**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 4th April 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:**   * Met with a number of interior designers for the bar (Think we have picked one!) * Completed an SU submission to the Access Agreement Monitoring Return. * NUS Strategic Review * Library issues (A number of new tactics) * Student Senate Meeting * Contacted Mr Adds and Mr Carter in regards to issues with anatomy teaching. * Spoke to the Midwifery students! * Gave a presentation to incoming Biomedical Science Students. * Advertised the university alumni phone campaign. * Helped with the interview process of the new academic registrar. * Processed a merchandise order for UNic * Dealt/ dealing with a UH Issue. * Met with Finance Society * Gave a presentation to head of sixth forms about St George’s. * Organised a leaving party for John. |
| **What have I got coming up in the next two weeks:**   * Continue to work on Second Floor Redevelopment * SGSU commercial bits and bobs * Complete Elections documents * Meeting about the increase in Medical school places. * Whatuni Awards Evening. * Awards Committee * Continue to finalise bits for May Ball. * Begin setting up online elections. |

**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 Debate soc – Done! |
| What have we done since the last meeting   * Floats returned and issued. * Fielded student enquiries. * Chased up money owed to SU from last year * SGUL Finance committee Meeting * SUCS meeting * Debriefs with the Principal * Awards meeting with Socs * All student emails for awards * Working on my Handover document * May Ball planning * Tie off loose ends before John leaves. * Claimed money back from Worldpay- our website provider * Counted all the cash outstanding and banked all the cheques. * Set up a report with Gill for this years accounts presentation * Took money from Performance society accounts for the tech costs and afterparty costs. * Criteria- Any cast and crew over 100 were charged flat-rate of £300 for AfterParty, plus tech charges. |
| What have you got coming up in the next two weeks   * Finance work – all the reconciliations * Attending GP conference for Judith Ibison * Set up a contract with AP for future VP and Gill so it is easier on them once I am gone * 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   * Designing May Ball Staff invites * Meeting with E&E to check in on Green Impact Progress * Meeting with E&D to discuss possible events and stalls for the rest of the year * Supporting students through academic and disciplinary procedures * Attended Athena SWAN SAT, Campus Good Relations, SUCS, MBBS Reps’, TPCC, Curriculum Advisory Group and QAEC meetings. * May Ball meetings * Catch up with the Principal * Corey attended Senate on my behalf * Met with potential interior designers for the SU refurb * DfE consultation on expansion of UG MBBS places meeting |
| What have you got coming up in the next two weeks   * Meeting with International Officers * Whatuni Awards * MBBS Curriculum Development Steering Group meeting * John’s Leaving Do! ☹ * Supporting F years through finals! |

**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   * Senate * May Ball planning * May Ball poster * Monthly update * Rooms and the usual * Catching up on things that I was behind on |
| What have I got coming up in the next two weeks   * Council * Awards committee * Catch up with zone * Sort remaining bookings for May Ball and continue planning (decorations next!) |

**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   * Brainstormed ideas for Part V * Booked photo booth for Part V * Talked to Ishaan about our remaining budget for drinks deals and decorations * Advertised for UH Revue after party * Set up SU for UH Revue after party and for St. Paddy’s day disco |
| What have you got coming up in the next few weeks   * Part V advertising * Organise acts and prizes for Showcase * Talk to Rich about bar deals for Part V |

**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* * *Continuing fixture reversals* * *Changed fixture dates and reversed fixtures for games that haven’t been played* * *Chasing up result entries* * *Looking into a varsity series….* |
| What have you got coming up in the next two weeks   * *Completing fixtures* * *Finalizing scores etc for end of competitive season* * *Continue chasing team input of match results into BUCScore* * *Entering teams/individuals for BUCS championships* * *Continuing looking into varsity* |

**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 |
| What have we done since the last meeting   * *More newsletters – last for the Easter break/revision season* * *Continue usual mundane society stuff* |
| What have you got coming up in the next two weeks   * *Generally keep on top of comms until exams are over* |

**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.*   * Dealing with a few setbacks with planning SGD * Designed posters for the event * Trying to organize dates for cobras- having issues * Still waiting on replies to emails |
| 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.*   * Heavy advertising for SGD * Make sure things are finalized * Pick final date for cobras * Study for finals whoooop |

**Charities Officers**

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| Introduction  Hi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as the Charity Officers at SGUL for 2016-2017.  We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering throughout the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in. |
| Action points  We have decided that all of the money we raise this year will be split between three chosen charities- Ronald Mcdonald House, Noahs ark and St George’s Hospital charity. |
| What have we done since the last meeting:   * Had the RAG bakesale on the 24th march * Had RAG quiz on the same day * Both events went really well * Supporting Spud in her event- danceathon (12th May) * Held an information evening for the Danceathon (LTB Wednesday 29th March) * All money raised from Danceathon will go to SWAN UK but she has agreed to put it through RAG * Helped out at the 24h rowing outside M&S |
| What have you got coming up in the next two weeks:   * Easter holidays so won’t be as active in the next couple of weeks * Advertising for the Danceathon * Selling popcorn at the Showcase * Selling shots at part v * Potentially having another bakesale/raffle and waterbombing top 4 event after the Easter holidays (TBC) |

