**MEETING OF SGSU EXECUTIVE**

**Tuesday 27th November 2018**

**5.30pm – Board Rooms**

**ATTENDEES**

|  |  |  |
| --- | --- | --- |
| **HL** | Hannah Lidbetter | Representation Officer |
| **AS** | Annabel Strachan | VP Education and Welfare |
| **WM** | William Morrell | VP Finance and SA |
| **AW** | Amy Wright | Events Officer |
| **CB** | Corey Briffa | Democracy Officer |
| EO | Ethan Osborne | Chair |
| MH | Mark Howe | Student Trustee |
| OR | Olly Ryan | Student Trustee |
| CM | Callum Mullany | Charities Officer |
| AB | Amelia Burnard | Events Officer |
| RB | Rowan Barnet | E&E Officer |
| SiS | Sinthiya Sivarajah | Democarcy Officer |
| JM | Jan Mukiibi | E & D Officer |
| NC | Nathan Cooper | Heritage Officer |
| Cbr | Craig Brooks | Heritage Officer |
| SZ | Summer Zhang | Communiactions Officer |
| CA | Caroline Amoyal | Communications Officer |
| JK | Jonathan | Communications Officer |
| A |  | Communications Officer |
| YR | Yazzid Ramadan | Student Trustee |
| SD | Sam Deuchar | Societies Officer |

**APOLOGIES**

|  |  |  |
| --- | --- | --- |
| **ND** | Nick Davis | General Secretary |
| **SAH** | Sadik Al-Hassani | Representation Officer |
| **NT** | Natasha Thomas | Campaigns Officer |
| **AG** | Aditi Gunjal | Campaigns Officer |
| **MF** | Maia Forde | Campaigns Officer |
| **AK** | Amrita Kullar | Events Officer |
| **LA** | Louis Archer | Societies Officer |
| **NC** | Nathan Cooper | Heritage Officer |
| **SiS** | Simi Sodeinde | International Officer |
| **OCM** | Olivia Craig McFeely | E & E Officer |
| **RA** | Ramat Ayoola | E & D Officer |
| **OH** | Omar Hijazi | President |

**ABSENT**

|  |  |  |
| --- | --- | --- |
| **KC** | Katie Cottrell | Campaigns Officer |
| EC | Emma Cassey | Sports Officer |
| FH | Faris Hussain | Charities Officer |
| MD | Manasvi Dwarakth | International Officer |
| TM | Tanya Malagamuwa | CP Officer |
| TO | Timi Omidiora | CP Officer |

**MINUTES**

Minutes from the previous meeting were NOT PASSED by simple majority.

The Minutes for the last meeting were not distributed.

