**WRITTEN REPORTS OF SGSU EXECUTIVE**

**Tuesday 10th January 2017**

**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: Complete restructuring diagram S:\President\Corey Briffa\EXEC Documents\SU Structure.png** |
| **What have I done since the last meeting:**   * Liaised with NUS Diagnostics team in preparation with the upcoming diagnostic. * Requested information for the subvention proposal. * Meeting with the principle regarding university decision on Fee increases. * Annual Leave * Setup appraisal meetings with all of my zone. * Organised the clear out of the games rooms. * Liaised with the May Ball Venue * Met with Sarah to discuss ideas for new roles. * Gave a presentation on student communication to staff. * Dropped off the food bank donations for SGUL. * Discussed HEE proposals to make changes to London placement sites with Jenny and UH group. * Met with the UH Group. * Lots of MMI presentations |
| **What have I got coming up in the next two weeks:**   * Continue work on the subvention proposal * Zone appraisals * Continue work on 6 month report * EGM Planning * Help with mental health week * Work on sponsorship with May ball (Meeting with Vafie and Mus) |

**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   * Sent out email to performance societies to ask them to meet with either myself or Corey in order to discuss the contract – in order to act on action point * May ball planning * Exec photo * Stayed till 23rd December to ensure last payment run took place. * Attended meetings in Corey’s absence * Began working on SGM report * Counted all the backlog of cash from November and cleared it * Updated cash handling policy- will cover later today * Attended the principals Xmas meeting * Presented to prospective students at interviews * Finance day to day work as usual. * Paid a lot of people on the Eve of Christmas eve. * Xmas disco duty- thank you to the beautiful people on that day * Michelle was away so did finance work she normally does too * Fielded student enquiries about constitutions * Chased up money owed to SU from last year * Had meetings with sports teams to discuss forecast * SU forecast was begun and completed with Alice’s help * May ball venue has been paid for and confirmed |
| What have you got coming up in the next two weeks   * Finance work and cash counting for Christmas disco * May ball planning * Meet with Socs about awards and may ball * Do zone appraisals * Audit is still ongoing * Council AP regarding performance societies- not sure what more I can do as no performance societies have responded to this * A couple of days of staggered annual leave here and there |

**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   * **E+D** to meet with Tanisha about defining role * **E+E** to meet with Campaigns * **E+E** to meet with Tanisha |
| What have we done since the last meeting   * Corey and I met with Equalising Opportunities Society * Supported students with academic and welfare concerns * Attended TEF, Sub Deans & UG Coordinators, Curriculum review steering group and MAC (MBBS Assessment Committee) meetings * Attended the Design Principles Workshop * Had several meetings with E&E to discuss plans for Ethics Week * Ball committee meetings and planning * Attended the Quality Matters 2016: Student Engagement in the new regulatory landscape Conference * Attended the Student Experience Network Event on Comunications * Attended the TEF open meeting and discussed holding another in the new year * Meetings with senior staff to discuss further improvements to the academic experience e.g. instant lecture feedback * Consent week campaign planning with relevant staff, the campaigns officers and a final year student * Update meeting with the Principal * Helped the International Officers with the INTO Foundation students’ xmas celebrations and send off * Organising the suicide awareness training to take place on 30th January * Gave presentations for prospective students on Interview Selection Days * Planning for mental health week with Corey and the Campaigns Officers * Meeting with Emma Catlow, the Disability Advisor, to discuss setting up a mentor system or support network * Auditing the Facebook course pages to see if we are reaching as many students as we need to * Designing Ball promotional materials * Meetings with the Deans to discuss the long term, sustainable plans to address the now evidenced issue of increased incidents of sexual violence and harassment taking place on campuses across the UK*.* |
| What have you got coming up in the next two weeks   * Zone appraisals! * More ball prep * P year Committee meeting, learning resources user group meeting, AAMG, Curriculum Review steering group, Student Experience Committee, QAEC * Ethics Week * 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 |
| What we have done since the last meeting   * Senate * May ball planning and meeting * Getting Jan-March room bookings online * Answering general emails |
| What have you got coming up in the next few weeks   * Meeting with zone * Appraisals * Council |

**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   * Been involved in planning for May Ball * Brainstorming ideas of events this year * Writing our 6-month report * In contact with Rich about new drinks deals (Fishbowls) |
| What have you got coming up in the next few weeks   * Appraisal with Corey * Meet with Corey to discuss upcoming events * Take down the Christmas decorations |

