**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 21st March 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: Corey**, **Cameron** and **Tanisha** to meet about allotment rebuilding issue (On going) |
| **What have I done since the last meeting:**   * May Ball planning / Advertising * Mental Wellness Week, helping / organising and even delivered some teas! * Bookers Trip * Ordered Executive Photos * Continued designs/ plans for the students’ Union bar. * Attended interfaith forum- Discussed ongoing proposals around the MFQCR * Send out a new ‘presidential newsletter’ – great to know people thoughts! * Commercial meetings – I.e. card payment to see where we can save money. * University Council Meeting * Working to create a Final year pop up ‘Silent Revision Room’ * Found out SGSU / SGUL have been nominated for the Whatuni award ‘Giving Back’ * Continuing to work on election advertisement * Attended several educational meetings in Tanisha Absence – IMOG / MBBS Course Committee * Advertised the Erasmus project * Meeting with NUS link – Tim * Signed the Student Union accounts |
| **What have I got coming up in the next two weeks:**   * Continue to work on Second Floor Redevelopment * Work with Tanisha to complete an SU section on the Access Agreement Monitoring Submission * NUS Strategic Review * Following the review Strategy Development * Continue to work with Gill to develop some new initiatives around staffing / union development. * Continue to work on library complaints issues. * Work with the library to refurnish the SLS space – Following grant funding. * Liaise with Tanisha to communicate with students around the introduction of the UKMLA. * Get up to date with the NUS candidates and decided appropriately. * On and off Annual Leave * Continue work on the May Ball * Talk to the midwifery students * Attempt to take some annual leave this week! |

**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   * N/A |
| What have we done since the last meeting   * May ball photobooth paid for. * Floats returned and issued. * Fielded student enquiries. * Chased up money owed to SU from last year * New Tills in Shop and Bar being processed for payment * Audit is complete. Filing to be done. * St Patricks day Disco duty * Debriefs with the Principal * Mental Wellness week havoc * Met with Socs about may ball * Started working on my Handover document * May Ball planning * Set up a contract with AP for future VP and Gill so it is easier on them once I am gone. * Tie off loose ends before John leaves. * Council Meeting rant about how people on show committees should treat the people taking part in them well. |
| What have you got coming up in the next two weeks   * Finance work – count RAG money, tooting show entry and St Patricks Day disco * Musical Duty * Audit is still ongoing * A couple of days of staggered annual leave here and there * Planning a thank you for John before he leaves |

**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   * Annual Leave * Mental Wellness Week!!! The week has gone incredibly well and reached so many people. We continue to hear great feedback and it would not have been possible without the help of everyone who volunteered their time for the Text a Tea service, thank you!! * Found out our bid for the Catalyst Fund aiming to address sexual harassment was successful! * Supporting students with academic and welfare concerns * Attended MAC, MBBS Curriculum Development Steering Group, Lecture evaluation tool, Sub Dean and SU Strategic Review meetings. * Attended a HEE Health and Wellbeing Workshop |
| What have you got coming up in the next two weeks   * Designing May Ball Staff invites * Planning another campaign with E&D * QAEC Subgroup, Athena Swan SAT, Campus Good Relations, MBBS Reps, SUCS, TPCC, Curriculum Advisory and Education Strategy Committee meetings |

**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   * Council * Room booking * Helped with Wellbeing Week * CLEARED THE RAG ROOM WOOOOO * The usual |
| What have I got coming up in the next two weeks   * Senate * Ball planning and promo!!!! |

**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 |
| What we have done since the last meeting   * Finish making decorations or St. Paddy’s Disco * Confirmed with RAG that they’re doing a chocolate fountain instead of shots * Cleaned the chocolate fountains * Finalised drink deals and done posters for St. Paddy’s * Made the poster to advertise UH Revue after party |
| What have you got coming up in the next few weeks   * Part V advertising * Start finding acts for showcase * Finalise plans for the eating competition |

**Sports Officers – NO REPORT RECEIVED**

**Communications Officers – NO REPORT RECEIVED**

**Heritage Officers**

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| Introduction  *Who are you, what is your role – give a brief description*  We are Anya and cerys, and we are heritage officers. We will be in charge of the famous WW8 and spiders and cobras. While also this year we want to really push and promote the Georges spirit, as we are the ‘Finest in the Land’. |
| 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  *A summary of what you have done since the last meeting. This should be in bullet points.*   * Plan St Georges day * Email people we want involved- waiting on reply |
| What have you got coming up in the next two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Wait for replies to emails * Keep planning |

**Charities Officers – NO REPORT RECEIVED**

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2016-17; Naomi Melamed, Ash Sithirapathy, Lorna Chapman and Jess McNaughton. Throughout the year we are the contact point for all societies but we are also responsible for handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points from last meeting   * **Socs** to set date for council society dissolution * Pin up the rest of the boards * continue to advertise for may ball * Keep chasing up societies who are yet to hand in their constitutions for the online handovers |
| What have we done since the last meeting   * Sent out a last reminder to socs that have failed to send us their constitution, this time with the date and the consequences * Received the constitution for oncology society, sent to comms * Q & A with David Harrison (17th March) |
| What have you got coming up in the next two weeks   * Discuss how we are going to plan awards weekend * Continue helping, where needed, with May Ball |

