**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 8th January 2019**

**5.30pm – H2.8**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentations**
   1. Medical Education Society
3. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Communications Officers
   7. Sports Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Equality & Diversity Officers
   13. Environment & Ethics Officer
   14. International Officers
   15. Representation Officers
   16. Campaigns Officers
   17. Democracy officers

1. **Agenda points** 
   1. May Ball
2. **AOB**
3. **Date of next meeting**

22nd January 2019

**Reports**

**President**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * On panel for student complaints and inquiries * Involved in RAG, Games Room and Office clear out alongside VP Finance, General Secretary, VP Education and other Executive volunteers. * Involved in Education Student Strategy Committee with VP Welfare, highlighting our plans for the year and arranging appropriate support with relevant contacts for the projects. * Development on Legal and Governance issues. * Working with Deputy Principal and Dean for Education Jane Saffell, and Associate Dean for Student Experience regarding plans to promote better response rate for NSS and to give students more information about NSS (how it is used and its impacts). * Brief meeting with previous Tech Officers * Designing concepts for the new Games Room. * Website redevelopment, listing issues for meeting with MSL (platform used for current website). |
| **What have I got coming up in the next two weeks:**   * Finalising redesign of Games room * Finalising restructure of Rag Room * Planning May Ball * Legal and Governance with Democracy Officers * Videos for SGM * Video/Presentations for NSS |

**Vice President (Finance & Student Activities)**

Not Received

**Vice President (Education & Welfare)**

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| **Introduction:** My name is Annabel and I am your VP Education and Welfare. I’m here to help you enjoy your time at University by supporting you through any hardships you might face, making your wellbeing my priority and making sure everyone is aware of the advice and support available. In my role I will also be overseeing Senate, a platform where all Year Reps from all courses can raise your concerns to the senior officers of the SU. I operate as a point of contact for any academic appeals you want to make throughout your time here at Georges. |
| **Action Points:** |
| **What have I done since the last meeting:**   * Started planning for Mental Wellness Week and LGBT History alongside campaigns. * Appealed for a swipe card access panel for the Welfare room, should be installed as part of the Quality and Participation budget. * Worked with Jane Saffel, Omar and Marcus Jackson to * Decorated the Bar for Christmas and Christmas Disco Duty. * Student Appeals, Welfare Appointments and Student Complaints * Shortlisted for Welfare Support Role, started planning for new position (making new note keeping system) * Planning, with help from learning resources, 4 dissertation writing sessions for third year Biomed Students. * Attended ESSC, MAC, UMBEC, TEL to represent the Student Voice. * Finalised details about the GMC visit and made advertising. * Made advertising for TEF talk. |
| **What have I got coming up in the month:**   * Finalise details for MWW, LGBT History Month and Dissertation writing sessions, make advertising for these. * Finalise detail of record keeping system for new Welfare Advisor. * Interview and appoint Welfare Advisor. * Make short informative clip for Student Engagement with Marcus Jackson and Omar * Write and Film SGM Reports * CAG, UMBEC and TEL meetings * Represent the student body at the GMC Student Meeting |

**General Secretary**

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| **Introduction:**  Hi everyone, I’m Nick and I am the SU’s General Secretary for 2018-19!  As “GenSec” it is my job to coordinate room bookings, minute all meetings of the union, oversee the executive “Communications Zone” and be the contact point for all general queries and questions relating to the SU.  I am also a Senior Officer of the Union, alongside the President and 2 VP’s, together we oversee the running of the SU and make any important decisions with the help of the executive committee and student body. I am also a trustee, which means I sit on the Trustee Board, which is the highest governing body of the Union, where we oversee the strategic direction of the SU and make sure the decisions we are making are the best for the SU’s future!  Alongside all of this I am also a full time student currently in T year, so please bear in mind I won’t always be in the office or near my emails, but I will do my best to get back to you as quickly as possible.  If you have any questions about anything to do with the SU please don’t hesitate to email me or pop into the office, it’s what I’m here for! |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Created email address and room booking login for Cardiothoracic Society * Shortlisted interviewees for Admin Assistant post * Interviewed for Admin Assistant post * Room bookings for early January * Taking booking requests for upcoming show season |
| **What have I got coming up in the next two weeks:**   * Admin Assistant Induction * Room Booking Council * Booking rooms post-council * SGM preparations * May Ball Planning |

**Charities Officers**

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| **Introduction: CHARITY OFFICERS –FARIS, MUSTAFA, KEVIN AND CONNOR** |
| **Action Points:** |
| **What have I done since the last meeting:**  -set a meeting coming wed with last years team and Omar  - linked with ISOC pres trying to see what they could do eg. Friday collections for HOSPITAL CHARITY-something that resonates with the isoc audience, will chase up again to see what is possible |
| **What have I got coming up in the next two weeks:**   * Meeting with Omar and last years team * Start planning together for RAG events once we got advice from last years team. * Also, book collections at stations for bucketeering |

