**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**15th 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:**   * Presented at Education day * Visited May Ball Venue * First Trustee Board Meeting * Met with Jane Saffel (Director of IMBE) * Announced Elections * Leading Commercial developments * Security/cleaning Booking * Dealt with star issue * Council Members induction days * Human resources issues * Discussed Panopto with Anne-Marie (Dean for teaching and learning) * Finished/presented Rob Lowe Survey * Dealt with paramedic science issues * Attended SU Senate * Helped with use your SU week |
| **What have I got coming up in the next two weeks:**   * Diwali Show duty * Meeting with all the new exec members (Welcome!) * Attend SGUL Senate * Student experience meeting * Times higher education awards * Interviews * Catch up with charities * TEF open meeting |

**VP (FINANCE AND STUDENTS 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 AFPsoc- **Done!** |
| What have we done since the last meeting   * Continued making lots of orders for Fashion Show * Answering student enquiries and music room subscription fees * Blue minibus out of action again. Being repaired. Reorganised minibus bookings to try and allow clubs and societies to have fair use of them while there is a shortage of them. * Met with sports officers for a debrief (Ollie). * Fashion show donations needed to be looked into, so did that, as money raised from the previous years had gone into the wrong years! * Finance wise been going through credit card purchases and all our orders on the amazon account/ebay/paypal etc. * Decided outcome for Netball budget appeals and informed the sports club. Dragon is still pending. * Coded invoices as usual * Societies finance enquiries as usual * Annual leave on Wednesday last week and had half-day today too! Sorry guys ☹ * Had a marathon Trustee board meeting * Helped organise Use your SU week. * Attended SGUL finance committee meeting * COO interview has been delayed due to availability issues. * Paid for Boat club race entries. * AP hadn’t been processing invoices for all of 1 week so there was a backlog of payments to be made. This has all been cleared out now. * 3 months worth of bank account and credit card reconciliation has been done for the charity for Q1- this has never been done before. Ever. Huge milestone. |
| What have you got coming up in the next two weeks   * Finance work and cash counting * Audit commences the 15th of November- hard date. * COO interview- date was pushed back due to candidate availability * Dragon budget appeal outcome |

**VP (EDUCATION AND 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 |
| What have we done since the last meeting   * *Supported students with welfare concerns* * *Responded to concerns about the DanceSoc promo video* * Attended SUCS, T Year Committee, Counsellor, QAEC (Quality Assurance & Enhancement Committee), Trustee Board and MAC (MBBS Assessment Committee) meetings * *Corey attended* Student Support & Welfare Committee in my place while I was off * *Went to visit a ball venue – the Conservatory* * *Met with Jane Saffell to discuss improvement and ways forward for the students’ academic experience* * *Attended Education Day, took part in workshops and panels* * *Met with iSoc and potential Absoc* * *Introductions with the new council member – David Carter* |
| What have you got coming up in the next two weeks   * SGUL Senate, P Year committee, BMS Final Year/iBSc Meeting, Learning Resources User Group Meeting, NUS Meeting, AAMG meeting, Curriculum Review Steering Group, SU & Library meeting * Student Experience Network Event – 23rd November 12.30 (free lunch!) – 1.30 * Year 2 TEF Provider Briefing Event * Ball planning * Campaign planning * Now that I have a suicide prevention framework, I can be planning a training event. |

**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 AFP Society email account - done |
| What have I done since the last meeting   * Visited ball venue and continued plans * Senate meeting * Trustee board meeting * Use your SU * University Challenge auditions * Started booking out rooms for next semester ready for council |
| What have I got coming up in the next two weeks   * Next stages for university challenge * Preparing for and doing room booking council * Fashion Show duty * Minutes and emails as always |

**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   * Confirmed a photo booth * Bought Christmas decorations * Making some Christmas decorations * Organised bar deals for Christmas with Rich * Made bar deals posters * Communicated with Comms Officers about early bird tickets to sell online * Been in contact with RAG to organise RAG shots and about Ronald McDonald providing props for the photo booth * Talked to Rich about buying an actual Christmas Tree and about an alternate placement of the photo booth so it doesn’t block Cobs Bar |
| What have you got coming up in the next few weeks   * Need to get an invoice for the photo booth to send to Ishaan * Talk to RAG about possibly organising a luge * Spam Facebook about Christmas Disco |