**Community Project Officers**

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| 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 from last meeting |
| What have we done since the last meeting   * Started advertising Awards to CPs * Received more volunteer of the month nominations * Continued to advertise Volunteer of the month * Misc responding to emails * CP constitutional change – by today |
| What have you got coming up in the next two weeks   * Continue to advertise Awards to CPs * Continue to advertise Volunteer of the Month * Create and awards Volunteer of the Month February certificate * Meet with Campaigns and Societies to continue to improve the role of CPO, based on feedback that was received during the CP Meeting * 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** |
| **What have we done since the last meeting**   * Shows:   Reviewed Tooting Show, Musical and scheduling to watch Revue run-throughs   * Tied up loose ends from regarding last-years position as Charities Officers (payments) * Helped advertised Gender Exploration talk (Wed 15th March) * Reading and digesting information between Representation officers and NUS delegate regarding Prevent update * Briefly met with Deborah Bowman (see next two weeks section) * Met with Hannah Marriot to continue with work surrounding sexual assault;   Helped advertise talk on mental health surrounding paedophilia  Planning to campaign on sexual health/sexual assault matters- calling it “sexnstuff” (seriously looking for other names though), with several events a month, with more after mid-May once exams have finished Events being planned: self-defense class, rape alarm hand-outs, ethical discussion with Professor Bowman, how sexism affects men Working on getting Aileen O’Brian on making a “what to do…” page for the SU Website/App on what happens if you’re sexually assaulted with different scenarios   * Attended interfaith forum |
| **What have you got coming up in the next two weeks**   * Meeting with Margot * Meeting with Deborah Bowman regarding Athena Swan/campaigning on sexual assaults and matters around sex |

**Environment & Ethics Officer – NO REPORT RECEIVED**

**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   * IMOG Meeting:   + Tuesday, March 7th   + Update has been sent to all INTO year reps * Meeting with ISS   + Monday, March 20th   + Catch up and plan for the reminder of the semester * Put up our toilet twinning certificate * Liaised with Natalie Coveyduck about updating the pre-departure guide * Signed up to judge the international student photography competition * Promoted scholarship offer by Market Inspector to students from Iran, Libya, Somalia, Sudan, Syria, and Yemen * Update our website and online calendar |
| What have you got coming up in the next two weeks   * Visit from US placement site TJU * Clinical INTO student meeting: March 22nd |

**Representation Officers**

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| 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** |
| **What have we done since the last meeting**   * Sent Exec minutes to Fran from previous meeting * Checking up on Reps and their progress following meetings * Met with Year 1 BMS Reps to discuss how they are doing and to offer advice * Passed on Year Rep contacts to Eoin Lally with regards to ‘improvement discovery sessions’ * Sent Awards information to Year Reps and asked them to distribute this to cohorts * Helped at Mental Health Week Text-a-Tea * Followed up on the names of those who complained about USMLE attendance: Ian McPhee main person * Contacted James Watson/ P&F Forum on Prevent Scheme petition update and relayed information to relevant people * Updated Senate Board again * Communication with NUS Delegate Sarah Lasoye about upcoming events   From Council:   * Constitutional changes to Language Soc, and AppSoft Soc - passed * Room bookings happened * People not cleaning music room- people need to leave complaints in order for changes to happen * RAG room clean out- anything on the floor gets thrown out * Bullying will not be tolerated- this was particularly relevant to shows and choreos being harsh on people in terms of arriving on time |
| **What have you got coming up in the next two weeks**   * Senate * Planning next Steering Group * Working on ideas raised in February Steering Group |

**Campaigns Officers**

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| Introduction  *Hi, we are Beth Agnew and Lucy Chapman and we are your Campaign officers for 2016/2017. This is the first year our role has existed at SGSU and we are responsible for holding various campaigns throughout the year and ensuring that we are an active campaigning union. This will involve helping out other members of Exec to carry out their already established campaign weeks but also introducing campaigns that you, the student body, feel we should bring attention to! We want to provide a platform and promote greater student engagement in order to represent the views and concerns of all St George’s students. Please make sure you contact us if you have any issues that you think we as a union should be talking about and we’ll do our best to plan and promote an effective campaign.* |
| Action Points  *N/A* |
| What have we done since the last meeting  *A summary of what you have done since the last meeting. This should be in bullet points.*   * MENTAL WELLNESS WEEK * Handed out 1142 coffees (as of Friday 12pm) and promoted the counselling service far and wide * Raised money for a mental health charity (total £££ TBC) * Hidden alarm clocks, handed out prizes and entered winners for prize draw * Hosted Chica for half a week courtesy of Beth ☺ * Had a wonderful talk about mental health and the importance of sharing * Well-Fayre * Positive thoughts in toilets |
| What have you got coming up in the two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Debrief with Tanisha and Corey * Avoid hot drinks for at least a fortnight |