF week as it is relevant * Friday 18th: was going to have a talk on God Vs Science with different religious stand-points; however this night is Diwali Show night so might post-pone. * Campaigns; to make videos of students talking about their faith * Will be promoting the chaplaincy and quiet contemplation room via posters   STAR   * Received an email from STAR co-presidents (via Margot) regarding slot missing for refugee activity at Rob Lowe * Met with co-presidents and organized meetings with president to resolve the matter |
| **What have you got coming up in the next two weeks**   * Steering group – progress for advertising and organizing it * Interfaith week- more organizing * Planning for future campaigns |

**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:-  N/A |
| What's been done since the last meeting:-   * Attended NUS conference thing * Further work on green impact * Tending to the allotment * Getting over the plague |
| What's coming up in the next two weeks:-   * NUS environmental summit * Further work to GI * Further work to the allotment * getting start on planning for Ethics week |

**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   * N/A |
| What have we done since the last meeting   * Finally finished our Year Plan! Woohoo! * INTO MBBS updates   + Met with all the year reps   + Collated feedback and questions-passed them on appropriately   + Continued communicating with admin team about allocation process for US placement sites   + Need to ensure there’s an INTO MBBS4 Yr 1 rep from this year forward * IMOG Meeting   + November 1, 2016 * United Nations Day: stall outside library   + Involved a very cool scratch map- well received by students * Participated in #WeAreInternational Campaign   + Portraying George’s as an international-friendly university to study at post-Brexit |
| What have you got coming up in the next two weeks   * Meeting with ISS committee * Follow up with HOST UK about next steps re people who signed up for the program * Start Planning INTO Foundation Secret Santa * Update our website |

**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**  -Emailed and spoke with E&D about starting steering groups and will be promoting this at the ‘Does your SU represent you?’ outreach session.  -We have booked LTF for 24th for steering groups to take place.  -Are in the process of organising Mums and Dads for foundation students and will match them to students who have are in first year and have just finished first year of foundation course. We have now received the list of the freshers  -Liaised with Fran about getting year rep certificates and sending handovers to Tanisha  -Chasing up SPACE/ off-site breastfeeding facilities with the various course co-ordinators at George’s and within joint faculty  -In discussion with Protest & Activism Forum about PREVENT Agenda, discussing SGSU approach with Corey and liaising with P&AF  -Attended Hustings  **Attended Council:**  -Constitutional changes for a couple of societies: SGUL MMAL/Boat Club/ Athena SWAN/ Radio Society  -Sagar Sharma wants to introduce a new role ‘Performance Society Officer’, who will deal with the specifically with performance related societies. This will be discussed at the next meeting.  -James Watson: campaign against proposed pilot project at St George’s. they want to make it compulsory to show ID/address in Obstetric unit. Home Office prevent illegal migrants from using care etc. – barrier to undocumented women. AGAINST department of health guidelines– get in contact with James etc if interested in spreading awareness/ signing petition etc. |
| **What have you got coming up in the next two weeks**  -Steering groups.  -Senate meeting |

**Campaigns Officers**

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| Introduction  *Hi, we are Beth Agnew and Lucy Chapman and we are your Campaign officers for 2016/2017. This is the first year our role has existed at SGSU and we are responsible for holding various campaigns throughout the year and ensuring that we are an active campaigning union. This will involve helping out other members of Exec to carry out their already established campaign weeks but also introducing campaigns that you, the student body, feel we should bring attention to! We want to provide a platform and promote greater student engagement in order to represent the views and concerns of all St George’s students. Please make sure you contact us if you have any issues that you think we as a union should be talking about and we’ll do our best to plan and promote an effective campaign.* |
| Action Points  *N/A* |
| What have we done since the last meeting  *A summary of what you have done since the last meeting. This should be in bullet points.*   * Posted regularly on Campaigns page * Set up a twitter account * Continuing to advertise for whatuni (closing date is end of Nov!) * Ongoing work with Communications making online forum aesthetically pleasing * Advertised for BHM talk * Arranged a date for Blood Donation Centre to visit uni and booked SLS space * Planned activities for Use Your SU week with Fran * Use Your SU week * Met with E+D to discuss a timetable for upcoming Interfaith Forum week including an interfaith lunch * Working with PAF to advertise ‘Tackling Xenophobia’ talk * Trying to find speaker for a ‘Science and Faith’ talk * Contacted religious societies for their input in videos to advertise Interfaith Forum Week * Started gathering ideas for Mental Health/Time To Talk week * Started planning for Consent event days * Attended an SU networking conference at Sussex uni 🡪 talks on Sexual Violence, TEF + HE Bill, Nov 19 March (reports to be presented) * Contacted relevant people for open talk on 9th November |
| What have you got coming up in the two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Continue to post on social media (follow our Twitter account and Facebook page if you haven’t already! * Rest of Use Your SU week * Blood donation campaign * Videos for advertising Interfaith Forum week * Interfaith Forum week * TEF talk * Conference in Newcastle with Cameron |