**St. George’s Students’ Union**

Meeting of the Executive XVI



AGENDA PACK

3rd May 2016

*LTA*

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Matters arising
   4. AOB
2. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Sports Officers
   7. Media Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Equality & Diversity Officers
   14. Environment & Ethics Officers
   15. International Officers
   16. Webmasters
   17. Representation Officers
3. **Students’ Union Issues**
   1. E&D policy
   2. Campaigns Officers
4. **AOB**
5. **Important Dates**

f.        Use Your SU Week – 18th-25th May

g.      Sports Ball – 18th May

**h.      AGM – 23rd May**

i.        Advertising Week for SU Elections – 23rd – 27th May.

j.        Nominations Week for SU Elections – 30th May – 3rd June.

k.       Campaigning Week for SU Elections – 6th – 10th June.

l.        Awards Evening – 10th June.

m.    Voting Week for SU Elections – 13th-17th June.

n.      SU Elections Results – 17th June.

o.      VP: Student Activities & Finance (Alice) on Leave – 20th June - 8th July.

1. **Date of next meeting**

AGM – Monday 23rd May – ATTENDANCE IS COMPULSORY (Apologies must come with a reason and be emailed to Steven and myself).

**1 Business**

* 1. **Present**

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| Steven Gilbert | President | SG |
| Alice Walker-Earwicker | VP: F & SA | AWE |
| Kat Telford | VP: E & W | KT |
| Mustafa Dashti | Representation Officer | MD |
| Francesca Humphrey | Technical Officer | FHu |
| Lucy O’Reilly | Webmaster | LOR |
| Chantal Liu | International Officer | CL |
| Bukola Ogunjinmi | International Officer | BO |
| Georgina Chamberlain | Heritage Officer | GC |
| Alia Nasir-Gonzalez | Events Officer | ANG |
| Cameron Barclay | Events Officer | CBa |
| Lucy Chapman | Events Officer | LC |
| Francesca Harris | Events Officer | FHa |
| Hannah Jones | E&E Officer | HJ |
| Greta Jata | E&E Officer | GJ |
| Avin Philip | Charities Officer | AP |
| Bethany Agnew | Charities Officer | BA |
| Kadijah Stone | | Charities Officer | KS |
| Anya Brown | | Societies Officer | AB |
| Joe Clarke | Societies Officer | JC |
| Alex Lisseter | Societies Officer | AL |
| Cerys Bladen | Societies Officer | CBl |

**1.2 Apologies**

Ruth Varney

Vafie Sheriff

Michael Lee

Matthew Boon

Sagar Sharma

Seher Bashir

Sebastian Locke

Saad Muhammad

Durva Patel

James Parkin

Moneet Gill

**1.3 In attendance**

None

**1.5 Minutes from the previous meeting**

PASSED by simple majority.

**1.6 Matters arising**

From February

 AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising.  ONGOING

From March

Media and Webmasters to meet RE newsletter. COMPLETED

Societies and Webmasters to meet about online forms for locker keys and handover forms. ONGOING

Webmasters and AWE to meet about advertising on the website. COMPLETED

Webmasters to set up a webpage for DAPS vision. ONGOING

Societies Officers to file DAPS vision constitution & handover forms and to update the mailing list. ONGOING

KT to email senate updating them on these developments. COMPLETED

Ruth to contact IT about streamlining email addresses. ONGOING

CPOs to clear CP cupboard ASAP. COMPLETED

Kat to email final years of all courses to get them to ‘buy’ their free fast track Part V ticket and for 1 guest. COMPLETED

Societies Officers to organise filing and mailing list to reflect SPA and Pride's new Welfare Support group status. ONGOING

From 5th April:

AWE to find the boat party float form and sort the finances for it. ONGOING

From 19th April:

CPOS to investigate the medsin clause of the CPO job title and its relevance. ONGOING

International Officers to meet with Top 4 with regards to the Multicultural Dinner. COMPLETED

