**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 29th November 2016**

**5.30pm - JPLT**

**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:** Meeting with Equalising opportunities in Medicine (Done) |
| **What have I done since the last meeting:**   * Diwali Show duty * Met with the new exec members (Expect tech! – who need to reply to my email!) * Attended SGUL Senate * Attended Times Higher Education Awards * Attended the Student Experience Networking Event * Interviewed for the new COO * Created a new introduction PowerPoint to welcome new intake / present at open days. * Began drafting a subvention proposal * Dealing with commercial issues * Wrote a draft job description for a new role/ Part-time within the SU. (Student Inclusion Officer) * Ordered Keys for Tech * Secured tablet devices for future cohort. * Organised elections for Physio Year 1/3 & MBBS6 * Wrote an all student email regarding Library space * Met with Campaigns |
| **What have I got coming up in the next two weeks:**   * Appoint a new COO * Continue Subvention proposal draft * Invite NUS to do a strategic review * Develop SIO role * Introduction presentation for students’ interviewing * Elections * Meet with show societies who raised a concern about the show society contract. |

**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 make budget code for Persian/Afghan society- **Done!** * **Ishaan** to make budget code for ABSoc- **Done!** * **Ishaan** to make budget code for Equalising Opportunities in Medicine- **Done!** |
| What have we done since the last meeting   * Trickles of orders for Fashion Show * Ski Club orders * Answering student enquiries and music room subscription fees * Blue minibus out of action once again. Fixed it within 1 day (I’ll take a bow here). No clubs/socs were affected. * Ordered and received keys for Tech booth for new tech team. * Charitable donations from Charity week from ISOC - £15,872 gone to charity Islamic Relief- added to RAG total for year. Amazing work by them! * Coded invoices as usual * Societies finance enquiries as usual * Conducted COO interviews- no outcome as of yet * Audit has been ongoing- answered queries with John * Taking on payroll reconciliation from Ashar who is due to leave on the 30th of this month. * Trading Barclaycard reconciled for 3 months- again, never happened before * Paid for Boat club race entries * Fielded constitution enquiries * Induction meetings with 2 council members * Finance meetings |
| What have you got coming up in the next two weeks   * Finance work and cash counting for Christmas disco * Dragon budget appeal outcome * Second round of interviews for COO. * May ball planning * Council AP regarding performance societies |

**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   * To meet with Equalising Opportunities |
| What have we done since the last meeting   * Supported students with academic and welfare concerns * Attended SGUL Senate, Year 3 BMS/iBSc Committee, Post Grad Committee, NUS, AAMG (Access Agreement Monitoring Group), Library and E&D Committee meetings * Participated in the MBBS Curriculum Review Steering Group * Introductions with a new SGUL Council member, Sian Hardy * Attended the Student Experience Network Event * Planning the second round of Rep training for the newly elected reps * Met with candidates for the COO position * Attending the Year Two TEF Provider Briefing Event * Planning for mental health and consent weeks with the Campaigns Officers |
| What have you got coming up in the next two weeks   * Meeting with Equalising Opportunities (30/11) SGUL Heritage, Joint Faculty and Undergraduate Teacher’s meetings * Design Principles Workshop: Poster Design – Friday 2nd 12-1.30 (library) * Student Experience Network Event – 7th December * Quality Matters 2016: Student Engagement in the new regulatory landscape Conference * Ball planning * Campaign planning |

**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**   * Make email accounts for ABSoc, Persian/Afghan Soc and Equalising Opportunities in Medicine |
| **What have I done since the last meeting**   * Prepared for and held room booking council – super quick and easy (I love you Kat Telford - THANK YOU) * Organised Secret Santa and Christmas Meal * Fashion Show duty * Steering Group * Emails, rooms and queries |
| **What have I got coming up in the next two weeks**   * Senate * Usual helping people out * MAY BALL!!!! |