**Events Officers**

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| **Introduction:** Hi! We are Amy, Amrita and Amelia. As this year’s Events Officers, our job is to plan, advertise and execute all major events for the student body. We aim to improve on previous years’ work and make events even more inclusive and enjoyable for everyone. We would love to hear recommendations and feedback for new events and old, as well as how well our advertising is reaching all students. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Christmas disco! Good turnout and feedback from students * Spoke to Will / Kenton about drinks sales in the free entry period. |
| **What have I got coming up in the next two weeks:**   * Planning for events in the upcoming term! This includes St. Patricks day, Part V and May ball. * Booking the SU Bar for events. * Team meeting regarding possible events e.g. Valentines day. |

**Communication Officers**

Not Received

**Sports Officers**

Sports Officers:

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| **Introduction: Hi, I’m Emma, the Sports Officer for 2018/19. Any emails will be replied to within 3 working days.** |
| **Action Points: Follow up on admin assistant? Fixture secs?** |
| **What have I done since the last meeting:**  Catch up on emails after holidays – [susports@sgul.ac.uk](mailto:susports@sgul.ac.uk)  Make list of fees that need to be paid – affiliations etc.  Registering teams and singles for BUCS registration.  Liaising with other SOs re pitch bookings/ rescheduling. |
| **What have I got coming up in the next two weeks:**   * Continuing with the above with a view to completing pts 1 +2 and keeping on top of pts 3+4. |

**Heritage Officers**

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| **Introduction:** Hi we’re Craig and Nathan your Heritage Officers for 2018/2019. It is our job to keep the history and traditions of St George’s alive and encourage the pride to be a part of our uni. |
| **Action Points:** Let Comms know about pages we run - done |
| **What have we done since the last meeting:**   * Planning spiders and cobras, assessing feasibility of getting two dates * Finding best date for George’s to George’s |
| **What have we got coming up in the next two weeks:**   * Meeting archivist * Spiders/Cobras planning |

**Societies Officers**

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| **Introduction:** Hi, we are Louis, Maddie and Sam, your new societies officers! We are all second year medics and committed to bettering the student experience at George's when it comes to societies. It falls to us to organise the freshers fayres and the George's awards, as well as creating new societies and encouraging the existing ones to thrive. We have a wide variety of societies here, we hope you make the most of them and if you have any questions please don't hesitate to come and see us or get in  touch! |
| **Action Points:** |
| **What have we done since the last meeting:**   * Requests for help from the students regarding societies has been less intense than previously. We are still answering emails/enquiries. * We have met with VP finance in preparation for the awards season regarding what will be required of us to prepare/make sure it runs smoothly. * We had some difficulties accessing our Societies email account – now sorted |
| **What have we got coming up in the next two weeks:**   * We expect to be liasing with the Societies who have been approved in previous exec meetings re setting up their society. * Continuing to answer emails from students |

**Community Project Officers**

Not Received

**Equality & Diversity Officers**

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| **Introduction:**  Equality and Diversity Officers – Ramat and Jan |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Started planning for interfaith week. * Came up with ideas and started planning with Campaigns officers for LGBT History Month. * Met with President of LGBTQ Soc, again in preparation for LGBT History Month. |
| **What have we got coming up in the next two weeks:**   * Answering emails from over the holiday. * Speak to Bel about contacting Aviva for sponsorships with rainbow laces campaign. * Meet with Campaigns and LGBTQ Soc president to continue prep for LGBT History Month. * Contact religious societies in preparation for interfaith week. |

**Environment & Ethics Officers**

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| **Introduction:**  We are Rowan and Olivia and we are your Environment and Ethics Officers 2018/19! E+E is about engaging with you, the students, and the wider George’s community on environmental issues and ethical topics, and inspiring debate and change. We will be working toward improving the SU’s green impact, encouraging eco-friendly and mindful purchasing, and raising awareness to help everyone reduce, reuse and recycle. We hope to spark debate throughout the year on ethical topics, both in and outside of healthcare, and encourage thought on topics from all angles. Most importantly, we want to drive individual and institutional change for the better! We also help run the University Allotment, which is open to all staff and students to enjoy. |
| **Action points:** None |
| **What have we done since the last meeting:**   * Put in Green impact application * Allotment * Winter Fayre |
| **What have we got coming up in the next two weeks:**   * Arrange a time for the allotment induction * Write SGM report * Start uploading to Green impact work space |