**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   * Advertise awards * Extend awards deadline to 5th April |
| What have we done since the last meeting   * Changed dates on posters * Switched around colours and silver card on poster * Posted about awards on Facebook * Held a stall to advertise awards * Put up new posters |
| What have you got coming up in the next two weeks   * Will have to collate all nominations for nominations weekend * Prepare awards packs for exec members * Breakfast etc for the weekend |

**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:   * Received more volunteer of the month nominations * Continued to advertise Volunteer of the month * Risk Assessments * Advertised CP of the Year and Volunteer of the Year   + Spammed CP pages   + Talked to CP presidents   + Spammed CP committee mails * Dealt CP Access issue * Advertised Volunteering Opportunities * Misc responding to emails * Mediated discussion of SJA manning the SU sickroom * CP constitutional change – by today |
| What we have coming up in the next two weeks:   * Continue to advertise Volunteer of the Month * Create and awards Volunteer of the Month February certificate * Meet with Societies * Misc responding to emails * Attend Awards weekend * Exam Revision |

**Technical Officers**

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| Introduction  We are Ethan, Alex and Michelle, technical officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| Action points |
| What have I done since the last meeting   * UH Revue & Afterparty * RAG Quiz |
| What have I got coming up in the next two weeks   * Plan for Part V * Winding down - tidy booth, repair equipment, sell items etc * Start developing grant application |

**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 I done since the last meeting   * Emailed NUS delegate and PAF president regarding working together to campaign about Prevent and deliver information to the student body (not been replied to yet) * Met with Margot: target to write-up what we’ve done so far for the Staff Newsletter * Planned for a photo exhibition that can go up for 2017 Black History Month which we will be handing over extensively to improve BHM * Met with Tanisha regarding future sexual violence awareness campaigning events * Got the basis for implementing next year’s show strategy (still to be written properly- delayed because of exams and interviews) * Planning training for sports societies for the end of this year (looking up by-stander training) * Handled an email from SPACE regarding updating maternity policy – worked with Corey and Comms Officers to sort this * Received concerns regarding Imperial Revue; being dealt with by Corey * April events co-operating with Hannah (F year)/Sarah (NUS)- showing a sexual assault documentary end of April and self-defense class (end of April) with information on how to look after yourself when out and about) |
| What have I got coming up in the next two weeks   * Write-up what we’ve done for Margot * Write-up plan for shows * Exams – so slightly quiet for now |

**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:-   * N/A |
| What's been done since the last meeting:-   * Green impact award * So basically the same as last time, just working on it * Working on the small bits and pieces needed e.g getting information on our energy use * Tending to the allotment |
| What's coming up in the next two weeks:-   * ALL THE GREEN IMPACT AWARD * planting of crops * planning for go green week |

**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   * Visit from US clinical placement site TJU for INTO MBBS students   + Presentation on what to expect academically and on rotations, USMLE scores to aim for, and info about the Philadelphia in general   + Individual meetings for each student to give specific information, answer questions, advice on visas, accommodation, etc. * Liaised with ISS to provide beverages for sending off party for INTO students who will be leaving for the US this August. |
| What have you got coming up in the next two weeks   * Awards committee * Help ISS with plans for Grad BBQ |

**Representation Officers**

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| Introduction  Gabby and Sunil |
| Action points |
| What have we done since the last meeting   * Continued to keep up to date with the handover of the Prevent Scheme petition * Senate of the month, this was also included in the newsletter * Sent Awards information to Year Reps and asked them to distribute this to cohorts. * Answering any queries the year reps have had. * Helped to write the IFEM Soc nomination for NUS Women's Group/ Femsoc of the year 2017 * Wrote Inspirational HE Woman Student 2017 award nomination for NUS Delegate Sarah Lasoye ahead of Women's Conference 2017 * Promoting SGSU Awards * Writing SGSU Award nominations for students and societies * Posted info about RAG quiz on Senate page for Year Reps to distribute * UH Revue Afterparty duty * Attended Senate * Updating Sarah on Prevent Scheme/ discussing Catayst fund for harassment and assault   **From Senate:**   * The constitution should be amended so that there is one home student and one INTO student elected as year rep because some people feel that they’re not represented well enough if there were two home or two INTO students elected. * Amalgamating a curriculum advisory meeting into senate and it will be held twice a year. * 6th floor is being refurbished and they’re asking for volunteers to design a plan.- contact deputy principle Jane Saffell * Also, what they would like to introduce is an online system that will allow students to evaluate teaching of lectures * Base room contracts will be discussed at the next senate and all year reps will be sent a survey asking what they would like changed/ rules that should be included in the meeting. * Tickets for T year ball are being sold * MBBS reps spoke about how disappointing the feedback was for personal tutors. Many students reported having very little contact with their personal tutor and majority even said they had an initial email, but no contact after this. |
| What have I got coming up in the next two weeks   * Planning next Steering Group * Working on ideas raised in February Steering Group * Exec duties |

**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 |
| What have I done since the last meeting   * Responding to emails * Sharing relevant articles etc on social media * Looking at another date for blood bank lady to come in * Thinking about what to do next |
| What have I got coming up in the next two weeks   * Meet with Corey & Tanisha * Planning for coming months |