**1.7 AOB**

ANG: Space in the library

**Reports**

**President**

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| Introduction  Hello. My name is Steven Gilbert and I am the President of the Students’ Union. It’s my job to represent the views of the student body to the union itself, the university and nationwide. It also my job to oversee the strategic and operational runnings of the Students’ Union. |
| Action points |
| What have we done since the last meeting   * Paper has gone to Space Strategy + SPARC to discuss the future of the RLSC on behalf of University Estates and the Students’ Union * Attempted to meet Andrew Dyer re. the FIP but had to cancel as he was accidentally double booked (again!). Haven’t rescheduled yet * Started to set up ‘procedure notes’ for the new Senior Officers/Student Trustees as Trustees in the eyes of the bank/charity commission to avoid confusion next year * Got our Commercial Manager back – caught up on 7 months worth of events. Looking towards the future * Writing lots of reports for AGM/Trustee Board/University * Attended Council Away Day with Alice – made a presentation on what services the SU offers and how we face similar problems that the University does (engaging with Kingston/Postgrads etc) * Alice and I have been put onto two more top University committees to represent the student voice * PREVENT open meeting – really successful! Open communication between the SU, University, and students |
| What have you got coming up in the next two weeks   * Diverting most of my energy to preparing for elections. This will be taking up most of my time! Ideas welcome! * Setting up procedures for next years Sabbs/President so they’re not left in the dark when they hit certain milestones in the year * Exploring the murky waters of the PREVENT strategy/NUS affiliation * Starting individual society consultations. I will be meeting Cultural, Religious, and General societies. Alice will be meeting Performance, CPs, and Education societies |

* SG gave a verbal summary of the report
* MD: As Sports Cardiology new course with only 15 students why are we giving more than half of the Rob Lowe to them?
* SG: The Rob Lowe loses around £67k a year and in doing this we can use it for patients too. This works well for the Trust as they can put patients there and get some more high profile patients such as athletes. It also benefits the students as they will get a better, subsidized gym.
* Kadijah: When will this happen?
* SG: In theory the transfer will happen in august, and new memberships will start on that day. If we can’t a find membership then the deal won’t go ahead and may there be other options ahead.
* MD: Can I see the business plan?
* SG: No.
* BO: Are you the person looking for the new memberships?
* SG: Alice and I are looking.
* Passed.

**VP Finance and Student Activities**

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| **Introduction**  Hello everyone, my name is Alice Walker-Earwicker 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**   * AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. **– Ongoing** * Webmasters and AWE to meet about advertising on the website. – **Ongoing** * AWE to find the boat party float form - **Ongoing** |
| **What have you done since the last meeting?**  Zone   * Georgina and I promoted and judged the St George’s Trust St George’s Day Bake Off which was delicious and a great success! * I have been helping the Sports Officers with the few ticket issues they have had in relation to Sports Ball   Other   * Figures for all societies etc. have been sent out to committees to review. The numbers may change but are not likely to. * The report for AGM has been written – I am now waiting for the auditors to finalise the Charity figures so I can fill the report in. * The Trading accounts for 15-16 have been finalised by the auditors, signed and submitted! * Nearly finished Q2 (Nov 15-Jan 16) finances and have started work on Feb/Mar 16 finances (nearly up to date yay!) * Chaired the Prevent Open Meeting instead of last Council – interesting discussions about the culture and atmosphere of the SGUL community were raised. * Steven and I did a presentation at SGUL Council Away Day about the engagement and presentation issues we have to face and started discussions on how SGUL can help us. * Steven and I started to plan meeting with all societies to get feedback on how they felt the SU supported them this year – Sports Officers have already done a good job with Sports Clubs so Steven and I have split societies/cps between us. * Had three days of annual leave – this was advertised to all societies/trading entities ahead of time so no payments were disrupted or made late. |
| **What have you got coming up in the next two weeks?**  Zone   * Ordering the SGSU Awards – badges, scarves etc.   Other   * The Charity accounts should be completed by the auditors – these will be taken to the Trustee Board on 12th May. * Using the completed accounts I will finish the AGM finance report and distribute it to all students/societies to speed up the meeting and increase transparency. |

* AWE gave a verbal summary of the report.
* Passed.

**VP Education and Welfare**

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| Introduction  Hello, my name’s Kat Telford and I am your VP Education & Welfare. My role is to ensure that YOU feel supported in every aspect of your life here at St Georges so as to have the best student experience possible! I sit on academic meetings to ensure your education is the top priority, and I have an open door policy to provide students with support and advice. I also supply a free condom service for all students. So feel free to pop up and see me, my office door is always open and the kettle is always on! |
| Action points  *NIL* |
| What have we done since the last meeting   * SU Presentations for prospective students ☺ * Posters and progress on Georges Pantomime project * Working on ISUPPORT project * Working on E&D policy edits for approval within this meeting. * Support to final years with their exams. * Pregnancy tests arrived * Stay Smart, Stay Safe Week. * Trustee report & AGM Report. * PAF Promotion * Personal meetings for students – especially final years. * Junior Doctor Opinion Poll Task Group convened and questions produced. Poll to be released soon. * Suicide Course attended. |
| What have you got coming up in the next two weeks   * Pantomime promotion * Continue confidential procedural support to students. * Continue to work with ISOC to improve student engagement and support following reports from Open Meeting that the PREVENT agenda is seriously affecting the welfare of Muslim students at Georges. |