**Sports Officers**

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| Introduction  *Hi! We’re Lucy, 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* * *Organized a date for the broken basketball net to be fixed* * *Changed fixture dates and reversed fixtures for teams that couldn’t play over the holiday* * *Chasing up result entries* |
| What have you got coming up in the next two weeks   * *Fixtures* * *Continue Rob Lowe issue management* * *Continue chasing team input of match results into BUCScore* * *Entering teams/individuals for BUCS championships* |

**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**  Meet with Corey about potentially putting money into the newsletter - ongoing |
| **What have you done since the last meeting?**   * Put a load of handovers and constitutions on the website – still got more to come * Another outstanding newsletters – new years edition * Updated the website – new banner etc. * Finally managed to give International Officers access to edit their page * Did xmas v-blog with whole of exec * Went to student experience forum regarding how we communicate and how it can be improved upon * Contacted app and website developers about syncing of events and photo issue |
| **What have you got coming up in the next two weeks?**   * Social media presence increase * Campaigns forum development * Try and get round app and website syncing issue * Meet SGSUL comms again * Meet library staff * Continue to upload handovers and constitutions * Continue answering societies emails |

**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   * Organised Dates for Spiders and Cobras with Kenton, booked in the diary * Cerys attended the Heritage Board Meeting * Sent out email about St. George’s Day to staff members |
| What have you got coming up in the next two weeks   * Advertise upcoming Spiders Date (9th Feb) * Continue work on St. George’s Day |

**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   * Tune the 2 pianos * meet with Ethan regarding maintenance of music room, what needs replacing etc.. * ensure all societies were emailed asking for a typed up version of their constitution and handover to put them online to be received by 4th Jan and to keep on top of those societies who were still yet to send them in. * Collect information for the boards |
| What have we done since the last meeting   * 2 pianos have been tuned. * Emailed and collected all the information for the boards, particularly those who didn’t have their society represented in the handbook. * we have scanned all the handover forms for each of our individual domains and sent them to comms * Continued emailing societies for their constitutions and handovers. Those received by the deadline on 4th Jan at 4pm were sent to Comms and for those that weren’t they were sent warning messages. * Continued with 6 month reviews of newly passed societies as well as annual review to ensure they have met their action points and manifesto. |
| What have you got coming up in the next two weeks   * Start planning awards evening which is going to be integrated with May Ball. Things to get sorted will include getting nomination forms sorted, sorting through nominations to select winners, ordering awards and organising the run through of the day etc... * Meet with Ethan about the music room. * Get the boards sorted completely sorted after mounting all the information received from societies onto cardboard. |

**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 second volunteer of the month * Created Volunteer of the Month Certificates * Planned reorganisation of our CP Board (didn’t have keys to display boards over the holidays) * Misc responding to emails * Updated access list sent to Rob/Leonardo * Storeroom Cleanout   + Got in contact for the third time with 2 societies/courses that currently have things stored in the room – organising pickup times with them. * Following up a few volunteering opportunities that were emailed to us a while back to see how they’re progressing within Georges. | |
| What we have coming up in the next two weeks:   * Get in meet up with the new Community Projects, see how they’ve getting along as we’ve not heard much from them. * Advertise Volunteer of the Month, for December * Organise the Third Meeting of the CPs   + Ensure all community projects have up updated SU Pages will be our main goal at this meeting. Comms support (to make sure all societies have admin access to their pages) is politely requested ☺ * Finish Display Board * Get items picked up from Storeroom * Meet with Corey about our role * Support Medsin with their Global Health Conference   + Unfortunately dropped the ball with their funding opportunities – so ow we’re doubly motivated to support them in any they need (advertisement, manual labour, ticketing etc). | |

**Technical Officers**

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| Introduction  We are Alex, Michelle and Ethan, 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 from last meeting   * Appraisal meeting with Corey (date TBC) |
| What have we done since the last meeting   * Revue * CU Christmas Carols * Christmas disco * External staff disco |
| What have you got coming up in the next two weeks   * Youth Party * E&E Quiz (TBC) |

