**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 21st August 2018**

**5.30pm – H2.6+7**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentations**
   1. Integrative Medicine Society
   2. Labour Society
3. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Sports Officers
   7. Heritage Officers
   8. Charities Officers
   9. Societies Officers
   10. Community Project Officers
   11. Equality & Diversity Officers
   12. Environment & Ethics Officer
   13. International Officers
   14. Representation Officers
   15. Campaigns Officers
   16. Democracy officers

1. **Agenda points** 
   1. Reports
   2. Technical Office
   3. Student Trustees
2. **AOB**
3. **Date of next meeting**

4th September 2018

**Reports**

**President**

Report Received Late

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| **Introduction:**  Hi, my name is Muhammad Omar Hijazi and I’m the Students’ Union President for 2018-2019. 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. It is a responsibility and duty which I take very seriously, and one which I have a lot of passion for. Should there ever be anything to discuss, any cause for concern or any form of feedback, please feel free to contact me via email, phone or by meeting with me in my office. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Planning undergraduate and postgraduate events for freshers * Reviewing over initial budgets * Working with VP Finance, VP Education and General Secretary for deciding and ordering freshers merchandise, t-shirts and reviewing designs for new Freshers Logo * Introducing and planning targets with Principle, Deputy Principle and Dean of Students * Reviewing strategy for Wandsworth 8, looking into how to address issues from last year, relationships with local pubs * Reviewing NSS scores and feedback * Meeting with members of the Joint Faculty team to plan on how to have better relationships * Developing plans for Year Reps with Deputy Principle, Dean of students and Associate Dean (Student Experience) * Discussing initial year targets with Events, Representation, Heritage, one of the Trustees and society officers * Working with representation officers, student centre and COO to resolve Mums and Dads issues regarding GDPR * Planning for future of Games room and Rag storage room, along with other SU space * Clearing and cleaning of office * Rearranging office plan (special mention to Hannah, Sadik, Craig and Nick) * Creating new links and discussing initial plans with all senior staff and relevant department heads during “Speed Dating” session organized by the University. * Duty Rotas * Reviewing optiojns for tech office, looking into short term and long term solutions * A lot of introductions to people around university ! |
| **What have I got coming up in the next two weeks:**   * Ordering freshers’ decorations * Updating Duty Rotas * Having written plans for some specific events in freshers * Meeting with Top 4 and COO for year strategy * Meeting with rest of Exec to discuss year targets * Meeting with society members * Plans for WW8 * Finalize drinks deals with SU Bar * Meeting Head of Alumni * Finalizing Tech Office issues * Planning for office, games room and rag storage room * Reviewing and finalizing plans discussed with senior university staff during introductions and speed dating, to develop a strategy. |

**VP (Finance & Student Activities)**

Report Received Late

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| **Introduction:** Hello everyone my name is Will Morrell and I am the Vice President for Finance and Student Activities this year. A large part of my role is dealing with budgets and accounts of the charity branch of SGSU, this involves helping our clubs, societies and community projects stay on top of their finances as well as the day to day paying of invoices and bills. I also manage the music room, the two minibuses and the Rob Lowe sports centre. My zone contains Societies, Sports, Community Projects and Heritage Officers. If you have any questions or need any help with anything please just pop by the office or email me at vpfinance@su.sgul.ac.uk |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Emails * Meetings * Coding invoices * Lots of learning how to do things * Ordering shirts * Ordering fresher merchandise * Planning graduate and undergraduate fresher events * External bookings for Fresher Fayre * Rob Lowe… * Updating BUCS details |
| **What have I got coming up in the next two weeks:**   * Postgraduate Freshers * Postgraduate Fresher Fayre * Booking tables * Rob Lowe… * Undergrad fresher planning * Invoices * Meetings |