* KT gave a verbal summary of the report.
* HJ: What is the pantomime promotion?
* KT: This is a very exciting new project! At the beginning of the year an aim of myself and Jo Brown was to have a project that runs annually as a join staff and student venture. We are hoping to have a staff and student pantomime, ‘The George’s Pantomime’ which will happen annually in the New Year. There are director and producer adverts out going to push promotion, which have already been in the newsletter.
* Passed.

**General Secretary**

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| Introduction  Hi I’m Ruth Varney and I’m the General Secretary. My role is organising meetings, booking rooms, coordinating with the Exec team & being the first point of contact for students. I am the non-sabbatical quarter of SU Top4 and I am head of the Communications Zone. |
| Action points  Ruth to contact IT about streamlining email addresses. – ONGOING, simply not had any time to get my head round this, sorry! |
| What have I done since the last meeting   * Admin and answering questions. * Organised the Prevent Open meeting * Started planning for Use Your SU Week (all suggestions welcome). * Delegating to other people :D |
| What have you got coming up in the next two weeks   * Typing up minutes. * Communicating with societies to get the rest of the handover forms in. |

* Passed.

**Events Officers**

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| Introduction  Hello! We are Alia Nasir-Gonzalez, Francesca Harris, Lucy Chapman and Cameron Barclay, the Events Officers for the Student Union this year. Our job is to plan and organise many of the events hosted by the Student Union throughout the year, including discos and Freshers’ events. This involves advertising on social media and around the university, and being on duty during events. |
| Action points |
| What have we done since the last meeting  Part V   * Were in the SU at 10am to begin set up, Gannon drove us to bookers at 11am to buy prosecco and sweets to serve final years at fast track * Spent the day decorating and setting up the SU, filled our pots with sweets and poured prosecco out into glasses at fast track door with the help of our subcommitee * Once the event started we ended up being on duty most of the night – at 10pm when we’d usually go off duty there were too many drunk people in the office and extra hands were needed to help so we stayed on duty (for 15 hours!!)   Showcase   * Ordered tickets which have arrived * Confirmed Dr Baboonian, Dr Szarko and Dr Ibison as judges * Organised a runthrough with tech this Saturday * Made a Facebook event & put posters up around uni * Sold tickets outside the library and at halls |
| What have you got coming up in the next two weeks   * Showcase |

* ANG gave a verbal summary of the report.
* Passed.

**Sports Officers**

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| Introduction  *Hello we are Moneet and James! Our role as sports officers is to oversee SGUL sports teams with their involvement in ULU and BUCS leagues and be the first point of contact for all sports events for the Students’ Union. We also co-ordinate the use of sports facilities (e.g the Rob Lowe) via liaising with sports captains and we will be representing SGUL on several different sports related committees (e.g Sports Centre Committee). Finally, we will be organising the 2015/2016 annual Sports Ball as well as the sports trials for fresher’s fortnight.* |
| Action points  *n/a* |
| What have we done since the last meeting   * *Continued captain meetings, we have a few left which will be completed at the end of May after exams* * *Sports ball – tickets have sold out!* * *Started chasing risk assessments/year reports etc. – got a couple more responses but again these will be chased up at the end of May!* * *Cricket started their BUCS season so we’ve started sending out their fixtures* * *Rowing have been entered into a BUCS competition.* |
| What have you got coming up in the next two weeks  - Sports Ball – finalise numbers at the venue. Start sorting out food and table plans. Hope it goes well!  - Complete captains meetings and our handover  - Create a finalised list of end of season scores for all teams which can be published on the website, and put them up on our board.  - Attempt to pass our exams… |

* Passed.

