**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 21st February 2017**

**5.30pm – H2.6/7**

**President**

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| **Introduction:**  Hi there my names Corey Briffa and I’m the Students’ Union President for 2016-2017. It is my job to represent the views of the student body, to our union, the university and nationwide. It is also my role to oversee the strategic and operational running of the Students’ Union. As always my door is always open so please pop in and say hello if you any queries or issues you would like to raise with me directly. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * May Ball planning / Advertising * Completed all Top 4 appraisals * Completed the Student Inclusion Officer Role Work – We are now advertising * Meetings to discuss new HW2 Works * Trustee Board Meeting * Worked with Khalid to adjust the external speakers document * Completed the subvention proposal, now doing follow up work. * Continuing to send out sponsorship queries for May Ball * Continued to view furniture ideas/concepts. * Organised rooms/coordination for Free Final revision weekend * Organising the induction for Gill (New COO) * Working on elections + Mental Health Advertising * App Development Meeting with Coms * Booked security and cleaning for the rest of the year * Continue to work on the Rob Lowe Situation * Interviewed for a new Alumni Engagement Officer * Visited LSE Students’ Union * Met with Helen Stokes-Lampard * EGM * Send out the Second Floor Survey |
| **What have I got coming up in the next two weeks:**   * Continue to work on Second Floor Redevelopment * Gill induction * NUS Boycott Referendum * SGSU commercial bits and bobs * St George’s Award Bits * Minibus Test * Presentations * Skip Show Jude |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Ishaan Bhide 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   * **Ishaan** to meet with Socs- **Ongoing!** |
| What have we done since the last meeting   * *Zone Appraisals- last of.* * May ball transport paid for. * Subvention grant proposal adjustments and changes * SGM * Trustee board meeting * Confirmed Drivers for Minibus test * Presented to prospective students at interviews * Fielded student enquiries about constitutions * Chased up money owed to SU from last year * Halfway ball meetings took place * Met with Socs about awards and may ball * Half day annual leave last Friday * Paid for cleaning and security for UH Rowing circles * Opened new savings account for SU * Bought things for Tooting show. Rowing races entered. * AP not processing invoices for last week. So there is a backlog in payments to be made. Hold off on ordering things for a week or so. |
| What have you got coming up in the next two weeks   * Finance work – count RAG money * Meet with socs after their exams about Society start up document * Audit is still ongoing * A couple of days of staggered annual leave here and there * Make a contract for Musical regarding society accounts. |

**VP (Education & Welfare)**

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| Introduction  *Hello I’m Tanisha, it’s my job to represent the students at all academic meetings with the University and look out for the welfare of the student body to ensure that you are able to make the most of your time here at St. George’s! I also provide a free condom service for all students. Anyone is welcome to my office for a cup of tea and a confidential chat, without having to arrange a meeting in advance, as I have an open door policy. Whether you have an academic, health, emotional or financial problem, I can offer some advice and point you towards the most helpful service available. So please feel welcome to come and say hello, sometimes a listening ear is all you need!* |
| Action points  None |
| What have we done since the last meeting   * 6 month report and EGM! * Supporting students with academic and welfare concerns * Supporting first and second year students during Sem 3 exams * Attended SUCS, TPCC (Taught PG Course Committee), Library, Careers Committee, SSWC (Student Support & Welfare Committee), INTO task group, HCS Committee, Institute for Design & Health, UMBEC (x2, you don’t want to know), Learning Teaching & Assessment, pre-entry resource, QAEC subgroup, Student Attainment Working Group and Student Experience Committee meetings. * Website training with the Communications Officers * Suicide Awareness training event was successful and great turn out from staff! * Helped the Dean and Deputy Dean to finish and submit our bid for the Catalyst Fund (to address issues around consent and sexual harassment) * Consent Week with the Campaigns Officers! * Trustee Board meeting * Updates with the Principal * Meeting with the Deputy Principal to improve interviews and work out how to set up lecture specific feedback * May Ball planning * Helping staff with the recruitment process for the re-validation of multiple courses coming up |
| What have you got coming up in the next two weeks   * May Ball planning and promotion * Mental Wellness Week planning and promotion with the Campaigns Officers * Planning another campaign with E&D * SGUL Senate, Biomedical Science Committee * Going on holiday ☺ |