**VP (Education & Welfare)**

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| **Introduction:** My name is Annabel and I am your VP Education and Welfare. I’m here to help you enjoy your time at University by supporting you through any hardships you might face, making your wellbeing my priority and making sure everyone is aware of the advice and support available. In my role I will also be overseeing Senate, a platform where all Year Reps from all courses can raise your concerns to the senior officers of the SU. I operate as a point of contact for any academic appeals you want to make throughout your time here at Georges. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * 2 week handover with Beth. * NUS Lead and Change Training at Leeds Beckett University. * Supported the students who have been effected by the recent Exam result irregularities, writing a number of appeals and facilitating discussion between students and university staff. * Met with SPACE representatives to discuss the needs of the student parents and carers. * Cleaned the welfare room and introduced a Log Book for users to report concerns with the room. * Started writing the 2018/19 Welfare handbook * With the help of Carla (Admin Work experience), we have started to make simplified student procedure pathways. * Started planning the re-introduction of the shuttlebus service during large fresher’s events. * Started the process of introducing ‘Ask for Angela’ into the SU bar, still awaiting confirmation. * Undergrad and Postgrad/Paramedic Freshers’. * Zone Introductions and confirmation of written handovers |
| **What have I got coming up in the next two weeks:**   * Meet with Campaigns Officers and ACS about Black History month to brainstorm some ideas. * Meet with International Officers about Multicultural Dinner Plans. * Finalise a date for senate training. * Finish writing welfare handbook. * Fresher’s fair stand plans and advertisement * Make Postgrad/Paramedic fresher bags * Have zone meeting once everyone is back from placement. |

**General Secretary**

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| **Introduction:**  Hi everyone, I’m Nick and I am the SU’s General Secretary for 2018-19!  As “GenSec” it is my job to coordinate room bookings, minute all meetings of the union, oversee the executive “Communications Zone” and be the contact point for all general queries and questions relating to the SU. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Block booked rooms Oct-Dec * Exec Board * Working with Rep Officers to ensure a strong start to Senate * Created Senate Emails, Year Rep email access arranged * Exec and Senate mailing lists created * Exec and Senate meeting trackers created * Made Exec “Who’s Who” * Reviewing Budgets for the coming year * Assisted with Freshers’ Planning * Redesigning of Fresher’s Logo * Ordered polo shirts * Writing Trustee Board Minutes * Updated Exec section of Website * Managing room booking email address * University staff “Speed Dating” event * Bi-weekly meetings with Principal * Weekly meetings with Dean of Students * Meetings with University Room Bookings team * Coordinating Room Booking Council Preferences |
| **What have I got coming up in the next two weeks:**   * Starting T year * Graduate Fresher’s Week * 1st Exec meeting * 1st Room booking council * Meeting with COO, Sabbs and Student Trustees to kick start the implementation of the Strategy * Meeting to introduce Top 4 to new Deputy Dean for Students * More Meetings * More Room Bookings |

**Events Officers**

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| **Introduction:** Hi! We are Amy, Amrita and Amelia. As this year’s Events Officers, our job is to plan, advertise and execute all major events for the student body. We aim to improve on previous years’ work and make events even more inclusive and enjoyable for everyone. We would love to hear recommendations and feedback for new events and old, as well as how well our advertising is reaching all students. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Amrita and I met to discuss organising both GEP & Undergrad freshers * Planned GEP/Paramedic Freshers week – 25th -31st August. Includes schedule and decorations for each event. * Planned Undergrad Freshers fortnight – 22nd September – 5th October. Includes schedules for each event and decorations. * Have discussed drink deals with Omar/Rich & Kenton for freshers events * Met with Gill Gibson to begin designing advertising (posters, IG posts, Facebook) * Begun joining Freshers social media groups to advertise over the next few weeks * Confirmed all plans with Omar. |
| **What have I got coming up in the next two weeks:**   * GEP Freshers! We have 6 events lined up, the biggest being Casino night on the 31st. We are hoping to arrange with Will a training afternoon for exec on duty to learn the rules of a few casino card games and how to deal properly. * Begin advertising for both Freshers, finalise plans for Undergrad * Buying and making decorations for events! |