**Media Officers**

* No report received
* No one present to give a verbal report.
* NOT PASSED

**Heritage Officers**

* No report received
* GC gave a verbal report: Celebrates St George’s Day with the Bake Off, met with various staff members, had a meeting about the cabinets near the canteen and it was decided that we have been allocated 1/3 of them. We are currently waiting for them to be cleaned and lit and hopefully in the next couple of weeks we will be begin putting things in. We don’t know what currently as we need to work on the dimensions. Coming up we will be talking to Jenny, looking into Scorpion headbands. We have had some difficulty with the date of Scorpions as initially it was going to be in Stay Safe, Stay Smart week which wasn’t a good idea and we have been struggling to find an alternative.
* HJ: Apart from getting more money for the bar, did you consider holding Scorpions on the same as Cobras?
* GC: As it is a new event we want to trial separately and its also not very responsible to do both on same day as it would be encouraging hugely excessive drinking.
* SG: Has Cobras been confirmed as the day after Sports Ball?
* GC: Yes, we have cleared it with Rich.
* Passed.

**Charities Officers**

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| Introduction  Hi it’s Khadija, Avin, Beth and Kate. Here is the report. |
| Action points   * None |
| What have we done since the last meeting   * Held a briefing for the charity abseil and recruited students to participate- supporting St George’s Hospital Charity * Facilitated AIDS ORPHAN holding a recruitment briefing on Monday, set up a 24 hour cycle for them and booked out and supported them in a Bollywood night * Bucketeered at Tooting Broadway station (the day after Part V) * Recruited volunteers from George’s to support our charities at the London Marathon |
| What have you got coming up in the next two weeks   * Charity abseil! * Bake sale (facilitated for AIDS ORPHAN) |

* KS gave a verbal summary of the report.
* SG: Make sure to know your RAG total for AGM!
* Passed.

**Societies Officers**

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| Introduction  Hi!! We are Anya, Cerys, Joe and Alex and we are this year’s Societies Officers! Our role is to maintain and oversee all goings on involving St. George’s Societies. As well as looking after the music room and second floor Boards. We also organise two major events in the year, Freshers’ Fayre and Awards evening.  *Who are you, what is your role – give a brief description.* |
| 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   * Had award committee yay! Thank you everyone who came! * Organizing awards-   + Ordering scarves/badges   + Making certificates   + Emailing * Still doing handovers- we’ve chased up a few who haven’t filled them in properly * Contacted piano people about fixing piano * Contacted estates about putting up decibel meter, and put up be quiet signs   *A summary of what you have done since the last meeting. This should be in bullet points.* |
| What have you got coming up in the next two weeks   * More awards planning * More handover forms * Want to finally update the boards in corridor   *A summary of what you plan to do by the next meeting. This should be in bullet points.* |

* AB gave verbal report.
* ANG: Will the piano be fixed by Friday?
* CBl: The other one is fine!
* FHu: Who’s idea was the decibel meter?
* AB: It was handed down.
* CBl: If you hear someone loud in the music room, go in and tell them off!
* Passed.

**Community Project Officers**

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| Introduction  *Hello. We are Aniqah Rahman and Durva Patel, the Community Project Officers for the Student’s Union this year. Our role consists of representing all the community projects at SGUL, keeping them updated with important information, ensuring that there is a good level of communication between the projects and the students, and attending to any need or query they may have. We intend to advertise all volunteering opportunities and successes to ensure students and staff stay up to date.* |
| Action points   * *CPOs to clear CP cupboard ASAP. - Done* |
| What have we done since the last meeting     * *Chasing up CP regarding risk assessments* * *Advertising SGSU awards* * *Cleaned out the CP cupboard* * *Mainly exam revision!* |
| What have you got coming up in the next two weeks   * *Chasing volunteer of the month awards as well as advertising them* * *Advertising and keeping up to date our social media pages* * *Look at getting into contact with the widening participation team.* |

* Passed.

