**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 21st August 2018**

**5.30pm – H2.6+7**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentations**
   1. Paramedic Society
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
   2. Trustee Board De-brief
   3. Meeting Format
2. **AOB**
3. **Date of next meeting**

11th December 2018

**Reports**

**President**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Meeting with democracy, legal and governance, and University council chair to push forward the process of reviewing our governance procedures. Following through with this will allow for better efficiency when dealing with legal procedures (i.e. changing description of roles or responsibilities or even adding new roles to Executive team) and should as a consequence increase engagement from students as they will grasp and understand the procedures better. * Following through action points from Trustee Board Meeting. This includes drafting a strategy for the year involving targets we want to achieve as a team this year. This includes Games Room renovation, updating our social media platforms and website. * Meeting with Trustees to address issues raised by societies regarding the Multi-faith Prayer Room. * Meeting with committee members of Islamic Society to discuss targets for the year which involve working with the SU more than previous years. * Helping organise and manage issues with VP Finance and Welfare for Education day and Research Day. * Meeting with committee leads for Fashion Show and Diwali Show to address concerns when preparing props for their respective shows. * Planning and Reviewing Designs for Games Room. * Attending external project with VP Education and Principle called Lessons from Auschwitz. The aim of this was to reflect on discrimination and anti-Semitism, and ensure we prevent them on campus. |
| **What have I got coming up in the next two weeks:**   * Clearing RAG and Games Room * Designing Games Room * Advertising and arrangements for Christmas Disco * Year Strategy * Student Union Website * Interviewing candidates for the new Junior Admin Role * Following through on Governance review |

**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:**   * Planning Christmas disco * Counting and banking money * Dealing with card machine receipts * Writing invoices for sponsorships for societies * Writing invoices for the new year Rob Lowe bookings * New music room and RLSC bookings/memberships * Repayments from charity to trading branch * End of month finances * BUCS individual entries * Setting up paypal for shows * Lots of claims forms and invoices * Met with alumni team to discuss how we will share funding going forward, should be announced by next council with a new system in place for next week * Further work with alumni team: newsletter monthly to alumni and staff (good for advertisement) * Audits |
| **What have I got coming up in the next two weeks:**   * Christmas events planning * Planning for Christmas dinner * Catch up University Finance Director * Looking into games room redevelopment including what will go in the room/new trophy cabinet * RAG room and CP cupboard clean out * Christmas disco and circles |

**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:**   * Chase up about UKMLE- Emailed jane Saffel, is an action point for next weeks UMBEC committee meeting where we will find out more information. |
| **What have I done since the last meeting:**   * ‘Lessons from Auschwitz’ Conference * Self-Care package give away and write up for alumni team * TEF Task and Finish Group * Welfare and Student Support Committee * Seen students for welfare and academic support * Open day; introduction speech and presentation, manning the information stall * Met with Kevin from HR to finalise the JD for the welfare support worker role * Organised senate training, however unfortunately it had to be cancelled due to poor attendance |
| **What have I got coming up in the next two weeks:**   * Diversity and Inclusion group * Decorating the bar for Christmas * Duty for Christmas Disco * Senate Christmas networking event planning with Jane Saffel * Continuing to support student through academic appeals * Start planning mental wellness week alongside campaigns |

**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:** Create Emails, Room booking Logins and Webpages for: Nutritank, ENT Society and Mindful Soc |
| **What have I done since the last meeting:**   * Emails * Room bookings * Meet with the new Communications Officers * Trustee Board Minutes * Created room booking logins and emails for the new societies * Added newly elected year reps to senate mailing list |
| **What have I got coming up in the next two weeks:**   * Shortlisting for Admin Assistant Position * Interviewing for Admin Assistant position * Writing up trustee board minutes |