**Charities Officers**

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| **Introduction:** |
| **Action Points: N/A** |
| **What have I done since the last meeting:**   * Having been in contact with the old Charity officers, we have taken hand over and have begun planning the year’s events. Having asked Luke from the old team for details, I received the details of last year’s event organisation along with advice from the team last year on many areas. This has inspired us to think ahead for what events we want; I have mentioned this to the other Charity Officer’s, keeping them up to date. * Preliminary fundraising ideas for the coming year include:   + Monkton Movie Nights with selling of snacks etc to raise money.   + Plans for using personal contacts for Jailbreak/messaging airlines/airports early for this.   + Contacting key Tooting businesses and individuals for their support.   + Bungee jumping as part of our manifesto |
| **What have I got coming up in the next two weeks:**   * We intend to schedule our first face-to-face 2019 Charity Officer’s meeting to decide which 3 charities to support in the week commencing 20th August and will alert the Executive Committee as per the outcome |

**Sports Officers**

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| **Introduction:**  We have been in contact with previous sports officers about various points.  Finding our footing within the role.  Forming an agenda and preparation for the year. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Established a contact list for points of contact in every SGUL sports club – 95% completed. * Made note of weaker clubs and formulated action plan to tackle this. (Amalgamating socials, collaborative training sessions). We have managed to make contact with a couple of team captains about this venture. * Discuss possible events for later in the year eg. Multi club sports day. |
| **What have I got coming up in the next two weeks:**   * Finishing contact list. * Continuing to contact team captains and register interest. * Get remaining log in info required eg. Officer email address access and BUCS/LSUSL sign in. |

**Heritage Officers**

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| **Introduction: Hi we’re Craig and Nathan your Heritage Officers for 2018/2019. It is our job to keep the history and traditions of St George’s alive and encourage the pride to be at a part of our uni.** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Started updating the heritage board * Starting to plan Wandsworth 8 (working on finding a last pub * Met with the archivist to introduce ourselves and find out we can help her e.g. large lack of SGSU stuff and how to start getting more * Continuing answering sports officer emails until a full verbal handover can be achieved |
| **What have I got coming up in the next two weeks:**   * Continue talking to the archivist to find potentials for student projects and events throughout the year and how best to advertise * Email alumni asking for more pictures of older events and facilities at St George’s to be able to showcase the changes through the generations * Finalise last location for Wandsworth 8 and meet with and get email confirmation from pub managers. * Finish updating the heritage board |

**Societies Officers**

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| **Introduction:**  Hi, we are Louis, Maddie and Sam, your new societies officers! We are all second year medics and committed to bettering the student experience at George's when it comes to societies. It falls to us to organise the freshers fayres and the George's awards, as well as creating new societies and encouraging the existing ones to thrive. We have a wide variety of societies here, we hope you make the most of them and if you have any questions please don't hesitate to come and see us or get in touch! |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * We have liaised with the outgoing Societies officers and the incoming VP finance to get a thorough understanding of what our role entails. This was with particular reference to the upcoming freshers fayre events. * We have sent out emails to the student body asking for their requests for the freshers fayres. The deadline for receiving responses is Friday 17th August. * We have been responding to emails from the student body regarding handovers, new society formation and general inquiries for the freshers fayres. |
| **What have I got coming up in the next two weeks:**   * Post-grad freshers fayre! We will be busy organising the table arrangements for the 28th. * We will be continuing to take specific requests from societies. * We will continue to respond to queries from societies and the student body in general. |

**Community Project Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Gathering more detailed information about the requirements of our roles for this academic year   + This will help in continuing with what worked well last year * Using the acquired information to plan out our potential implantation of our manifesto. Potential plans includes:   + 2nd CP event (around/after Christmas)   + Short summary of available Community Projects throughout the year * We have also discussed the feasibility of the new award system in our manifesto. After discussing this with the previous CPOs and ourselves, we have concluded that it either:   + Needs to be re-worked or   + Needs to be substituted in for the previous reward system     - It has been noted that if the 2nd point is the case, we will work on trying to advertise it more this year |
| **What have I got coming up in the next two weeks:** |

**Equality & Diversity Officers**

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| **Introduction:**  Equality and Diversity Officers – Ramat and Jan |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Received a written handover form from the previous Equality and Diversity Officers, Vikram and Naireen. This has given us a better understanding of our roles, and what will be expected of us this year. |
| **What have I got coming up in the next two weeks:**   * A meeting with Campaigns coming up on September 4th about potential plans for black history month. |