**Technical Officers**

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| Introduction  We are your tech officers. We’re responsible for the upkeep, maintenance, and use of technical equipment of the SGSU. This includes all of our sound, lighting, and AV equipment, as well as assisting the societies officers with anything PA related in the music room. |
| Action points |
| What have we done since the last meeting   * Part V – Used Colourblasts in a disco for the first time ever. Our first DJ (Martin Gannon) dropped out on the night without bothering to tell us. He was however kind enough to text a mutual friend asking him to “suggest to the tech officers that I won’t be there.” Our second DJ (Victor) turned up half an hour late, then proceeded to spend another twenty minutes updating the firmware on his controller. You’d think he’d do it beforehand but apparently mid disco is the best time to do it. Thankfully we’re the best tech officers in the world and nobody even noticed because we had a backup plan; DJ Spotify. Tried, as always, to teach Victor that when the lights flash red he needs to turn it down, but alas, no success. * Spoke with Events regarding Showcase rehearsals. * Pencilled awards evening into the diary. |
| What have you got coming up in the next two weeks   * Clean up after Part V. Despite our best efforts, drinks were spilled near equipment. Would recommend future tech officers be armed with Tasers to help emphasise the importance of keeping drinks away from our very-expensive-we-really-can’t-afford-to-replace-any-of-this equipment. Seriously, one stray drink over the amp tower and the disco ends abruptly with a loud bang. 6 grand worth of amps, plus about 4.5 grand worth of speakers in need of replacement before we can run a single open mic night, disco, or any tech event in the bar. But of course when a society breaks in to the tech booth, turns everything to the maximum and thankfully doesn’t find the on switch, they get let off scot free. * Showcase. * Planning of Awards tech. * Continuing to write the most extensive handover document the SU has ever seen. |

* FHu gave a verbal summary of the report.
* CBl: We’re doing the run through for awards on Friday 3rd.
* FHu: I might be here, but its unlikely on 3rd
* Passed.

**Equality and Diversity Officers**

* Passed.

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| Introduction  Hey, We are Theo Rennicks-Gordon and Saad Muhammad, your SU Equality & Diversity Officers for 2015/16. Throughout this academic year we will have meetings with the Equality and Diversity committee, uphold the no platform policy and ensure equality on the interfaith forum. Our role is one that involves working with students through the Dignity Scheme being brought back this year and helping form institutional policies that’ll ensure St George’s stays equal and diverse. |
| Action Points |
| What have we done since the last meeting?   * Worked on a plan to advertise Dignity Advisers scheme to students via social media |
| What have you got coming up in the next two weeks?   * Dignity Adviser Scheme advertisement * Monthly meeting with Kat * Interfaith forum |

**Environment and Ethics Officers**

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| Introduction  *Hey friends, we’re Hannah and Greta and we are your Environment and Ethics Officers this year. Our role is mainly to make sure we can make Georges as sustainable and environmentally friendly as possible. We will do this throughout the year by reminding and encouraging staff and students alike via the various activities we’ll be holding such as in the Go Green Week and Ethics Week.* |
| Action points   * N/A |
| What have we done since the last meeting   * Worked on Allotment * Planned Go Green week * Made posters for everything in Go Green Week * Messaged Head of BikeSoc for Go Green Week * Dates for Green Impact Award audit booked * Had meeting with Penny Lympany for Environmental Initiatives at Uni |
| What have you got coming up in the next two weeks   * Go Green Week * Advertising for GG Week * Fresher’s Free Foundry Collection and Advertising |

* HJ gave a verbal summary of the report.
* Passed.

**International Officers**

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| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points   * International Officers to meet with Top 4 with regards to the Multicultural Dinner |
| What have we done since the last meeting   * International MBBS Operations Group Meeting   -Tuesday, April 5th  -Best meeting we’ve had with them so far. Actual progress made.  -New initiative set up: Every month, we will aim to produce an INTO Updates document to be sent to all INTO MBBS students. We have sent the April document already. All the year reps who sit on this meeting were allowed to contribute to the information, and check over its accuracy.   * Meeting with ISS president   -April 7th  -Discussion on future plans and review of year’s activities on both sides   * International Committee Meeting   -Monday, April 11th   * Meeting with ISS Committee including both the staff and students   -April 21st  -Review of positive and negative feedback of last year’s Freshers’ events  -Plans made for GEP and Undergraduate welcoming, Fresher’s Fayre, and activities   * Wrote a welcome message to international students who are offer holders for next year’s cohort * Year report * Work on SGSU International Webpage |
| What have you got coming up in the next two weeks   * INTO Update document (May) * IMOG meeting |

* CL gave a verbal summary of the report.
* Passed.

**Webmaster**

* No report received
* LOR gave a verbal report: Tickets went online for the Sports Ball which sold smoothly, there were some problems with sagepay so we contacted MSL to look at it and they said that we need to lower our payment security checks and so we are deciding with Alice which option to choose. Jordan made a safety information pack for Stay Safe, Stay Smart week, SU Showcase tickets went up on the website.
* Passed.