**General Secretary**

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| Introduction  Hi everyone, I’m Fran and I’m the General Secretary of the Student’s Union for 2016-17!  My job as GenSec involves booking rooms, writing minutes of meetings and being a contact point for any of your queries! I also help students in setting up new societies and help out any committees that are unsure of anything to do with their emails or rooms. |
| Action points |
| What have I done since the last meeting   * EGM * Trustee Board meeting * Council steering group * Attended Suicide Awareness Training * Furniture viewings and visited LSE Students Union with Corey and Tanisha * Met with entertainment team for May Ball * Fixed musical issues * Emails and rooms! |
| What have I got coming up in the next two weeks   * Meet with decorations team for May Ball * Senate * Dissertation ☹ |

**Events Officers**

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| Introduction  Hello, we are Shalu James, Jeremy Teo, Chandru Amaranathan and Yuna Kishimoto, the SU events officers. Our job includes organising and planning events hosted by the student union including advertising on social media and around the university. We are also on duty for all these events. |
| Action Points  N/A |
| What we have done since the last meeting   * Made bar posters (Fish bowl posters) for Rich * Discussed Games Night * Helped RAG with Man O Man, Woman O Woman * Decorated SU for Valentine’s Day * Decided that St. Paddy’s day will be a free disco * Made an online feedback survey on events held by us * Discussed with Corey about a UH Revue after party |
| What have you got coming up in the next few weeks   * Need to get advertise for games night * Brainstorm decorations for St. Paddy’s Day * Part V advertising * Possibly make calendar for upcoming events * Find sponsorship for pizza eating competition |

**Sports Officers**

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| Introduction  Hi! We’re Will and Ollie, Sports Officers for 2016/17. Our role sees us as the first point of contact for sports in the Student’s Union. Our main responsibilities include overseeing teams participation in LUSL and BUCS leagues as well as coordinating the use of Rob Lowe Sports facilities. Other aspects of our role include our position on sports committees and organizing Fresher’s sports trials |
| Action points   * N/A |
| What have we done since the last meeting   * team fixtures * Entering some times into individual championships and summer leagues * Reversing future team fixtures * Organising walkovers * Chasing up result entries * Processing complaint forms |
| What have you got coming up in the next two weeks   * Fixtures * Utilization of social media * Finalising walkovers and complaint entries |

**Communications Officers**

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| Introduction  *We are Ruth, Sarah & Joe – Communications Officers. We are in charge of the website, app & newsletter as well as being on hand for making posters etc for you guys.* |
| Action points  *Debate Soc Webpage* |
| What have we done since the last meeting   * *More newsletters – given up on the last 2 exec v-blogs* * *Uploaded/updated the banners and webpages* * *Met SGUL staff* * *Continue usual mundane society stuff* * *Lots of T year ball drama* * *Taught Top 4 some useful website functions* * *Developed the Campaigns forum in to something useable* * *Put together some event collages for instagram to show off our wonderful societies* * *Made a webpage for Debate Soc* |
| What have you got coming up in the next two weeks   * *Social media presence increase* * *Clean up lots of old webpages* * *Get hold of a more up to date ‘Exec Update’ than the October one on the website* * *Help F Year reps design their Grad ball poster* * *Integrate the library blogs and learning functions into the website* * *Send student achievements e.g. cpo of the month or sports teams finals to SGUL comms so staff and newspapers can find out* * *Keep on top of website access requests as AGMs start happening* * *Pester societies for website information so that the website is slick in time for the app and freshers* |

