**St. George’s Students’ Union**

Meeting of the Council II



***MINUTES***

***27th October 2015***

***Lecture Theatre A***

**Attendance**

|  |  |
| --- | --- |
| ACS (Afro Caribbean Society) | Mens Rugby |
| Amnesty International | Mindfulness |
| Arab Soc | Music Soc |
| Archery | Musical |
| Athena Swan Student's Network (Women's Network) | NHSF Hindu Soc |
| Baker Street Irregulars (BSI) | Ops in Surgery |
| BakeSoc | PakSoc |
| Cardiology Society | Pole Fitness |
| Cheerleading | Pre-hospital care |
| Climbing | Radiology |
| Cycling & triathlon | SGUL Marrow |
| Dance | SKIP |
| Dermatology | Shorinji Kempo |
| Diwali Show | Sri Lankan Soc |
| Fencing | Student Minds |
| Film Society | Tamil Soc |
| GameSoc | Teddy Bear Hospital |
| Gender Equality (GenSoc) | Theatre and Dramatics Society |
| Geriatrics | Tooting Show |
| Global Health Forum / Medsin | UNICEF |
| GOGs | Volleyball |
| Hiking and Walking | Wu Shu Kwan |
| Jew Soc | Yoga |
| Ladies Basketball | General Secretary |
| Links | Technical Officer |
| Medical Management and Leadership Society | Societies Officer |
| Mens Basketball | Representation Officer |
| Mens Cricket | Chair |
| Mens Football |  |

1. **Business**
   1. **Apologies**

Fashion Show

Protest and Activism Forum

Henry Gray Society

HoMED

Krishna Consciousness

Ladies Football

LGBT Pride

Medical Management and Leadership Society

Netball

Ophthalmology Soiety

Paediatric Soc

Punjabi Soc

Revue

Sikh Society

Squash

StAr

Men’s Hockey

* 1. **Matters arising**

None

* 1. **AOB**

VP Finance & Student’s Activities – Work hours

Student Minds – Volunteer request

Music Soc – Tech charges and Overlapping events

Basketball – Paying for coaches

* 1. **Minutes of the Previous Meeting**

PASSED by Simple Majority

1. **Representation Officer Report**

*What we’ve done since last meeting*

* *Freshers (inc. CPO Evening & Multicultural Dinner)*
* *Currently working to updating the app for iOS9*
* *Fixed broken equipment in music room*
* *Reset and secured speaker system in AHR and Henry Gray (need to buy cables from SU Shop)*
* *New Rob Lowe Floor*
* *Met with the UH Medgroup to discuss Junior Doctor contracts and how the Medgroup would respond*
* *Had an open meeting regarding the proposed Junior Doctor contract changes (minutes are on the website)*
* *Rob Lowe timetable is completed (on all the doors)*
* *Completed sports affiliations + sent out confirmation emails about fixtures*
* *Created a Facebook group for SGUH captains*
* *Updated BUCS contact details + organised BUCS team sheets in order with new regulations*
* *Interfaith forum has been established, if interested email E&D Officers*
* *Most societies have now received admin access to their page, tickets can also be sold on the SGSU website, contact webmaster if interested*
* *Tablet Competition is up and running*
  + *A competition on the most innovative or useful ways to use your tablets. There will be four categories: Best Use in Lectures/ Small Groups/Practicals/Revision*
* *Minibus test was a success, another one arranged for the 7/11, deadline to apply was on Friday*

*Societies Presented at the last Exec*

* *Trauma and Orthopaedics: PASSED*
  + *Designed to develop learning and understanding of niche medical professions (in this case T&O) – through the use of consultants and lecture series’.*
* *Healthcare Partnership Nepal: PASSED*
  + *Designed to help raise awareness of the greater charity through community projects, electives (for students at Georges) and improve teamwork between the countries*
* *Simulation Society: Neither Accepted nor Rejected*
  + *On the basis that they should provide a contract stating that the SU is not liable for any damages that are occurred through societal use of the simulation suite, and they should provide further details regarding teaching.*
* *Street Doctors: PASSED* 
  + *With the condition that they should consult VP Finance about their budget and convert to a CPO as soon as possible.*

*What we’ve coming up in the next month*

* *Year rep and Webmaster elections ongoing*
* *First aid training for sports teams*
* *Ordering kits for societies who didn’t have kit last year*
* *Finance committee will be held soon and societies will be informed of the outcome*
* *Halloween bake sale organise by Charities officer on 30th October (Hunter wing Ground floor)*
* *Sorting this year handover into new filing system + updating mailing list*
* *Advertising new society contact info spreadsheet*
* *Halloween Disco on the 30th!*

Representation officers gave a verbal summary of their report

* Men’s Rugby: What is the first training?
* Representation: A member of every sports team is to be First Aid trained.
* VP F&SA: The Sports officers are making a Facebook group to ensure a member of every team goes to the First Aid training which the SU are paying for. This is to assist with the filling in of the Risk Assessment.