**Representation Officers**

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| **Introduction**  Hey guys, We’re Vafie Sheriff and Mustafa Dashti, formally known as your Representation Officers. We’re both second year biomeds who were previously first year reps. The role we’ve taken up this year is a new one as it’s an amalgamation of two previous roles (Senate + Council Elect). Our role is to attend all the SU meetings and inform you guys of what’s going on with SU throughout the year by producing reports of all meetings. We’ll be leading the year reps this year, being their first port of call for any issues that fall above their head, but feel free to contact us at any time – we’re super chilled out. |
| **Action points**  N/A |
| **What have we done since the last meeting**  - Attended the Prevent Meeting  - Come to the conclusion that there won’t be an EOY Ball  - Attended the Awards Evening  - Met with Ruth about Use Your SU Week  - Planning events in Use your SU Week  - Wrote our EOY Report |
| **What have you got coming up in the next two weeks**  - Meet with Physio Reps to discuss mums and dads  - Meeting with Radiographer year reps to ‘get the ball rolling’ on mums and dads for them too  - Going to make a report of this meeting to take to next exec meeting  - Make a report of next exec meeting for council/AGM |
| **Prevent Report**   * No agenda points for the meeting * In attendance: John Hammond, Judith Ibison & Rochelle Rowe * Meeting begun with a presentation, introducing the ‘Prevent Duty’.   + This presentation should be up on the SGSU website   + Prevent was described as a “Duty on specified authorities when exercising their functions to have due regards to the need to prevent people from being drawn into terrorism" * The Prevent agenda is not new in the sense that no new SGUL policies will be implemented alongside prevent, i.e. nothing will change when it is introduced. * Key areas it’s involved in:   + Management of external speakers and events * How does this affect SGSU?   + Good campus relations group, which Kat & Steven are part of will responding to any student who's picked up radical views, encouraging open debate and tolerance – GCR will refer any students to ‘Channel’ * Discussion:   + **If you identified someone as vulnerable, would you share their information with future employers?**      - Depends on the type of information and what they've done. Support networks are confidential within the university. In-house services (i.e. counselling), wouldn't be sharing information with anyone. For external agencies, there is an information sharing policy, information requested must follow that policy. Sometimes SGUL writes references, and would only report on something that happened within the institution ie. disciplinary procedure, academic misconduct.   + **How would someone classify as a vulnerable person? How would you identify them?**     - The channel programme has a list of 22 generic charactisitics to identify people. Nobody is using a checklist.   + **What's the role of the councillor? At what point does the councillor break confidentially?**     - Councillor is SGUL employed confidant who does not communicate with the academic institution in any way. However, criminal actions are different, and therefore follow different policies.     - VP E&W will only break confidentiality if the individual is at risk to harm themselves or others around them   + **If there was very high level of concern what would happen?**     - In very, very exceptional cases, SGUL would be required to refer the individual to Channel. They have their own way to decide whether this is a case that they should look into. “Not something we would ever have to do” [Rochelle Rowe], as SGUL provide a lot of pastoral care.       * Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:         + identifying individuals at risk         + assessing the nature and extent of that risk         + developing the most appropriate support plan for the individuals concerned * Noteworthy point: the Prevent Duty is now tied to SGUL’s funding, so they are obliged to implement it anyway. SGUL have already made their minds up on implementing it, so the only discussion is about what Prevent really is. Little to no chance of swaying SGUL’s views. SGSU on the other hand are on SGUL property (room bookings), and are therefore obliged to implement it too.   + What SGSU do is up to student opinion, and if we decide that we’re going to boycott prevent – some very interesting discussions will occur. |

* MD gave a verbal summary of the report.
* Passed.

1. **Student’s Union Business**
   1. **Equality and Diversity Policy – Kat Telford**

* KT: I am really sorry that the E+D policy pack isn’t complete yet. I have had a busy week last week and today. I will talk through the points made in the last meeting about this policy and how I’ve changed and added to it since.

The first point raised was ‘what questions will be used to ensure each role can be intrinsically fulfilled?’. This was referring to a clause that was about when an application is handed in how the committee will assess it. We will assess it by asking ‘can you fulfil constitutional roles of the role you have applied for?’, not including the general duties all exec officers are expected to fulfill. We will be taking applications into consideration on a case by case basis, and that’s how they will go through. There will be no criteria for each application. I have looked into other guidelines the university has, and there is only one policy with set criteria and set outcomes. We can’t do that here as it involves personal circumstances, so has to be case by case. To try and communicate that to students applying I have now produced an application guidelines document which are there to talk about the roles you expected to do as an executive officer, and what will happen when the committee reads your application and how you will hear back.