**Heritage Officers**

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| Introduction  Hello everyone! We are Cerys and Anya your Heritage Officers for this year! We are in charge of promoting and maintaining George’s Spirit through out the year – from Wandsworth 8 in Freshers to a special St. George’s Day celebration! Let’s have a great and spirit filled year! |
| Action points |
| What have we done since the last meeting   * Held Spiders * Given out missing ties from last year and new ties from this year * Met with Jane Paige * Possible Comedian for St. George’s Day thanks to Corey * Dissertation :D |
| What have you got coming up in the next two weeks   * Speak to Revue about St. George’s Day * Find out who the new archivist is asap |

**Charities Officers – no report received**

**Societies Officers – no report received**

**Community Project Officers**

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| HPosition:1st Year BMS Repsjn  Introduction  Hey guys, We’re Vafie Sheriff and Mustafa Dashti, formally known as your 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 |
| What we have done since last meeting:   * Selected and awarded December volunteer of the month * Created Volunteer of the Month Certificates * Had volunteers apply to vInspired opportunity * Attended SGM * Organised dates for next Meeting of the CPs * Sent out Agenda for Meeting of the CPs * Misc responding to emails * Updated access list sent to Rob/Leonardo |
| What we have coming up in the next two weeks:   * Meeting of the Community Projects III, see how they’ve getting along * Continue to advertise Volunteer of the Month * Create and awards Volunteer of the Month January certificate * Effect CP inclusion constitutional change * Misc responding to emails |

**Technical Officers – no report received**

**Equality & Diversity Officers**

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| **Introduction**  Hi there; we are Avin and Khadija and we are your Equality and Diversity Officers for 2016-17. Outlined below is what we have done thus far, what we intend to do and the action points we are to follow up from exec meetings. If you have any questions, feel free to get in touch. |
| **Action points**   * N/A |
| **What have we done since the last meeting**   * Consent Week: helped during the week by supporting events on social media and attending.  - Supported the lunchtime sessions on the Monday and Tuesday -Facilitated Thursday lunch-time session communication between LGBT/Student Minds and SU. * Sexual violence survey; met with SSC final year student to arrange plans regarding the number of students who are concerned about sexual violence -Made coasters for the RAG circles event -Had an amazing winner for the poster entry (Naireen!) which we will be displaying across the uni  -Distributed leaflets on advice/statistics * LGBT: supporting and going to LGBT walk in March; the committee are really keen to get SU Exec members to come along too to support understanding curriculum changes.  -Made poster with loads of students holding the LGBT banner ☺  -Distributed LGBT Month posters and advertised what’s going on on the library screens * Touched base with SPACE and scheduled a meeting with Marie * Steering Group: held on 14th Feb with Rep Officers- collated valuable feedback (minutes by Gabby). Had a larger turnout because of using Council. * Been more active on social media * Got a stronger idea for the pack regarding shows; feedback has suggested there should be a training day for all presidents etc- working with top 3 to sort this * Helped advertise Interfaith Discussion * Attended suicide awareness training and appraisal with Tanisha |
| **What have you got coming up in the next two weeks**   * Meeting with SPACE * Regular monthly meeting with Tanisha |

**Environment & Ethics Officer**

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| Introduction:-  Hey guys and gals, the name is Cameron. I am your Environment and Ethics officer for this year!  My job is to make St. Georges as environmental and ethical as possible. I will be doing this through the constant bombardment of information, and many activities to get the students involved. Stay green people |
| Action points:-   * Summit report |
| What's been done since the last meeting:-   * Environmental meeting with Anne Harris * furthering links with the university staff, as well as possibly talking to Kingston university * Allotment meet up has been pushed back to 3rd of March * Green impact award * Tending to the allotment |
| What's coming up in the next two weeks:-   * Allotment meet up * Green impact award * Starting to plan for go green week * Talk to Shop Matt |