*AP-ND to distribute the minutes for the previous meeting so we can pass them.*

**ACTIONS FROM LAST MEETING**

None

**ACTIONS FROM PREVIOUS MEETINGS**

**REPORTS\***

|  |  |  |
| --- | --- | --- |
| President | RB: Is the plan to entirely clear the rag room and reallocate all space to societies?  AS: Yes, on hold at the moment for fashion show, a skip is arriving next week.  MH: Can we have a more definitive plan; some societies are confused about what we need to do?  MH: How will space be reallocated in the RAG room?  CB: Has your action point been completed?  *AP- Omar to clarify RAG room schedule in an all Society email*  *AP- Omar to reply to post exec email from last week and previous action point.* | PASSED |
| VP F+SA | CB: Why are we not taking money through the website? (why pay pall)  WM: the website isn’t working, we can’t add new payments on. We need to chase MSL.  CB: Can we collate a list of the things that aren’t working on the website?  WM: We don’t want to spend too much money on the current website due to the redevelopment.  MH: How is the Audit going?  MH: a few recharge problems from the first couple of months, will be finished in two weeks.  *AP: Will to raise external speaker policy at next council* | PASSED |
| VP E+W | AS: How do you think we can increase senate attendance?  CB: How has council attendance been?  MH: Attendance is good, however engagement when people are there is bad.  CB: We need to try to include engaging content rather than just constitutional changes (both senate and council).  MH: It’s a waste of time having constitutional changes at the meeting, people just pass everything.  CB: For non-controversial changes could the chair/president not pass them without council?  JK: I disagree with one person deciding what is veto-ed from council meetings.  CB: It would be a democratic subcommittee, and we will aunoce at council that these changes have made, we would give them opportunity to appeal.  MH: If there is nothing to discuss then why not have the meetings less often.  EO: it’s a public forum for students to raise points at the meeting.  SD: could we not get students to raise points over email and have them included in the agenda.  AS: Could we scrap reports at senate and focus on problems and raising issues at senate?  CB: This lack of engagement is reflected at exec, half the people are missing.  *Discussion moved to meeting format section of the agenda.*  AS: How can we encourage engagement at senate?  RB: Could we ask staff to encourage their reps to come?  CB: Have you asked senate why they don’t want to engage? The same for council.  CB: Could we restructure it so that we ask people what to vote on what they want to discuss?  SD: Could we not reduce the frequency of the meetings if there isn’t enough to talk about?  SD: What is university senate?  AS: the academic side of the university, it is mirrored by our senate.  CB: What do you think about having an end of year incentive for year reps and exec officers?  AS: I think this is better than punishing them with threats of not signing them off. Where would we get the budget from?  AS: I think we should have an entire exec meeting dedicated to this agenda point.  CB: Why was there no information disturbed about a student/GMC meeting for the UKEMLE?  AS: the meeting was held (MAC) but was inputted into a university meeting. The meeting was scheduled when we were in Poland, we were also not given any information and I was only asked the Friday before. No students attended.  HL: I replied to the email chain asking what MAC was and received no reply.  SD: How do we complain to the university about this?  AS: I will be bringing it up at UMBEC next week.  SD: Are the university planning on talking to the student body about this?  AS: vague information has been sent, and yes there should be a meeting I will suggest this at UMBEC. | PASSED |
| General Secretary | SZ: Why haven’t you met with us? We feel like we haven’t been directed or met with you as our zone leader.  EO: Where are the minutes from the last meeting?  *AP- Nick to meet with comms for a more detailed handover* | PASSED |
| Events Officers | NC: What is the free entry policy for Christmas disco?  AW: It will be free entry before 9pm.  NC: Cant we push it back later, nobody wants to get to a disco for 9?  AW: Yes I agree but we need to balance the loss from ticket sales against the money made at the bar.  SD: surely, we will make more money from the bar than from tickets.  AW: the free entry also reduces people arriving too drunk to buy anything at the bar, so it also increases student safety.  WM: We need to make money on the door because it directly funds student experience.  EO: Can we make this an agenda point post Christmas disco, we can measure bar and door sales before and after the free disco cut off. Action point for the next meeting.  MH: we could event get rich or Kenton to come to the meeting.  CBr: Do you think you advertised the pub quiz enough?  AW: No the advertising was late and it did impact on attendance.  *AP- events to meet with will and Kenton to discuss metrics.* | PASSED |
| Sports Officers | Report sent out late, EC not present to give verbal summary.  NC: What aspects of your role could be taken on by the junior admin?  MH: Do you think we should make it compulsory for all sports teams to have a fixture secretary to take some of the pressure off you? | PASSED |
| Heritage Officers | MH: What have you got coming up?  NC: Heritage quiz (after Christmas), spiders and cobras (also after Christmas). | PASSED |
