**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**18th October 2016**

**5.30pm – H2.6**

**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:**   * Setup elections * Advertised Elections * Wrote in SGUL coms student’s newsletter * Met with Charities – organised deadlines * Whatuni campaign – Make sure you fill in the survey! (<https://www.whatuni.com/university-course-reviews/add-review/>) * Merchandise order for Cyprus university * Helped organise the 999 disco! By your tickets now! ☺ * Managed to encourage the university to make the new Jenner rooms 24 Hours! (Instead of closing at 10PM) – However this needs to be publicised * Worked with a number of individuals on the university’s new ‘RESPECT’ campaign. * Met with an architect * Ordered security + cleaning for discos / events up until Christmas. * Started the Rob Low Survey Report * Society Finance meeting * Working with Paul leech on a number of student experience issues. |
| **What have I got coming up in the next two weeks:**   * Elections * Complete the Rob Lowe Survey Report * Trustee board jobs * 999 |

**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 CARS **– Done!** * IB to make budget code for Appsoft **– Done!** |
| What have we done since the last meeting   * Doing lots of finance catch up work * Answering student enquiries * Societies finance committee * Sending confirmation emails regarding outcome of societies finance committee regarding budget appeals * Paying affiliation fees for all sports teams to BUCS * Met with Societies officers and CPOs to outline what they are going to do next and tackle the year ahead * Blue minibus had been clipped and lost a wing mirror during a Men’s Hockey trip so liaised with estates to get it repaired and functional again. * Helped work out a job plan for some front of house relief for Michelle so she can focus more on finance now that Finance manager Beth is gone. * Attended SGUL finance committee * Had ½ day annual leave last Friday and another ½ day the Friday before * Sent out an email with Comms, asking treasurers to electronically transfer money into our accounts rather than bring in cash as there is already lots to count. Encouraged them to use online web subscriptions too * Put a pathway in place for payment rejections that some students have been experiencing with webpayments. Everyone to screenshot error and send it to their respective society committee who will forward it to me/comms, I will forward them to MSL to trouble shoot * Handed out and collected many floats for all the society meet and greets that have been taking place. * Accepted music room subscriptions * Societies finance enquiries as usual * Opened bank account for SU savings |
| What have you got coming up in the next two weeks   * Meet with Heritage and Sports officers for a debrief. * Finance work and cash counting * Auditors are coming * Shop Manager interviews as it has been made a permanent position |

**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   * *Meet with E&D about representation within iSoc* * *Meet with iSoc and ABSoc* |
| What have we done since the last meeting   * *Helped students with academic procedures* * *Attended SEEG (Student Engagement and Enhancement Group), OIA (Office of the Independent Adjudicator) visit, MBBS OSCE Review, Academic Forum and Finance Subcommittee meetings.* * *Signing people up to the CCard scheme* * *First DBS check* * *Senate* * *Meetings about SDL room and Jenner room access* * *Started Ball planning!* |
| What have you got coming up in the next two weeks   * Interfaith Forum * Academic Meetings e.g. Curriculum Review Steering Group, Careers Committee, P year Committee * Student Welfare meetings e.g. Student Experience Committee, UG Events Overview, Access Agreement Monitoring Group * 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**  Emails with Naomi – done!! |
| **What have I done since the last meeting**   * Made all societies SU email accounts, Naomi has told them all * Ball planning * Met with Elaine Nutley about rooms, and am now sorting though EVERY. SINGLE. ROOM. BOOKING. MANUALLY. and sorting all the issues * Talked with Reps and E+D about steering groups * Made new minutes and agenda packs! * Elections infographic * Senate |
| **What have I got coming up in the next two weeks**   * More ball stuff * Hopefully getting all the room issues fixed * Further planning for steering groups * Council |

**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  Shalu has paid her £5 to Fran :) |
| What we have done since the last meeting   * More planning for Halloween * Made Halloween posters * Made a list of possible decorations for Halloween * Been in contact with the inflatable photo booth company * Come up with bar deals for Halloween * In contact with GBK about a possible sponsorship |
| What have you got coming up in the next few weeks   * Discuss with Rich about bar deals * Send list of decorations to Ishaan * Confirm photo booth and send invoice to Ishaan |

**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   * *First two weeks of team fixtures – so far so good!* * *Continuing fixture reversals* * *Updated RLSC timetable for website* * *Print out timetables for RLSC and stick up in centre* * *Arranged for RLSC to be tidied – keeping an eye out for any teams making mess* * *Fencing withdrawal from BUCS, commencing process* * *Will attended Budget Appeals meeting* |
| What have you got coming up in the next two weeks   * *Explore interest for further first aid training day for those that couldn’t attend* * *Fixtures for upcoming fortnight* * *Charity bookings at RLSC – captain update* * *Fixture reversals and date changes* * *Emails, emails, emails* |