**TECHNICAL OFFICERS**

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| Introduction  We are Alex, Michelle and Ethan, 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  N/A |
| What we have done since the last meeting   * BJS night * Midsummer Night’s Dream |
| What have you got coming up in the next few weeks   * Fashion Show   + Choreo meetings   + Design   + Show (23-5th) * Organise training for new officers, subcommittee and SU members * Start inventory * Equipment repair and management |

**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* * *Met with Ishaan* * *Captain reminder email – scores, messaging etc* * *Updated the social media* * *Passed sports club information onto photography society* |
| What have you got coming up in the next two weeks   * *Fixtures* * *Continue updating and utilizing social media* * *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 AFP Soc – done! |
| What have we done since the last meeting  \* Completed lots of jobs for societies on the website  \* 2 more fabulous newsletters  \* Trouble shooting issues on website.  \* Met with Corey about ditching Hubbub  \* Sent SGUL comms all the show info to advertise to staff |
| 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.  \* 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 constitutions and handovers on to the website  \* 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. |

**HERITAGE OFFICERS**

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| Introduction  *Who are you, what is your role – give a brief description*  We are Anya and cerys, and we are heritage officers. We will be in charge of the famous WW8 and spiders and cobras. While also this year we want to really push and promote the Georges spirit, as we are the ‘Finest in the Land’. |
| Action points  *If you are assigned any action points at the previous meeting you should document them and what you have done about them here.* |
| 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.*   * Decided winner of Halloween best dressed and organized prize * Put the winner in the newsletter * Emailing Elizabeth Thurlow (Archivist) and booked a place on the explore archives event |
| What have you got coming up in the next two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Attend the explore archive event * Look into themes and possible things we can display in the cases outside the library * Decide on possible dates for spiders/cobras for after 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 find out the app to be used for handovers and to publicise it * Societies to file handover and constitution for AFP Society |
| What have we done since the last meeting   * Continued to organise our society boards in the SU corridor * Filed AFP handover and constitution * Continuously updating the mailing list and filing handovers * Emailed societies to remind them to send us their typed up constitutions |
| What have you got coming up in the next two weeks  Hopefully we will receive more society constitutions and can pass these onto the comms officers to get these online as soon as possible  Get the boards sorted! |

**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  N/A |
| What we have done since last meeting:   * Selected and awarded first volunteer of the month * Sent out email with sponsorship opportunities to all George’s students * Set up vInspired Account questionnaire allowing us to set up CPs accounts * Misc responding to emails/talking to freshers about the opportunities at Georges * Updated access list sent to Rob/Leonardo * Continued to update Google calendar for CP events * Storeroom Cleanout |
| What we have coming up in the next two weeks:   * Push CP to send us material for the CP board * Push CPs to fill out vInspired account questionnaire * Start introducing volunteering opportunities to the rest of the student body * Continue looking at potential alternate funding places * Help with CP application to alternate funding places |

**EQUALITY AND 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**  • None |
| **What have we done since the last meeting**  - SSWC Tues 8th Nov  • Attended our first Student Support and Welfare Committee Meeting; discussed plans for campaigns being planned for the coming year  • Emailing issue regarding breast-feeding facilities from SPACE to SSWC group (Rep Officers meeting with Marie Jasim to consolidate the message that the university need to update service facilities for mothers on placement to increase transparency)  - Steering group preparation: Thurs 24th Nov  • Met with Gabriela to plan the steering group; emailed students, made facebook group and posters to advertise the event- as well as outreach SLS Fri 18th and Mon 25th  • Requires support from Exec to get it as big as possible  • Poster and information to be in newsletter/boards  - Future talk: John Hammond and Athena Swan  • Since our BHM talk, we have pin-pointed individuals who will be willing to help us promote the same talk, “If She Can’t See It, She Can’t Be It”- meeting with John Hammond in 2 weeks time to discuss plans and met with active members of Athena Swan who want to be involved  - Interfaith Week: Week of 14th Nov  • Finalised plans for Interfaith Week; faith socs are onboard with spreading the word amongst their society and ready for the lunch  • Advertised the poster through comms/online/posters  • Gotten our hands on a tree for our “tree of faith” lunchtime event  - STAR issue resolved; followed up with co-presidents who are happy with the outcome |
| **What have you got coming up in the next two weeks**  • Interfaith Week  • Meeting with John Hammond  • Steering group  • Planning for campaigns to come- to be discussed at exec |