| Charities Officers | No report received  CM gave a verbal summery of their report.  AW: Are you selling shots at Christmas disco?  CM: Yes that’s the plan, probably baileys  AW: How much are they being sold for?  CM: £2 or 3 for £5  WM: Do you want me or Bel to come with you to the BHF area meeting if Omar can’t come?  CM: Yes please  HL: Have you decided the final charity.  C: No, we just decided to stick with the local charity  WM: Why didn’t you post on the Facebook page asking in a poll and give people vote after the last meeting?  AS: proposed to launch a vote tomorrow on the Facebook page. Seconded by RB  *Minute speech for by AS*  *Minute speech against NC*  *For 6, Against 6, Abstain 1*  *Chair voted for so motion was PASSED*  CBr: I don’t think it has to be democratic…  HL: Have you started planning for RAG night out/are you planning to do it?  C: Yes we are planning on doing it, no we haven’t started planning it.  *AP- Poll on Facebook page for deciding charities.* | PASSED |
| Societies Officers | Report received late, SD gave a verbal summary  SD: Our email account has been deleted so we can’t contact anyone. This has also happened to sport, heritage, chair etc.  EO: They are doing a clear out of mailboxes, any issues contact help desk.  CB: What’s happening with team issues?  SD: **Response redacted**  MH: Do you have any plans to sort out music room maintenance?  SD: No but its been brought to our attention so we can now focus on it.  AS: We are now getting a new piano.  CB: It should get cleaned now through, right as we pay for cleaning of the whole of the second floor?  AS: Some of the cleaners are overworked and are very unhappy, as we have a contract with the company we will speak to them directly | PASSED |
| CP Officers | No report received, nobody presents to give verbal report.  HL: Why no report?  CB: What is going on, do you feel supported? | NOT PASSED |
| E+D Officers | RB: What are your plans for LGBT history month?  AS: Were you aware of the controversial speaker for Pallistain society? And if you were how did you make sure it was in line with the external speakers’ policy?  SD: What is our external speaker policy?  AS: It is on the website but briefly it is by the office for students who guide us on preventing extremism.  CB: This comes under Omar’s job.  CBr: Comms posted about this event on the SU Instagram, someone on exec stamped their posters… We need to actually check al posters properly.  EO: We need to make sure that the committees of societies know about the policy on external speakers.  *AP- T3 to speak to Palistian society about the event*  *AP- WM to raise external speaker policy at council* | PASSED |
| E+E Officer | SD: Is winter fayre and E&E thing?  RB: So initially it wasn’t but Olivia made the event under the E&E page so its kind of become one.  SD: When do you need help?  RB: Again, ask Olivia for more specifics.  AW: What are you doing to advertise the allotment for students?  RB: We aren’t currently as its winter, but in the spring we are planning allotment induction and getting people involved. We have brought planters with some of the money from the grant to be used in the new year. | PASSED |
| International Officers | No Questions | PASSED |
| Representation Officers | AS: I’m a bit worried that you are doing most of the work, do you feel like you are being supported by Sadik?  HL: Yes, I’m on placement so he is coming to all of the meetings because I cant be around. | PASSED |
| Campaigns Officers | RB: What are your plans for LGBT history month?  CB: Are you planning to do text a tea etc.?  AS: Yes hopefully going to get the grant again.  RB: Do you think coasters are an appropriate medium for communicating mental health awareness?  AS: Yes, we are reaching small group of people with each platform, the bar reaches some people.  SD: How much do these coasters cost?  AS: Like 17p or something I think  WM: How are you working as a group because I can only see Maia and Bel doing anything? | PASSED |
| Democracy Officers | No questions | PASSED |
| Communication Officers | JK gave a verbal summary of their report, essentially divided their role into website development, social media and the newsletter.  SZ: We have drafted a new format for the newsletter and sent an introductory email.  CA: we are rebranding the social media and have advertised to societies that if they want to be featured they should contact us.  JK: Nick told us that we weren’t allowed to email all students.  WM: You are its fine.  AW: Can we merge the Instagrams for all the offices into one. This is following feedback from students that its confusing.  AS: I agree combine into one that can be run by the coms officers and other officers can submit content to them.  CB: No new accounts should be made without approval from the exec.  AS: each office could have their own Facebook account who can post onto the main Facebook once approved by the admins.  A?: We are wanting to take green screen photos of each exec office, we will be in contact.  EO: maybe wait until the professional whole exec photo day could be used.  A?: We are also hoping to make a university academics contact list.  WM: Is this not available on the portal?  A?: We want to make it more accessible and available in the app format.  *AP- anyone who has administrative privileges for ANY SU account to meet with the coms officers. This includes anything with the SU branding or name to contact Coms.*  *AP- Comms Officers to compile a list of all SU related social media.*  *AP- Coms to meet with bel about university contact list.* | PASSED |