* MD: Who is on the committee?
* KT: All applications, including late applications, will be considered by the Exceptional Personal Circumstances Committee (EPCC) which consists of the President, VP Finance and Student Activities, VP Education and Welfare, the Chair and two randomly selected Executive Officers. This exactly follows the guidelines of a disciplinary of an Executive Officer and I saw no reason to change it.
* MD: As Exec members change each year how will you maintain consistency?
* KT: I will make it clear in the guidelines that applications will be kept in confidential records so that we can do these on a case by case basis and see what has been done in the past. This will allow us to have some level of standard even though it is hard and each case will be different. This is similar to what the university does.

The next point was ‘The pack should be put together by SGUL HR’. I have based the policy entirely on a few current university policies. Those are made up by SGUL and are checked by the SGUL lawyer and may have some HR involvement. I have a contact who runs E+D at SGUL who will check it before it goes live so we will have some auditing.

The next point was to check if the wording applied to us on all accounts. When developing this policy, I don’t want to be too specific as this might ‘straight jacket’ us in later years, but in the definitions I’ve made it very clear that this application applies only to Executive Officers, and further explains about senior officers. It makes it very clear the General Secretary can submit an application, but paid sabbatical officers can not.

The next point was about deadlines, asking if they should be earlier than November 16th due to Freshers, which I have changed now. The reason I put it here is because that is when the university asks for notification of religious observances or festivals students need to go to during the year. I have changed the deadline to Wednesday 31st August in order to account for Freshers. This ensures there will be 10 days for receiving the applications and another 10 days allowing for appeals to be made before Freshers Fortnight.

This deadline does not include anyone voted in through a by-election or those for 1st year reps or iBSCs. I have written that anyone elected as part of these will be considered as a ‘late application’ and that does not carry a negative burden, the student just needs to explain why the application is late. The reason would be ‘by-election’ for example, and that’s fine and will be made clear in the guidelines. Circumstances arising throughout the year will also be considered.

* LOR: Is there a deadline for the latest date to hear back with the outcome?
* KT: There is no set date but I have said the EPCC will meet within 10 working days to decide and then they will inform you shortly after. In guidelines I am going to say you will hear within 3 working days, giving time for the 10 working day appeal period.
* GC: Is it worth bringing the deadline further forward to account for the postgraduate period too, or do you think that is not appropriate?
* KT: I didn’t think of that. I didn’t want to out too far forward as we don’t know what the circumstances might be and we are asking to be informed of them for the whole year, so I don’t know if it would be reasonable to ask for them early on with timetabling for rest of year.
* GC: I think the student would be familiar with their circumstances by June when elected in and would be able to take them into account.
* KT: I wrote this date thinking that we would have by then finished handover, done weekend away, and the student would by then roughly know what exec duties entail. If the deadline is too early I am worried they might not understand what they were asking to be exempt from.
* HJ: If it is a late application will that have a new deadline?
* KT: I haven’t given a deadline for late applications. The deadline is there to encourage people inform us of things earlier rather than late.
* HJ: As applications are considered on a case by case, should it be a case by case deadline too?
* KT: I did consider that and removing the deadline completely, and still I am still willing people think that. If we do that, we run the risk of making the assessment more difficult for the committee. The deadline is there purely for helpfulness to the President in organizing events etc. It is not there to annoy students or make it hard, and people are still able to apply throughout the year if circumstances change.
* SG: Can sabbatical officers apply for this?
* KT: No, and I make that explicitly clear where I talk about the senior officer role. That is currently just Gensec, but I am not naming them as could include someone else too in future.
* CBa: You mentioned the deadline being after Weekend Away. I think Weekend Away was in September for us. Does that mean weekend away should be moved earlier to accommodate for the deadline?
* KT: I am not saying things have to be before or after the deadline, I am just hard trying to find the appropriate day. Do people think it is a good idea to keep a day to receive all the applications at once, or just as and when like a complaints procedure?
* AB: I agree that there should be a date that’s early enough, and I think that should include postgraduates. For example, if you’re a societies officer you would have to be there for Postgraduate Freshers so it would be better to know they wont be there beforehand.
* HJ: Are people exempt from duties while their application is being processed?
* KT: Noone is exempt until they have received the official decision of the EPCC.
* KT: Other questions I received include someone asked if this applies to society committee positions to. I made it very clear that this doesn’t apply to year reps or society committee positions. This can be seen in the definitions at the top and also it is very clear where it says ‘only executive officers can apply for this’.