**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   * Confirmed Photo booth for Christmas 🡪sent invoice to Ishaan and finalised its operating hours * Promoting Christmas disco on facebook * By the time of the meeting we will have put up the Christmas tree in the SU * Finalised Christmas disco decoration ideas * Bought more decorations online * Made posters for Christmas disco and put them up around the SU |
| What have you got coming up in the next few weeks   * Still to make some decorations * Lighting with Ethan for the entrance * Need to confirm Ronald McDonald photo booth props |

**Sports Officers – NO REPORT RECEIVED**

**Communications Officers**

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| **Introduction**  Ruth Varney, Sarah Hill, Joe Clark  We do the newsletters, website & app. We are now expanding to include social media. |
| **Action points**  3 society webpages – done! |
| **What have you done since the last meeting?**   * Completely up to date with society jobs on the website * 2 outstanding newsletters * Conferring with the app & website developers to sort out some new features e.g. Photos on the app & app-website syncing * Utilised other teams expertise * Uploaded all constitutions and hangovers we have received on to the website * Finished the handover form for the society officers * Met Fran for a zone meeting |
| **What have you got coming up in the next two weeks?**   * Social media presence increase * Student central correspondence * Campaigns forum development * International page access process * Meet SGSUL comms again * Meet library staff * Organise the All-Exec V-Blog for our Christmas edition (29th November) * Teaching the sabbs some website skills so that when societies want something in an emergency they can help them out rather than us getting abusive emails. * Continue to forward on website payment errors to Ishaan so he can sort out SagePay |

**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   * Helped advertise archiving event * Attended ArchI’ve Explored event * Caught up with Elizabeth Thurlow about coming up events * Organised a file with stuff for board |
| What have you got coming up in the next two weeks   * Email Jenny about St. George’s Day * Put stuff on the board |

**Charities Officers**

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| Introduction  Hi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as your Charity Officers for 2016-2017. This year we will be raising money for St George’s Hospital Charity, Noah’s Ark Hospice and Ronald McDonald Charity.  We aim to raise money for these charities through bucketeering, selling shots at SU Discos, bakesales and hosting various events throughout the year, including the much-anticipated RAG week for everyone to get involved in! In addition to this we aim to as host talks and raise awareness of our chosen charities. |
| Action points  N/A |
| What have we done since the last meeting:   * We’ve met up with Joanna Wakefield- the arts director for St. George’s, she sent us an email a couple of weeks ago saying that her and a renal consultant wanted to host a small party for some of the teenagers with chronic illnesses on the renal & hematology wards at St. George’s and was wondering whether we could help her with sorting entertainment out & funding. Initially, she said she wanted money from the RAG total, although we think it is a good idea and for a good cause, we were unsure as to why it was coming out of the RAG total as nobody had to spoken to us about it before. We considered hosting a bakesale and helping them fundraise. But the matter was sorted when we met up with her and found out there had been some confusion and she had applied for funding from St. George’s Hospital charity.   + We have started recruiting volunteers for this event- so far we have Bhangra, a magician, couple of singers, someone who will play the piano and obviously we will all be there helping the out on the day (7th Nov. 1-6).   + We are still waiting for her to get back to us and confirm whether she’s got the fund or not. * Made posters and started advertising the Noah’s Ark bake sale (28th) and Ronald’s Christmas raffle * Michael Heron booked for 29th Nov information evening for Ronald McDonald and we’ve started advertising this |
| What have you got coming up in the next two weeks:   * Waiting for jailbreak website login details * Noah’s Ark bake sale * Ronald McDonald information evening & Christmas raffle * Going around Tooting high street looking for sponsors, prizes or donations for future RAG events. * Selling shots at the Christmas disco |

**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:   * Advertised the new volunteer of the month * Continuing to advertise Volunteer of the month (Certificate & Photo) * Help advertise CP Events (Medsin, SKIP, LINKS, AIDS Orphan) * Offer support for CPs who want to apply for grant funding * Offer support/advertise vInspired Account questionnaire allowing us to set up CPs accounts * Misc responding to emails/talking to freshers about the opportunities at Georges * Keeping the Storeroom Clean |
| What we have coming up in the next two weeks:   * Push CP to send us material for the CP board * Push CPs to fill out vInspired account questionnaire * Making sure the storeroom stays clean * Continue to introduce volunteering opportunities to the rest of the student body * Continue looking at potential alternate funding places * Help with CP application to alternate funding places * Final of the semester CP Meeting * Planning to attend CP Meetings, in aims of supporting their ventures |

