**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 13th June 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:**   * Strategic Development * SGSU Elections Advertisement * Trustee Board * May Ball! * Finalisation of the Rob Lowe Deal (Still a few details to iron out) * Continued work for the redevelopment of the Students’ Union space * Met with future candidates * Hustings! * Register to vote drive! (wohooo students’ / young people up massively!) * Tanisha and I met with our students’ in the University of Nicosia! (First connection in SGSU history!) * AGM * Nus National conference * Part V Duty |
| **What have I got coming up in the next two weeks:**   * Design a ‘Myth busting’ document following the SGSU Hustings. * MFQCR Consultation presentation / Survey * Begin to plan the training / handover for new sabbatical officers * Grad ball assistance * Work on communicating any issues that may arise as a result of the bar works. * Develop advertisement / branding from the new bar redevelopment * Organise a final ‘Fire sale’ for the last day of the bar. * Working on a heritage idea for the old bar (For Alumni) * Probably lots of certificate signing ☹ |

**VP (Finance & Student Activities)**

No report received.

**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   * **NA** |
| What have we done since the last meeting   * Attended INTO, Trustee Subcommittee, 3x SU Bar Works, SGUL Change, IMOG (International MBBS Operations Group), Exceptional Trustee Board, 2x MBBS Personal Tutor Review, Student Experience Committee, Careers Committee, MBBS Curriculum Development Steering Group, Athena Swan SAT, QAEC, UMBEC, SUCS, IMBE Management Group, Education Strategy meeting, DK&A Working Group, MAC (MBBS Assessment Committee), MBBS Course Committee and BMS Committee meetings * Attended the NUS National Conference * Regular update meetings with the Principal and Deputy Principal respectively * Supporting students through F and T year exams and academic procedures * Ordered all the table decorations, flowers and favours for May Ball * Filled and tagged 300 bottles of multi-coloured sherbet, with the help of Yuna, Shalu, Jeremy, Cerys, Anya, Sarah, Ash and Fran for May Ball table favours! * I attended the OIA (Office of the Independent Adjudicator) Annual General Meeting, gave a speech on difficulties of healthcare and science students today and took part in a panel Q&A * Attended the Principal’s open meeting about the dissolution of the INTO partnership * Went to Nicosia to for the Periodic Review of the UNic MBBS4 programme: * Thursday - met with the UNic Medical School Students’ Society President and VP, had a tour of the Medical School and facilities, UNic itself and the local area. Heard about common complaints, concerns and experiences of the students both about the course and life in Nicosia. * Friday – Periodic Review, Corey joined the group meeting with students from year 1 and T year and pre-clinical module leads, I was part of the group meeting P and F year students and clinicians * Went to the venue early to make the centerpieces and set up decorations with the help of Fran, Sarah and Cerys for May Ball * MAY BALL – thank you so much to everyone who helped make it the success it was! <3 * Trustee Board Meeting * AGM * Catalyst meetings with Judith Ibison, Sarah Lasoye, Margot Turner; we have: * Found suitable times within the Freshers’ timetable to run the consent awareness and bystander training sessions * Decided the dates for Training the Trainers * Sarah created the application and advertising for Trainers * Content and resources in later draft stages, soon to be finalized * Spread our availability over the trainer dates so at least two of us will be at every training session * SGUL Strategy Afternoon Tea * Meeting with the Communications Officers to update and remove old hidden welfare pages – ongoing * Supporting Students with Disabilities meeting * Attended MFQC room meeting * Elections! * Meetings with E&E to plan separate, standalone events for the rest of the year instead of Go Green week which wasn’t planned in time to hold before elections but hopes to be much more successful! |
| What have you got coming up in the next two weeks   * Elections!! * Supporting first and second year MBBS and BMS students during finals * Many of my final committee meetings! * Meeting with Principal * Education and Students Strategy Committee, Trustee Appointments Committee, MBBS Curriculum Development Steering Group, * 1 week annual leave |

**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  None |
| What have I done since the last meeting   * May Ball * AGM * AGM minutes and constitutional updates * Hustings * Planning Use Your SU for voting week * Rooms and Emails… the usual * Handover |
| What have I got coming up in the next two weeks   * Use your SU * Senate * Begin to collect handovers |

**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   * Part V (advertising and event) * Showcase (tech run-through, advertising, and the event itself) * Made an SGSU Events Snapchat and started adding people * Hustings * Started making our handover * AGM |
| What have you got coming up in the next few weeks   * Continue making handover * Meet with Events candidates * SGSU Voting and some campaigning * Exams ☹ |

**Sports Officers**

No report received.

**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  *N/A* |
| What have we done since the last meeting   * *More fabulous newsletters* * *Responding to emails* * *Removed all old and duplicated pages from the website* * *Continued work for the new app so it can be up and running in time for freshers* * *Put up more constitutions and handovers on to the website* |
| What have you got coming up in the next two weeks   * *More newsletters* * *More emails* * *More app stuff* |

**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  None |
| What have we done since the last meeting   * Emailed relevant students about Cobras T-shirt |
| What have you got coming up in the next two weeks   * Order Tshirts * Distribute T shirts * Start Handover |

**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 a bake sale and a Danceathon on the 12th of May  -  had a PJ day on the 9th of June  - catch up and reflection on how the year went for us with Corey |
| What have you got coming up in the next two weeks:  -          mainly revision as we've all got exams coming up, but will try and meet up with all of our charities and see how they think the year has gone, get some figures on how much we've raised and see if there's anything else we can do in the last couple of months of us as charities officers |