**Equality + Diversity Officers**

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| Introduction  Avin and Khadija |
| Action points from last meeting   * meet Tanisha regarding role in shows |
| What have we done since the last meeting  -shows: scheduled meetings with tooting show and musical directors to trial our verbal handover; taking the stance that proactively raising awareness before rehearsals and supporting show directors would be better than "policing" rehearsals.  -"e&d pack": over Christmas we've been compiling feedback and working on a document for directors of shows to sign and a verbal handover before rehearsals take place to let script writers etc what to look out for; where people have gone wrong before and protecting the 9 characteristics. We will be brining this to the next exec meeting.  -SPACE: we have been in touch with SPACE and meeting on Friday regarding maternity policy issues they have.  -LGBT History month: coordinated with Margot/Matt (ex pres)/John Hammond/the library/NUS delegate/Student minds/current president to hold events throughout February. We will be screening more posters like BHM on digital screens for prominent members/movements in LGBT history and are going to have another exhibition of pride history on the corridor towards the canteen.  -steering group; planning with rep officers our next steering group in February.  -consent week/mental health campaigns: meeting with campaigns officers regarding events and campaigns during these week. Also meeting with an SSC student to support her work in sexual violence throughout this week. |
| What have you got coming up in the next two weeks  -lots of meetings and getting up our exhibition |

**Environment + Ethics Officers**

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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:-   * Meet with campaigns * meet with Tanisha * send NUS summit report |
| What's been done since the last meeting:-   * getting ready for ethics week * pushed back to the 16th – 20th of January * got RAG involved to do some charity work during it * at least one event each day – all very exciting * spoken to the allotment team – going to get together at the end of the month to divide up the allotment space * this means I can now get more space for us, and start to get student involvement with the allotment * still trying to get the environmental training sorted with Anne Harris * Started talking with IT department about electricity usage with computers * tending to allotment |
| What's coming up in the next two weeks:-   * Ethics week * Allotment work * Green impact award work |

**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   * World Toilet Day (17 Nov)   + Made donation to Toilet Twinning Organization   + Toilet is going to be in Kagandu Village, Muramba Parish, Uganda, Africa   + Which toilet at George’s would y’all suggest we put the certificate in? * INTO Hot Chocolate event   + Friday, December 16, 2016   + Tanisha represented us, as we were both on placement and could not attend, unfortunately   + Event was well received * Chinese New Year/End of Exams BOAT PARTYYYYY!   + Date: Friday, February 3rd   + We will be using the same company as last year   + Plans are underway, just confirming price and which boat/tour we want * INTO Updates   + First NBME Mock for INTO T Year and iBSc students took place   + International MBBS team currently setting up dates for each student to receive feedback on how the exam went |
| What have you got coming up in the next two weeks   * Update our website and online calendar * Make contact with INTO students in the US * Finalize price of boat for CNY Boat Party and start selling tickets next week * Finalize plans for Chinese New Year Dinner and start selling tickets * Work on plans for international student’s trip |

**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  Gabriela to send minutes from Steering Group |
| What have we done since the last meeting   * Breast-feeding facilities: ongoing communication with SPACE and staff to clarify information with regards to Paramedic Science. We are also planning how to distribute our findings. * Got feedback about INTO Mums and Dads and a lot of students do not end up going to George’s so we are currently bouncing off the idea of a talk/ speak to mentors that INTOs have already (Cheddiann Ishmael main point of contact) * P&F Forum- James got back in touch over Prevent so we are going to look over petition (which has not gone through yet) * Breaking down how to approach next Steering Group * Set up Year Rep Feedback for BMS and Med, Year 1 and 2 on Survey Monkey to give feedback to Year Reps on how they are doing and whether they need to consider any changes * Emailed newly elected 3rd Year Physios and added them to senate page * Talked to Fran about receiving NUS emails which seem more relvant to other roles so that they can be redirected. We forwarded some of these to E&D and Campaigns * Sent our newsletter video over to Comms Officers * Asked Year Reps again for quotes about SGUL/student life for Comms Team   **From Senate**   * Library noise complaints- approach a person and tell them, collectively take initiative, library staff will also be involved * Pinopto is being delayed; first being trailed on couple of modules of BMS; full roll out later on in the year if successful * We asked Senate for feedback on ‘**Does you SU represent YOU?’**   Ideas we wanted to relay to Exec:  -Video about what the SU does/ what being a Year Rep entails. Similar idea for Hustings  -Use Mentimeter to ask questions about SU at the end of lecture/ through lecturers- a more immediate SU feedback  -Use an Appfor communications, email |
| What have you got coming up in the next two weeks  Add Physio Reps to Senate Board  Steering Group Planning  Senate  Meeting Fran to catch up on everything |

**Campaigns Officers – No report received.**