**Charities Officers**

No Report Received

**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:**   * SU Pub Quiz with Jack – Fairly good turnout, however planning needed to more thought-out to have a better turnout (same week as Diwali show and day after UH) * Creating advertising for Christmas disco * Considering drinks deals for Christmas disco, as well as incentive for arriving before 9/10pm (better drinks deal/free entry/free something?) * Looking for decorations for Halloween disco (winter wonderland theme?) |
| **What have I got coming up in the next two weeks:**   * Christmas disco! Snowman |

**Sports Officers**

No Report Received

**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 at a part of our uni. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Updating the heritage board * Start writing questions for the heritage quiz * Got back in touch with the archivist * Halloween best dressed |
| **What have I got coming up in the next two weeks:**   * Best dressed Christmas disco * Disco duty |

**Societies Officers**

No Report Received

**Community Project Officers**

No Report Received

**Equality & Diversity Officers**

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| **Introduction:**  Hello everybody we are Jan and Ramat and we are your Equality and Diversity officers! As we have both been active members of the St Georges community, we are keen to further develop our skills whilst serving you, our fellow students, via the student body. Through this role, we hope to be considerate and inclusive of every individual at St George’s regardless of their background, religion, sexual orientation and gender. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Diversity day with Paula Cunningham for the Midwifes * Attended Sickle Cell and Thalassaemia Meeting in Parliament * Diwali Show Review * Emailed SPACE about Winter Fayre * Signposting “Feminist Library London” Campaign to Campaign’s |
| **What have I got coming up in the next two weeks:**   * Try to meet with Jane Saffell, Margot Turner and Vanessa Ho to action things from Thalassaemia meeting * Reviewing Revue * Meeting with STAR |

**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 * Olivia - planning and working on Winter Fayre with E+E |
| **What have we got coming up in the next two weeks:**   * Continued Allotment maintenance and planning * More recipes * More exec duties * Winter Fayre! * Evaluating current performance for Green Impact Award and planning changes to secure it! |

**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:**   * Initial canvassing for the boat party – review of plans from last year, identifying good suppliers to recycle, etc. * Promotion for ISS ice-skating event |
| **What have I got coming up in the next two weeks:**   * Reaching out to new communications officers with regards to setting up an international section on the newsletter * Christmas lunch organization with the ISS |

**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.  Representation@su.sgul.ac.uk |
| **What have we done since the Exec last meeting?** |
| * Meeting with Jane, Marcus and Sue to start review process for distribution of free iPads for the 2019-20 cohort. * Meeting with Andy Keane (head of joint faculty) to continue procedural review of our working relationship with UKS. * Written first draft of our survey to be disturbed to year Reps at next senate. * Welcome email for the new senate members and adding them to the Facebook page. * Trying to organise a meeting with UKS (hopefully next week, just hard because placement)   NB: Hannah is going to be absent from all meetings (senate, council and exec) for the next 5 weeks, firstly apologies- Sadik will be covering for both of us until Christmas! |
| **What have we got coming up in the next two weeks?** |
| * Continuing to draft our survey, feedback from reps at senate and working on a delivery strategy with coms and the year reps. * Meeting with Kingston SU * More report writing and trying to attend all the meetings (sorry placement) * Senate next week |
| **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 * 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 (20/11/18)**  Society changes for SGLS, Cheerleading and gymnastics and OSCE society. GP society’s changes were not passed as they didn’t have a representative. |

**Campaigns Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Organised self-care week with the help of Bell * Ran two events two events: * book club and the self care bag giveaway both were well attended |
| **What have I got coming up in the next two weeks:**   * Organising a meeting in the next week to outline plans for our next campaign after Christmas * Order the MH awareness coasters |

**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:**   * Catch up meet with Omar about progression with the democratic review / Constitution. * Reflected on Autumn elections, began discussing summer elections |
| **What have we got coming up in the next two weeks**   * Answering concerns about representation of SPACE society at council meeting. * Chase up MSL (With Omar) to attempt to resolve voting issues with joint faculty students * Presentation to executive / council / senate to make people aware of how meetings should be conducted. * Continue to chase democratic review process / constitutional update |