The next point was asking to change the wording ‘our/their/etc’ to ‘SGSU’ and make it more constitutional. I have changed them all – there is only one section where it says ‘you’ in the breaches of the policy and I think that’s a clear and concise way in where you might think you’ve been discriminated against which is form NUS guidelines I used when writing this, but I can rewrite it if anyone is unhappy.

I was also asked if the decision should be down to more people and I people might eel president could be discriminating. In the policy I talk about who the EPCC is made up of and if you appeal the decision which is made, then the decision will go to the Dean for students and Associate Dean for students. If there were biased sabbatical officers, then have the other officers and chair would be there. If the decision made was still inappropriate the it can be appealed and this is all there to reduce bias.

I was asked whether this policy was to cover both transient and long term objections. I was thinking more long term when I made it, but it should cover transient things too, such as an emergency which might mean that the student couldn’t do some duties. I will make this clear in the guidelines and also that an emergency can be handed in as a late application.

I will be circulating the guidelines document. I am sorry that it isn’t finished yet but I am happy to discuss it in when I have sent it round and if there are any problems please do come and see me. After that if we are all happy to vote to pass the policy by email we will go ahead with that. I hope to have it finished this week.

* MD: Congratulations on the pack, it looks like you have spent lots of time on it and it looks very well done!

1. **Campaigns Officers – Steven Gilbert**

* SG: Only one person has contributed to the Role online. If you could all have a look at a copy of the role and see if you have any suggestions or ideas.
* HJ: In 1.2 my only thought was it that sounded very much like it would be shared between VP Ed and Welfare and the Campaigns Officers so I put in a number as I felt it shouldn’t be left so open and something could be missed. I think it should somehow be phrased so that it is just the Campaigns Officers dealing with requests from VP Ed and Welfare.
* SG: This will be tabled and will come up again at the next meeting. Ideally we would like something for AGM and it would be good for you to think about it as it could be a worthwhile position.

**III. AOBs**

**a. Space in the Library**

* ANG: I feel they have reduced the space available. The tables used to be able to fit 4 people around them, but now barely one person can fit with their study materials. The new layout is fine but the library should have the same amount of space as it is too cramped now.
* KT: Is this because of the new chairs?
* ANG: It’s because of the new tables.
* CBl: They have got tiny tables with 4-6 chairs around each, where in reality the tables only fit 3 people. I was on one today with 1 other person and we could only our fit laptops and some paper. Our population is growing each year and we are accepting more students, yet the space is getting smaller.
* AB: Did they just get the sizing wrong when they ordered it because seems like the only thing could explain what has happened.
* KT: The library run an annual survey and the results always show students want more group study space. To respond to this, they said they would make it more of a group study area which was more defined and clear to students. That’s why the decision was made to get the new chairs and tables.
* KS: Do we still have the old tables?
* SG: No they have gone.
* KS: I was thinking if the ones in the entrance isle were moved into the Orange Zone and then we could have the entrance area with the old brown tables, utilizing that space better.
* CBl: Is this something we can have an impact on as exec?
* KT: Yes – the library want to know what we want. Sue, the head of library services loves to come to meeting. We will discuss this in senate and if you aren’t available for that meeting then the Library User Group Meeting is open to all students. I will contact Sue and find best time for you to talk to her about it as she is very receptive.
* SG: We will collate feedback and give it to her. If you email feedback to Kat and I, ensure it is constructive with suggestions and we can pass it on.
* K T: If someone walks me round the library and points out specific things I will do the same with Sue.
* CBl: It is clear to see that there is loads of extra floor space but none on the tables.

**IV Important Dates**

Use Your SU Week – 18th-25th May

Sports Ball – 18th May

**AGM – 23rd May**

Advertising Week for SU Elections – 23rd – 27th May.

Nominations Week for SU Elections – 30th May – 3rd June.

Campaigning Week for SU Elections – 6th – 10th June.

Awards Evening – 10th June.

Voting Week for SU Elections – 13th-17th June.

SU Elections Results – 17th June.

VP: Student Activities & Finance (Alice) on Leave – 20th June - 8th July.

**V Date of next meeting**

AGM – 23rd May