**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 13th November 2018**

**5.30pm – H2.8**

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

1. **Agenda points** 
   1. Executive Democracy Training – CB/SS
   2. Autumn Elections Update/Discussion –CB/SS
   3. Meeting Format - MH
2. **AOB**
3. **Date of next meeting**

27th November 2018

**Reports**

**President**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Reviewing over disciplinary procedures and policies regarding incidents during Freshers’ Fortnight * Involved in student disciplinary meetings and panels with the University * Meeting and working with the University Legal and Governance team to seek viable options to improve our current governance processes, specifically the constitution * Chairing my first Trustee Board meeting * Meeting with internal and external Trustees to review progress of first few months * Working with the University to identify ways we as an SU can support open days/taster days * Clearing the games room * Meeting with University Executive Board * Meeting with head of Estates regarding renovation of areas within SU, including SU Office and Games Room * Working with Democracy Officers to see how we can proceed with democratic review and review of constitution * Halloween Disco * Reviewing |
| **What have I got coming up in the next two weeks:**   * Rag Room clear out * Games Room clear out * University Council * Attending external conferences with VP Finance, VP Education and Principle * Reviewing Constitution and Governance with Democracy Officers * Getting in contact with NUS regarding review of Governance documentation, i.e. Constitution * Meeting with societies regarding concerns of Multi Faith Room * Meeting with VP Finance and Heritage to review plans for the year |

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

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| **Introduction:** Hello everyone my name is Will Morrell and I am the Vice President for Finance and Student Activities this year. A large part of my role is dealing with budgets and accounts of the charity branch of SGSU, this involves helping our clubs, societies and community projects stay on top of their finances as well as the day to day paying of invoices and bills. I also manage the music room, the two minibuses and the Rob Lowe sports centre. My zone contains Societies, Sports, Community Projects and Heritage Officers. If you have any questions or need any help with anything please just pop by the office or email me at vpfinance@su.sgul.ac.uk |
| **Action Points:** |
| **What have I done since the last meeting:**   * Halloween disco duty and planning * Counting and banking money from Halloween and society subscriptions * Dealing with card machine receipts * Writing invoices for sponsorships for societies * Writing invoices for the new year Rob Lowe bookings * BHF comedy night featuring Jack Whitehall * New music room and RLSC bookings/memberships * Minibus repair * Repayments from charity to trading branch * End of month finances * SGUL finance committee meeting * Entered and then subsequently removed swimming individual entries * Lots of claims forms and invoices * Helping Tim (new COO) with Agresso * Working out a new way of paying invoices with Tim and Allison * Trustee board * Met with Matt Bull from estates and Tim to begin discussions about a potential move to Kingston’s sports grounds * Still dealing with fixtures |
| **What have I got coming up in the next two weeks:**   * Christmas events planning * Planning for Christmas dinner * Meeting with alumni team to discuss funding * Catch up University Finance Director * Looking into games room redevelopment including what will go in the room/new trophy cabinet * Heritage meeting * RAG room and CP cupboard clean out |

**Vice President (Education & Welfare)**

Report Not Received

**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:**   * Emails * Room bookings * Minutes * Website problem solving * Implementing ticket sales through SU website for TADsoc and Fashion Show * SU Meetings (Senate/Council) * Trustee Board Quarterly Meeting * SUCS (Students’ Union Commercial Services) meeting * Meet and beginning to work with the interim COO * Meet with members of Kingston Union staff alongside Representation Officers regarding joint faculty student, governance structure and future relationships between the two unions |
| **What have I got coming up in the next two weeks:**   * Back on placement * Emails * Meetings * Room bookings * Starting work with the newly elected Communications Officers – handing over tasks and meeting to start work on the new newsletter/app/website * Making contact with newly elected year representatives – ensuring they know about the administrative side to Senate |

**Charities Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * We have made and sold Rag shots in the Halloween disco * We have contacted Michelle Campbell about the possibility of bucketing in Tooting Broadway, and have agreed upon a date |
| **What have I got coming up in the next two weeks:**   * Contact the charities we have agreed to support in order to prepare an action plan for the rest of the year. * Meet with the SU’s president |

**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:**   * Advertising for Halloween disco –Instagram, Facebook and posters. Success with conveying the free entry before 9pm. * Halloween disco! Trialled the free entry before 9pm, which had some success. Feedback from students was that it was a good incentive to come early, however they would have liked it more if it was free before 10pm instead. * Met with Omar for Halloween debrief * Considering drinks deals for Christmas disco, as well as incentive for arriving before 9/10pm (better drinks deal/free entry/free something?) * Booked the bar for the next events before Christmas; 2nd Nov – Halloween disco, 22nd Nov – organising another Pub Quiz with Jack, 7th Dec – Christmas disco! |
| **What have I got coming up in the next two weeks:**   * SU pub quiz with Jack * Early planning for Christmas disco! Snowman |

**Sports Officers**

N/A

**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:** N/A |
| **What have we done since the last meeting:**   * Best dressed for Wandsworth 8, Halloween Circles and Halloween Disco * Spoken to Rich about dates for Spiders, Cobras and Heritage quiz |
| **What have we got coming up in the next two weeks:**   * Meeting with the archivist * Meeting with Will and Omar re: upcoming heritage ideas * Update heritage board |

**Societies Officers**

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| **Introduction:**  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:** N/A |
| **What have we done since the last meeting:**   * Finalised the sending of mailing lists for those societies who had problems in receiving theirs. All Societies who are expecting to receive it should have done so by now. * Helping societies with regards to getting committee members email access to their socs account. * Dealing with handover enquiries and requests * Helping students requesting information about starting new societies * Answering general email enquiries |
| **What have we got coming up in the next two weeks:**   * Continue to respond to general enquiries * Continue to help societies with help they need in setting up/running. |