**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**   * Meet with iSoc and Tanisha; on-going |
| **What have we done since the last meeting**   * Breast feeding matter (SPACE): -emailed the matter to the SSWC group but had no response back from anyone -sought advice from John Hammond and referred Representation Officers to him now so they can broach the matter together   Meetings: -met with John Hammond to get a general idea of plans for the new year and to guide us on the right track -introduced with Vanessa Ho- will be meeting her in the coming weeks  -will be meeting with Sarah (NUS delegate)   Steering Group: -John Hammond passed over the steering group to course coordinators to put on Moodle  -advertised in the SLS ("outreach") the steering group: received feedback on the SU during this time too  -attended Xenophobia talk to get feedback from other students and advertise the steering group  -had a turnout of 3 exec members and 1 non-exec: was able to receive good-quality feedback in an intimate group -will be sharing all feedback in next exec meeting   Shows: -saw Diwali show run through before the show- didn't breach any matters  -started compiling our handbook which we're merging into a "training pack" for next year presidents of shows (to be handed over)  Training: -completed training; "unconscious bias" and Sgul E&D training  -invited to training in March  -applied to be dignity advisors |
| **What have you got coming up in the next two weeks**   * Meetings to be confirmed * Planning for future campaigns * Finishing training pack |

**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 work * Tending to the allotment * Getting in contact with Anne Harris * Sustainability awareness training |
| What's coming up in the next two weeks:-   * Christmas!!!!!!! |

**International Officers – NO REPORT RECEIVED**

**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**  -Finalised and made the senate board outside SU office  -Congratulated newly elected Year Reps who got elected at a later date due to technical issues  -Liaising with Dean of Education about further clarification on off-site breastfeeding facilities and placements  -Liaising with Dr Ho and Dr Hammond on assigning a staff member to overlook the off-site breastfeeding facilities list  -Carried out steering groups for the ‘Does your SU represent you?’ outreach session.  Turn out wasn’t great but we had a great discussion on variety of issues, including:   * Should gender neutral toilets be put to a vote for the students. * How some students feel that transparency changed since campaigning week to present * How to promote and reach out to students/effectiveness of newsletters and emails, using screens, what Campaigns Officers are planning to do during Mental Health awareness * Are we encouraging/allowing people to get drunk at discos because we take care of them when they get drunk. * Thank you to the exec officers for volunteering their time. * Infographic for exec: gender, religion, degree etc… to show how well represented we are * Prevent Scheme * How to encourage greater turnout at the next Steer Group   -Next steering group session planned for 14th February 2017, after council  -Are in the process of organising Mums and Dads for foundation students and will match them to students who have are in first year and have just finished first year of foundation course. (Carolyn is out of office, hence why it is taking so long)  **Attended Council:**  -Musical Society constitution changes, includes name change to St George’s Student Union Musical Society (SGSUM)  -Music Society constitutional changes- rewritten entire constitution, will be voted on in the next meeting  -Cheerleading constitutional changes accepted  -Opportunities in Surgery to St George’s Surgical Society: name change approved  -Show space usage clear up! -Ishaan Performance societies will be penalised. Your responsibility as a committee to clear up everything after the show  -Student experience department to help boost Student Experience Survey SES |
| **What have you got coming up in the next two weeks**  Senate  Liaise with staff on off-site breastfeeding facilities  Further requesting feedback from Year Reps about how students find SGUL  Film our video for Comms |

**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.*   * Finalising Mental Health week plan for the New Year * Looking into speakers for mental health week * Contacting relevant societies to organize collaboration * Consent week Planning * TEF video script * Organising TEF meeting * Steering Group |
| 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.*   * Mental Health & Consent week planning * TEF video filming & circulating to students * Designing promo material for campaign weeks * Meeting with Cameron about Ethics week |