**COMMUNICATIONS OFFICERS**

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| Introduction  Communications Officers – Ruth, Sarah and Joe |
| Action points   * Socs and Comms to meet about online forms for locker keys and handover forms * Comms to make webpage for CARS and AppSoft |
| What have we done since the last meeting   * Newsletter * Met with socs about online locker key and handover forms * Met with campaigns about setting up online forums on the SU website * Updated society’s subs and admins on request * Made new pages for CARS and AppSoft * Put all events from year plan onto the website * Attempted to meet SGUL comms * Emailed societys about card payments |
| What have you got coming up in the next two weeks   * More newsletters * Continue updating subs and admins for society’s * Meeting with SGUL comms (hopefully) |

**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.*   * Discussing plans for St Georges day * Finding out who we need to contact * Discussing spiders and cobras * Posted winners in news letter |
| 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.*   * Send out emails * Set up meetings * Think about display ideas for outside library * Advertise and decide dates for spiders and cobras |

**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 have chosen St George’s Hospital Charity. A vote for the two remaining charities is currently underway and will be concluded after the end of Freshers Fortnight.  We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering throughout the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in. |
| Action points  We have decided that all of the money we raise this year will be split between three chosen charities. We have already chosen St. George’s Hospital as one of our three charities.  We have 12 charities looking to be selected as RAG charities for the following year, so we are going to get the student body to vote for the remaining two. We are going to be spreading information about these ten charities, mainly at the PG/UG fresher fayre and have an online voting system. |
| What have we done since the last meeting:   * Met up with Corey and discussed what we have done so far and set a few deadlines for the coming month  1. Finalise dates for RAG week 2. Finalise dates for take me out (we were thinking about having it in December instead of during RAG week) 3. Contacting Fran/Michael John about a potential Harry Potter quiz (replacing take me out during RAG week) 4. Advertise charities voting (voting closes at the end of this month) 5. Contact jailbreak company 6. Sort out RAG clothing 7. Interested in bucketeering to boost our RAG total as well as a good publicity opportunity to raise awareness of who we are and what we do throughout the university. Corey is going to look into the legal side of this and get back to us. 8. Potentially having Stand Up to Cancer totals as a part of the RAG total, but need to look into this and get it confirmed  * formed a RAG subcommittee |
| What have you got coming up in the next two weeks:   * arrange a meeting with RAG subcommittee, have ice breakers so they can all get to know each other and introduce them to their role * advertise voting and pick two out of the twelve charities * contact jailbreak company and sort out RAG clothing * finalise dates for RAG week and decided whether we are going to have Take Me Out in December or not and whether we are going to have a Harry Potter quiz during RAG week |

**SOCIETIES OFFICERS**

No report received.

**COMMUNITY PROJECT OFFICERS**

No report received.

**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**   * Meeting with Tanisha about ISOC |
| **What have we done since the last meeting**  Successfully got our wall painted along the corridor towards the canteen for the photo exhibition we will have displayed for the next month (or so) for Black History Month  - Booked out the lecture theatre and compiled posters for the talk Roopa and her friend, a lawyer from the BBC/ITV, called "If she can't see it, she can't be it"- a discussion on BAME women in media/literature/drama; setting up a Facebook page to advertise the event for the end of the month and will put in the newsletter  - Our BHM posters are up; 2 more will be up this week and the same next week  - Started organising our first steering group with representation officers and hopefully the student trustees with regards to underrepresented students |
| **What have you got coming up in the next two weeks**  - Holding a table distributing multicultural food outside the library to celebrate BHM/BAME  - Interfaith forum on Wednesday  - Arranging a time to meet with Tanisha regarding the Shia Muslim representation within iSoc following the previous exec meeting  - Supporting the Right to Care talk on Monday |

**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:-   * Emailed list of people who are interested in E&E * Renewed the info of the E&E board * I have a sub committee!!!!! * Started on green impact award as toolkit is available * Tending to the allotment * Started on growing chillies * Posting on food for thought page |
| What's coming up in the next two weeks:-   * Implementing more ideas for allotment * speaking with Penny Lympany * increase awareness of the allotment |

**INTERNATIONAL OFFICERS**

No report received.

**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  Senate training  Attended BMS Validation Panel  Emailed LBTQ+, faith, disability, SPA and multicultural groups to set up steering groups  Contacted Admissions and MBBS Year Reps to coordinate Foundation Mums and Dads  Advice Year Reps with the issues they have been facing  Promoting elections and discussing Year Rep duties with freshers  Working with SPACE and course coordinators to come up with a coherent list of off-site breastfeeding facilities that can be distributed to relevant students  From Council: no meeting to report on  From Senate:   * Year Reps will be taught how to use Pinopto, (lecture recording, capture slides); not yet agreed for videoing (only audio); live streaming/ you can watch but not download * Campus is going to replace Moodle- firstly a trial on BMS cohort next year, then might be rolled to everyone * Support skills/ Jannette Meyers – people submit paid-for essays (from external companies): this will be chased up and more information will be distributed to students |
| What have you got coming up in the two weeks  Work on Steering Groups development  Continue working with SPACE and Course Coordinators to compile the off-site facilities list  Continue working on foundation year Mums and Dads  Promoting elections |

**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.*   * Met with Communications to discuss setting up an online forum * Visited blood bank to discuss Blood Donation campaign * Advertised for Whatuni * Started planning for Use Your SU with Fran |
| 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.*   * Planning for Education march in November * Black History Month * Blood donation campaign * Hopefully set up online forum! |