**ENVIRONMENT AND 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:-   * Went to NUS environmental summit in Newcastle * Gathering evidence for green impact * Tending to allotment * Ethics week planning |
| What's coming up in the next two weeks:-   * Further green impact work * allotment work |

**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   * Meet with ISS about year plan   + Chinese New Year dinner, international lunches   + Possible trip away * International Committee Meeting – 1 Nov * HOST UK updates – 3 students who signed up * INTO Updates   + Allocation document sent out   + Students picking their choices of placement sites/transfer to home programme   + Liaising with INTO staff and students to get USMLE teaching organised   + NBME Mock on 19th November 2016 * Added to Erasmus Task Group * IMOG Meeting   + November 1, 2016 |
| What have you got coming up in the next two weeks   * Update our website and online calendar * Make contact with INTO students in the US * Start planning INTO Foundation Secret Santa * Start planning World Toilet Day * US Allocations will be out – supporting students and directing them to appropriate people * Advertise ‘Experience Japan Exhibition 2016’ for University International Team |

**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   * Planning of Steering Groups: produced poster/ enquired about refreshments/ started promoting the event * Advice to James Watson/ Protest&Activism forum with regards to Prevent scheme petition * Obtained and finalised the official update of off-site breastfeeding facilities from Kingston and added that to SGUL list for MBBS, BMS, Healthacre, Radiography, PAs, Paramedics, Midwifery, Rehabilitation Science and more.   Consulted with Heads of Department for St George's awarded programmes, and Associate Dean for Workforce Development and Practice Education to ensure all information is correct   * Updated SPACE about our findings on each course and the UNICEF Baby Friendly Initiative accreditation for Midwifery programmes * Liaised with E&D to ensure relevant information is presented at SSWC * Working with couple of Year Reps to trial module specific social networks for all modules * Distributed information about Year Rep Certificates * Promotion of elections, met with a couple of people running to answer their questions and concerns * Emailed newly elected Reps and added them to Senate fb page * Attended Senate & distributed Education Day Info * Started preparing Senate Board   **From Council:** no council meeting to report on  **From Senate**:   * DR issues: Majority of people feel strongly opposed to self-directed DR learning, especially for first years who just begun. MMBS5 Year 2 Reps to meet with Dr Szarko, Corey to be included in the conversation * OSCE feedback still not good enough: against SGUL feedback policy – to be further discussed * Library layout still debated: Year Reps to collate feedback and report back to Corey/Tanisha who will meet with library staff * Grad ball planning ongoing * Biomed Reps looking at arranging sessions for future career prospects/industry links/PhD applications * P Year: will produce a paragraph on how GMC requires people to have attendance as a clinician and distribute it to cohort/relevant people, especially important in short-term placements |
| What have you got coming up in the next two weeks   * Continue to promote Steering Group: Does your SU represent you? * Work on Senate Board * Meeting with SPACE to discuss our findings/ transparency and to plan how to distribute the information * Continue working with P&A Forum * Liaise with Year Reps on how INTO Mums and Dads is going |

**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   * Use Your SU week * Supported E+ D with Interfaith Week plans * Blood donation campaign * Arranged meeting with iFem Soc and LGBT * TEF video * Supporting PAF with ‘Tackling Xenophobia’ talk * Arranging TEF open talk * Sustainability conference * Creating week plans for Mental Health week and Consent week (as well as contacting various external and internal individuals/groups concerned with the respective campaigns) |
| What have you got coming up in the two weeks   * Interfaith week * Blood donation day * TEF open meeting * Circulating TEF info * Planning for Mental Health week * Planning for Consent week |