**Environment & Ethics Officers**

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| **Introduction:**  We are Rowan and Olivia and we are your Environment and Ethics Officers 2018/19!  E+E is about engaging with you, the students, and the wider George’s community on environmental issues and ethical topics, and inspiring debate and change. We will be working toward improving the SU’s green impact, encouraging eco-friendly and mindful purchasing, and raising awareness to help everyone reduce, reuse and recycle. We hope to spark debate throughout the year on ethical topics, both in and outside of healthcare, and encourage thought on topics from all angles. Most importantly, we want to drive individual and institutional change for the better!  We also help run the University Allotment, which is open to all staff and students to enjoy.. |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Meeting with Annabel * Started collecting and making seasonal recipes * The allotment – national allotment week * Starting planning for the year |
| **What have we got coming up in the next two weeks:**   * Meeting with Harry and Laine about the allotment * Start posting recipes * Planning for fresher’s |

**International Officers**

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| **Introduction:**  Hello everyone! Simi and Manasvi here. Our job is to represent and ensure the integration of all International students at George’s. We will work with the International Students Society, the SU and the International Advisory Team to achieve this. We will also be planning numerous activities throughout the year, alongside the ISS. |
| **Action points**: N/A |
| **What have we done since the last meeting:** |
| * New Academic year calendar and role revamp plans * Contacted Gaby to sort out social media outreach to incoming international freshers |
| **What have you got coming up till the end of our role:** |
| * Meeting with Annabel * Meeting with Gaby and Elizabeth (International Staff) * Reaching out to new International Year reps and ISS committee * Reaching out to GEPS, US and Nicosia students * Potential Enroly meeting * Freshers plans including Freshers fayre booth * Continue new calendar plans |

**Representation Officers**

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| **Introduction:**  We are Han and Sadik your Representation Officers for 2018-19. It is our job to ensure all students at George’s feel represented by the Student’s Union. We attend all SU meetings and are the communication between students, senate, council and Exec.  Repressentation@su.sgul.ac.uk |
| **What have we done since the Exec last meeting?** |
| * Made contact with all the year reps, added them to a Facebook page and emailed course leads without a year rep to encourage someone to run. * Mums and dads planning which includes sorting drinks deals with events, meeting admissions about cohort lists. * Met SPACE about plans for the year and the possibility to making a whole student questionnaire to try to give a numerical value to the number of student parents and careers we have at Georges. * Made a year rep cheat sheet with information about lecture recordings, room bookings and email access. * Updated year rep spreadsheet from Gen Sec |
| **What have we got coming up in the next two weeks?** |
| * Meeting with Bel about senate training and social * Further discussion with admissions about cohort lists * Senate board * Planning mums and dads running for GEP freshers. * GEP move in and fresher’s week |
| **Report from SENATE**  We haven’t yet met with senate. |
| **Report from COUNCIL**  We haven’t yet met with council. |

**Campaigns Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Had our verbal and written handover from last year’s officers * Started making decisions about which campaigns we want to plan for the next semester |
| **What have I got coming up in the next two weeks:**   * going to meet VP ed and welfare about our plans for the upcoming year - going to ask if she can give mental health awareness mini speeches in introductory lectures as part of our proposed year-long mental health campaign * - Meeting with E&D officers to discuss ideas for black history month * - Sending out an email and getting in touch with societies about upcoming campaigns and what ones they would like in the next year |

**Democracy Officers**

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| **Introduction:** Hey! We're Corey and Sinthiya, and we are your democracy officers! We've both been at George's for what feels like an eternity. During our time here, we've both been heavily involved within the SU in various capacities. However, as your democracy officers we hope to increase engagement with democratic processes, helping you understand how the SU works and how you can get involved! We will also be working on the democratic review this year and hopefully streamlining our constitution. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Look into ways to reach out to the wider student population * Look into new social media platforms which may be of use for SGSU * Discussed ways we can make democracy clear and easy for all students to understand |
| **What have I got coming up in the next two weeks:**   * Social media strategy for fresher’s * Input on SGSU stall/stand at Fresher’s Fayre * Start thinking about Autumn election engagement * Think about a marketing strategy to improve democratic engagement from societies. * Push forward the democratic review process. |