**International Officers**

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| **Introduction:**  Hello everyone! Simi and Manasvi here. Our job is to represent and ensure the integration of all International students at George’s. We will work with the International Students Society, the SU and the International Advisory Team to achieve this. We will also be planning numerous activities throughout the year, alongside the ISS. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Christmas lunch organization with the ISS * Promotion for ISS ice-skating event * Initial canvassing for the boat party – review of plans from last year, identifying good suppliers to recycle, etc. * Contacting the chosen Boat company: Thames Party Ltd. |
| **What have I got coming up in the next two weeks:**   * Continue liaising with the Boat company and forward planning on ticket prices, payment, security, DJ, etc. * Strategies for maximum Boat party engagement: advertisement. * Sorting out plans for the new year, with ISS and International Advisory team. * IMOG meeting (08/01) * Reaching out to new communications officers with regards to setting up an international section on the newsletter |

**Representation Officers**

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| We are Han and Sadik your Representation Officers for 2018-19. It is our job to ensure all students at George’s feel represented by the Student’s Union. We attend all SU meetings and are the communication between students, senate, council and Exec.  Repressentation@su.sgul.ac.uk |
| **What have we done since the Exec last meeting?** |
| * Drafted survey for iPad consultation, receiving feedback from Jane, Aileen, Marcus and Sue. * Working with SPACE and Gavin to plan a way to quantify the number of student parent and carers at St George’s. * Continued work with Kingston staff to draft a policy for supporting students in the joint faculty. |
| **What have we got coming up in the next two weeks?** |
| * Making survey monkey poll and receiving feedback form year reps at senate. * Planning how we can encourage response to the survey, incentives/platforms etc. * Meeting Kingston SU (hopefully) * Meeting with Gavin/admissions * Meeting with radiography reps to help organise a mums and dads event. |
| **Report from SENATE (last meeting 4/12/18)**  Trail of a new meting structure where offices were asked to submit agenda points instead of written reports. Instead of going through each report we gave each office an opportunity to highlight any issues or things they have been doing in the last month.  Points raised from verbal reports included:   * Date for halfway ball has been set, tickets on sale from 7th of Januray. * Radiography didn’t have a mums and dads event, they would like to organise one. * Issues with the use of MyProgress on placement. * Issues with the relevance of IFP to physios.   Agenda points discussed were:   * **In service paramedics**   poor engagement due to nature of the course, planned to finf out what days they are in uni and liase with paramedic soc to reach out to them in some way.   * **Student mental health awareness**   AS asked for suggestions for mental wellness week. Suggestions included puppy thepay, text-a-tea, morning mindfulness/meditation, Pilates, a sensory room, a panel to debate a mental health related issue, workshops on coping at uni with prevalent mental health problems.   * **iPads**   Ongoing discussion. We are currently doing an institution wide survey to get feedback on the usefulness of ipads across all courses.   * **UKLMA**   Everyone is confused, Annabel is attending a meeting and will report back to the next senate meeting.   * **How can we improve engagement with senate?**   Suggestions includes, a subsidised meal, not just using Facebook as some people arnt on it, feedback on the new meeting structure is good.   * **Project supervision and quality of support.**   BMS2 reps conducted a feedback survey on the quality of SSP support which has been poor. This is echoed with the BMS3 reps and isssues being faced with research project supervisors. AS mentioned increased students coming to her with issues about supervision and support.  JS suggested a midmodule feedback survey to gauge the scale of the problem.  Significant discussion was had about the guidance provided to tutors across all programs and the need for consirncey and regulation. JS to report back on plan going forward. |
| **Report from COUNCIL (last meeting didn’t happen- last week before holidays)**  Next council is room booking on the 15th of January. |

**Campaigns Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Putting in place plans for LGBTQ history month with E&D * Started making 30 in 30 powerpoint for LGBTQ history month |
| **What have I got coming up in the next two weeks:**   * Planning a meeting with Bel regarding getting aviva to give rainbow laces to the sports teams * Making posters for history month events-ask LGBTQ society for themes they would like * Organising meeting with LGBTQ soc when everyone has the availability |

**Democracy Officers**

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| **Introduction:** Hey! We're Corey and Sinthiya, and we are your democracy officers! We've both been at George's for what feels like an eternity. During our time here, we've both been heavily involved within the SU in various capacities. However, as your democracy officers we hope to increase engagement with democratic processes, helping you understand how the SU works and how you can get involved! We will also be working on the democratic review this year and hopefully streamlining our constitution. |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Emailed the St Georges Videographer about using the recording space * Responded to some queries about changes to society constitution |
| **What have we got coming up in the next two weeks**   * Chase up videographer * Start preparing for SGM * Chase up democratic review bits |