\*For full written reports, please see Executive Officer Reports document (agenda).

**STUDENT UNION ISSUES**

1. Executive Democracy Training- Moved to next meeting
2. Trustee Board De-brief

* **Financial report**

Freshers made more than last year

* **Admin support role**

Applications have now closed, interviews will happen before Christmas.

AS: Just to clarify this is not a support for gen sec, the appointed person will only be with us one day a week, the other day will be with the trading arm.

* **Support role for VP Welfare**

Currently being banded by HR then will go to advert.

* **Long term risk assessment**

This will include foreseeing future financial needs, such as replacing tech equipment or buying a third mini bus. We are open to suggestions on what should be included in this.

RB: Specifically, in regard to tech, Ethan has written a 10-year plan about what will be needed.

EA: I can forward this to the trustees.

CB: Is this not trying to be both a financial plan and a risk register? The trustees already have a risk register so could the exec not run this financial planning as we are the most engaged on a day to day basis.

WM: The trustee board don’t approve the budget, they can’t only disapprove.

CB: I think that as an exec we are much better placed to sort anything under the value of £5000.

MH: We are trying to avoid a disconnect between the trustees and the exec, we want to be prepared for possible large spending in the future.

NC: Perhaps sourcing our own sports groups as there is so much expenditure on this currently and impacts student experience.

1. Meeting Format

Discussion about meeting format including points on:

* Nothing seems to get achieved, it is all past focused and people are trying to leave.
* Reports are important but we need to be more focused on agenda points
* Why are none of Exec here, this can’t happen without a full exec
* Making the meetings more engaging/ making sure we achieve something will make people want to come
* Maybe make reports one point you would have done differently
* Everyone ran for exec knowing they had to be at meetings, they just need to be here- full stop.
* Reports are productive as they open up wider discussion points.
* People need to want to be here to add value to the discussion
* More focus on agenda point and AP
* Being in a room where people are sat around the tables, changes peoples mind sets and we can all see each other.
* Setting aims for each meeting
* Maybe we could do zone reports instead of office reports, extra work on T4
* Reading reports before the meeting and coming with preprepared questions.
* MH: Ethan is doing a lot of the talking at this meeting considering he is the chair
* Could we alternate oen meeting being reports and one meeting being agenda points
* Then have society presentations with the reports and not agenda points

*AP- Omar to explore how to train new exec on meeting etiquette/production of exec officer handbook*

**SOCIETY PRESENTATIONS**

1. **Paramedic Society**

SS gave a summary of the aims and activities of the society. He outlined the need for Paramedic society for education about career progression and structuring peer teaching in the sims suit. He also highlighted that there will be no overlap with emergency medicine society as this will focus of the achievements of paramedics and issues within student paramedicine.

Questions

CB: How do you plan to get paramedics (previously mentioned difficult to engage with) to engage with this society?

There will be incentivises, this is a society aimed especially at paramedics so by nature is relevant to them. We have full support of the faculty so this will be publicised through them as well.

OR: What are the duties of the in-service officers on your committee?

They will represent the in-service students (people who already are part of the LAS or SEAS), one of the main problems with this group is that they often feel left out of university life both by the wider SU and direct entry students as they hold down full-time jobs as well as being students. One of the main roles of this officers will be making sure events work with their timetables.

CB: As you graduate this year, how do you plan to lay the foundations for future sustainability of the society?

I have lots of time in final year (assignments already completed) so will be running democratic elections for all of our committee positions and currently have at least one person interested in each role.

Discussion

NC: Reflecting on the success of physio soc, with increased SU engagement, this seems like a great way to boost paramedic engagement.

*RB: I propose that we accept paramedic society as a society of St Georges students union.*

*Seconded by WM*

*17 for, 0 against, 0 abstentions.*

**AOB**

1. Please like the Facebook page for Christmas dinner
2. This Saturday we are putting the Christmas decorations up in the bar, please come and help if you can!