**Community Project Officers**

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| **Introduction:** Hello, this is Timi and Tanya and we are the Community Project Officers. Our role is to represent community projects and ensure a good level of communication between the student union and the community projects. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Read / Gone over emails * Going over/revising plan for rest of the year   + Change the CP board (by end of the academic year)     - Shorter/briefer summaries   + Hold CP meeting before Christmas   + Consider updating the online CP page on the SGSU (by end of the academic year)   + Promote volunteer of the month to CPs   + Tidy up CP cupboard (by end of the academic year) |
| **What have I got coming up in the next two weeks:**   * Promote volunteer of the month to CPs * Make preparations for CP meeting |

**Equality & Diversity Officers**

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| **Introduction:**  Equality and Diversity Officers – Ramat and Jan |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * BHM Podcast recording * Helped in organising a successful Afro-Caribbean Arts Night * Meeting and further planning arrangements with Paula Cunnigham for diversity day * Reviewed TAD |
| **What have I got coming up in the next two weeks:**   * D&I Meeting 5 year strategy diversity plan * Meeting with Jane Saffel – arranged by Bel * Reviewing Diwali Show * 20th November Thalassemia meeting * Age rating on Fashion show * Meeting with SPACE about upcoming events |

**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:**   * Allotment maintenance and future planning re: student engagement / Allotment inductions * Posting recipes and maintaining social media presence * Exec duties |
| **What have we got coming up in the next two weeks:**   * Continued Allotment maintenance and planning * More recipes * More exec duties |

**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:**   * Making plans to reach out to cultural societies regarding collaborations and event advertisement. * Making plans to liaise with the international student year representatives to set up a mechanism for dealing with INTO/international student concerns. * International MBBS student-staff meeting (17/10). * International Committee Meeting (30/10). * International Student-Staff Liaison Group Meeting (06/11). * International MBBS Periodic Review Panel (31/10). * IMOG Meeting (06/11). |
| **What have I got coming up in the next two weeks:**   * General outreach to international year reps (Post- Autumn elections after selection of year 1 reps, T-year rep and iBSc rep). * International Lunch planning (21/11). |

**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?** |
| * Met Kingston Sabs (9th November) about collaborative management of joint faculty courses. * Reviewed SPACE mid semester progress and updated them on the progress of action points raised at our meeting in August. * Advertising the vacant year rep positions, fielding questions from potential candidates and emailing current reps/course directors to encourage people to run. This has taken up a lot of our time in the last two weeks. |
| **What have we got coming up in the next two weeks?** |
| * Senate training day for new year reps (November 14th) * Writing a proposal with Jane Saffel for eligibility criteria for iPad allocations for the 2019 intake. * Contacting all the course directors of cohorts which have no elected year reps this year to make plans for working together to ensure representation. * Welcoming the new year reps, answering questions and being available for support at course committees and UMBEC if required. * Council (20th November) * SEAG on November 12st, for the first time they are going to our REP reports as a standing action point to keep up to date with what the SU is doing. |
| **Report from SENATE (6/11/18)**   * BMS y2 and y3 raised concerns about inconsistency of SSP and Research project supervisors. They don’t think that the infrastructure is in place for them to know what is expected of them in terms of support for students. BMS y3 reps are in discussion with coarse leads about this. * HCS/Physio mentioned having to organise their own feedback for placement blocks, JS to look into getting this automatically sent to them like MBBS programs do. * Paramedic reps are looking into setting up a paramedic society along the same lines as the very successful Physio Soc. * Paramed Y2s are working with course directors to sort out some timetabling issues with skills and placement. * OT y1 raised concerns about their course not receiving iPad. This sparked a discussion about if 1st years should be receiving iPads in general considering cost to uni and necessity. HL and SAH to discuss with JS about collating feedback for this. * INTO P year raised concerns about SSC electives in the UK due to problems with the NHS bursary system. Staff are looking into it. |
| **Report from COUNCIL (23/10/18)**  Room Booking  George’s ball (SU room booking system) is still not working, for the time being paper copies of the timetable for each room are up outside all of the SU rooms. Issues with mini buses contact Will Morrell (VP finance) and room booking contact Nick Davis (Gen Sec). The second mini bus will be operational from this Wednesday (7th).  Rob Lowe  Estates reported some issues with the cupboard in the RL being a mess after society use. The position of Sports Officers is vacant at the moment so any sports related BUCs/ LUSL issues please contact VP finance.  Games Room  We explained potential plans to refurbish the games room and wanted input from council about what they would like to see the room used for. Suggestions were:   * Sofas * Clearing the storage of show sets and equipment from the back of the room * Kettle/toaster * Vending machines * Repainting it   It was also asked if the Games room is licenced as this might affect the accessibility of the room to some groups of students. I checked this with Kenton and yes the room is licenced.  RAG room  SU will be organising a clear out of the RAG room (both the society and the SU side) in the coming weeks. It was also suggested that we review who has storage in the RAG room and that societies will have to reapply for space after the clear out.  Freshers review  Issues with security at the bigger discos were reported. T4 is aware and have spoken to security about this.  WW8 feedback was good, revs was a good finish point. |

**Campaigns Officers**

Report not received

**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:**   * Election engagement (Advertising etc) * Most positions filled, and a couple positions contested * Advertised voting week * Hustings * Meetings about issues surrounding the constitution * Meetings about the democracy review |
| **What have we got coming up in the next two weeks**   * Presentations to Executive / Council / Senate to ensure everyone is aware of how meetings should be run. * Autumn Elections is over * Catch up with Omar surrounding changes to the SU Organisation status * Continuation with the democratic review |