**Societies Officers**

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| Introduction  Hi all we are your societies officers in charge of music room, handovers, society reviews and awards and fresher's fayre! |
| Action points   * awards completed! |
| What have we done since the last meeting   * Certificates printed * Trophies engraved * Badges brought * Scarves brought * Awards given out * Emails sent to get people to pick up their awards from the su office! |
| What have you got coming up in the next two weeks   * Society reviews * Email societies about handovers * Find where the online handover links are sending them/fix that with comms help! * Update mailing list accordingly! * Meet the socs officer's for next year after election results! |

**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:   * Talked to people applying for CPO * Talked to people wanting to start a new CP (Ronald McDonald) * Updated Access List * Campaigned for elections * Designed the new CP Board |
| What we have coming up in the next two weeks:   * Physically update CP Board \*cries\* * Start writing handover * Elections |

**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**  Currently none |
| **Since Last Meeting**   * Part V * One grant submitted, another awaiting submission * Cosmic Puffin festival (external)   Showcase |
| **Next Two Weeks**   * Rigging for external event June 23rd * Process incoming order   Continue to tidy and inventory the tech booth |

**Equality & Diversity Officers**

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| Introduction  Avin and Khadija |
| Action points  None |
| What have we done since the last meeting  -reviewed and held the steering group with Rep officers where issues were raised at AGM  -replied to numerous queries regarding the interfaith room, meetings and how students can use the wall by the canteen  -organising/recruiting students for focus groups on the attainment gap  -sorting handover  -attended AGM   * -seeing to people running for e&d |
| What have you got coming up in the next two weeks  -complete handover   * -continue work on focus groups e.g holding them and student recruitment |

**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 handed in * Audit completed * Creation of environment section on the website (thanks comms) * Election/environment campaign * Planning of further campaigns to fit in before the end of academic year * tending the allotment * Finished all my exams |
| What's coming up in the next two weeks:-   * Campaigns * Creating handover document |

**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 |
| What have we done since the last meeting   * Attended INTO meeting announcing the end of the INTO venture   + INTO MBBS 6, INYO MBBS 4   + INTO Foundation * Fedback to IMOG regarding asking students about preferences of US or UK placement sites * Toilet twinning certificate is now up! * Spoken to people interested in International Officer role about our role & exec * Promoted elections on Facebook to international students * Promoted external events – e.g. student conference in Malaysia |
| What have you got coming up in the next two weeks   * Write handover – update from last year |

**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**   * Contacted T-year Year Reps regarding our Action Point on improving personal tutor system. Have been sent poll details and minutes from MBBS Personal Tutor lead meeting. Paul Holmes will be making a survey for MBBS (and maybe all other subjects) to check on how they feel PT system is doing and what needs improving. Any details of the survey will be passed to MBBS5 T-Year Reps who will pass it onto us once they receive more info. * Took minutes for Fran at last Council/steering group * Attended AGM and our report was passed * Attended meetings with Tanisha and Sarah Lasoye about the issues that arised at agm about the liberation officer role and subsequently the other roles too. * Liaised with Tanisha to sort out the senate social payment * Speaking to people about/explaining the liberation officer role * Agreed to create a pros and cons document about the roles Sarah discussed and will plan this with Sarah - we have started to draft this document * Talking to people about available year rep Exec positions and answering questions/ promotion * Sorting out PAF – Saad Zangie said he wouldn’t minds taking over it temporarily until a new committee is formed * Helping people with the BMS module/ project choices issues * Explained transfer to people and chased up application release day for those who enquired. * Talking to Freshers and 2nd years about Exec and Senate roles available * Helping people with modules * Had a discussion with Dr Shiels about promotion and information regarding Pathology Museum * Reminders about Sen Social Payments   **Attended Council/steering group:**  The minutes are online, but to summarise, there were a few queries about the liberation officer role and some of these queries also applied to the other roles too, for example:   * What about a men’s officer? (liberation officer)🡪however, the idea of the women’s role is to fill in the gap as ‘males have had it easier than females for years’   Proposal: ‘Is it possible to change the descriptions so they say it is for anyone who is or identifies with those groups’ 🡪 Sam Guymer at this council meeting showed that this could be a good idea as he isn’t jewish, however, fought quite strongly and represented the perspective of jewish students quite well as he sympathised with them. This shows that anyone should be able to run for the roles.  A point for all the roles, they would be accountable to the leader of the representation zone   * Some people may not be open about running for a role, for example, the LGBTQ+ role as they may not be open about what they identify themselves as 🡪point from exec is that if you don’t identify yourself as part of certain group/category, chances are you won’t have been in certain situations that others in that group have been through, therefore wouldn’t be able to represent that group as well as someone that does identify with them 🡪Proposal: ‘Opinion poll, on whether this should stay as only women can only vote for Women’s Officer’   Should stay as it stands, so only those who identify can vote and run: 3  Disagree, make it so anyone can apply or vote: 18  **There was no senate this month** |
| **What have you got coming up in the next two weeks**  Senate |

**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.*   * General Election ice-cream drive – with the help of Corey and other very helpful members of Exec, we encouraged over 100 people to register to vote! * Continued writing handover * Met with this years Campaigns Officers candidates |
| 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.*   * Finish handover * Meet with incoming Campaigns Officers to discuss the role for next year |