**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   * N/A |
| What have we done since the last meeting   * Chinese New Year/End of Exams BOAT PARTYYYYY!   + Date: Friday, February 3rd   + SOLD OUT: 220 tickets   + The event was great fun, made more profit than last year. Thank you to everyone who came! :) * Chinese New Year Dinner   + Tuesday, February 7th   + Ding Xiang Chinese Restaurant, Colliers Wood   + Sold 30 tickets altogether   + Event went well. Food was yummy and everyone seemed to have a lovely time.   + Pictures sent to university international team staff for George’s Weekly Newsletter * Made contact with INTO students in the US   + Updates on their clinical placement experience so far (very positive)   + Potential for electing year reps for them for next year * SGM |
| What have you got coming up in the next two weeks   * Update our website and online calendar * Plan out what we want to do for our next lunchtime mini stall * Action point: put up toilet twinning certificate already! |

**Representation Officers**

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| Introduction  Hello, this is Gabriela Barzyk and Sunil Singh and we are your Representation Officers.We’ve been Year 1 Biomedical Science Year Reps last year and hope to use our experiences to help you. This is a relatively new role, which aims to inform you of all the events taking place throughout the year. To achieve this, we’ll be helping our wonderful Year Reps. As Representation Officers, we will attend Council, Senate and Executive meetings and share important information between the different teams. We love to chat and keep you updated so you can contact us anytime. |
| Action points  *N/A* |
| What have we done since the last meeting   * Attended EGM * Worked on our Senate action point and came up with a few ideas on how to make Year Rep more rewarding- we will present these to Senate (includes ideas like Senate of the Month, Senate Social, using evaluation surveys to validate how well they are doing) * Liaised with year reps and are organising a senate social for them with Tanisha. * Healthcare Revalidation Panel * Closed the Year Rep feedback surveys and have sent them reports to discuss their performance and how they can improve. * Meeting year reps to discuss the how they’re doing and solve any major issues they have. * Emailed SPACE with a draft that we’ll send to students to inform them about breast feeding facilities. * Helped E&D with taking pictures for their collage for LGBTQ+ month * Collecting FB group links for Tanisha (will be used to assess how effective the pages are in distributing information to students (in terms of post content and student number). This has been requested by the Dean of Education) * Continuing to forward NSS emails to E&D and Sarah Lasoye * Contacted newly elected Year Reps and those who expressed interest in becoming Reps. Distributed information and added them to relevant Senate pages etc.   **From Council:**   * Steering group: * Songs that people sing at circles, are they ok to sing? Petitions to get things to change/ see how many people are offended by the songs? * Put up posters in the bar about harassment to let people know there’s someone you can talk to. * Using the correct pronouns in regards sexuality and identity in lectures * Liberation officers * Treasurer training for treasurers of newly formed societies. An idea was to create a new handbook for it. |
| What have you got coming up in the next two weeks   * Senate meeting * Meeting with year reps to discuss their performance * Senate social |

**Campaigns Officers – No report received**

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**Trustee Report**

9th February trustee board meeting

It was delightful to meet our new COO Gill, who is starting at the end of the month. After passing minutes from the previous board meeting, Derek Bannister, Head of Estate and Facilities for the University, discussed potential options for the Rob Lowe space, discussions are ongoing. Discussions related to the second floor development plans were also had.

John kindly presented the SGSU financial statement. Not only could we evaluate the reduction of the financial deficit from the previous year but also have forecast report to help plan for the upcoming year. Many thanks for all the hard work from all those involved in achieving the improvements in financial management so far, although work is still required to ensure we maintain this.

The May ball was discussed and updates on how planning has gone so far. The risk register and financial improvement plan has been updated. All reports from top 4 were passed.

The subvention proposal which has been submitted to the university was discussed. We tidied up some constitutional points by appointing the Appointment Committee and Deputy Chair of the Trustee Board, congratulations to Na’im for being elected Deputy Chair.