1. **Newsletter update – Media Officers**

Media Officers: As you can see the Newsletter has been sent out every week for the last 5 weeks. We are now looking for more society adverts and feedback/suggestions for the meme of the week. Do you have any questions for us?

* VP F&SA: What is the deadline for having things put in the newsletter?
* Media: 5pm on the Friday for the newsletter going out on the following Monday.
* Student Minds: Is the app on android?
* Media: Yes it is. On the play store you need to search for ‘St George’s University’.

1. **Year Plan**

The Year Plan was updated until December 2015.

1. **University Room bookings**
   1. **Rules**

H5.10 is not bookable anymore as it is a walk-in-use room. H5.19 is still bookable.

All bookings are to be done through me. This is to prevent block booking.

H2.5 (principle’s boardroom) cannot be booked/used by students.

If you are not using rooms please cancel bookings.

No food in the lecture theatres.

* 1. **Out of hours usage**

There will be a form being sent out soon which you will have to fill in for every time you use a room out of hours (after 6pm weekdays and weekends). This is for security reasons.

* 1. **Allocation of lecture theatres – Ciaran Mcauley**

A suggestion that one lecture theatre is reserved for educational societies as they do not know when speakers will be available several weeks in advance by which time performance societies have booked all the rooms. Does anyone have any thoughts on this?

* Mindfulness: The new room booking policy doesn’t include any weekends. How can we rectify this?
* GenSec: I will be contacting them about it. They are not stopping us from booking weekends at the moment. I am slightly concerned that if we challenge it they will notice and remove our access.
* Marrow: What happens to bookings already made? Are all new bookings through you?
* GenSec: They will remain. Yes!
* OiS: We would like to see block booking tackled. It is very annoying when rooms are booked and not used.
* GenSec: The new room booking system should reduce block booking. If plans change and you no longer need the room please let me know so we can cancel the booking. Security get very angry when rooms and booked and not used.
* TAD: When will the out of hours forms be introduced?
* GenSec: When I make it and distribute it!
* Wu Shu Kwan: Is this for all rooms including SU rooms?
* GenSec: Yes. All rooms.

1. **Junior Doctor contracts**

You will get an email about our SU position/with our stance from Steven this week.

Steven is in ongoing meetings with the MedGroup.

Kat is happy to talk to anyone who wants to discuss the contracts.

1. **Dissolution of societies**

Lots of societies are not fulfilling the requirements of the SU constitution which is to have:

* A constitution on file – I have emailed all societies who are missing one.
* A 15/16 Handover form – Societies officers will start chasing you soon.
* A 14/15 Year report
* Missing 3 councils in a row. Missing 2 council meetings in a row leads to a sanction.
* Dermatology Soc: Where do we find the handover form?
* GenSec: On the website, under committee resources.
* Cardiology Soc: What if we can’t get hold of the old committee for the handover form and year report.
* VP F&SA: The only important signature on the handover form is the incoming treasurer.
* GenSec: New contact details are crucial. New committees can write year reports it only needs to be a summary of activities and membership for our records.

1. **Year Reports**

There is now information on the website on what is expected from a year report. Please send one to Alice ASAP. Only about 15 societies have done one.

* GOGs: What if we were inactive last year?
* GenSec: Send in a report saying you were inactive for the records.

1. **Elections**

It is campaigning week this week. Voting week is next week.

Not only are year reps being elected but also the 2nd webmaster position is being filled. Therefore all students should be voting in the elections.

* Student Minds: Isn’t there already a webmaster? Do they stand to be RON’ed?
* GenSec: Yes there is one. This is electing the second as they are separate positions and no one ran the first time.

1. **Monckton usage**

If you are using the Monckton you need to contact Jenni Doman and let her know: Who you are, Why you are using the room, Promising the Trust you will treat it well e.g. no rubbish, no eating etc. This is to keep the communication open and the Trust are much happier with us this year.

* TAD: Do we have to email her every time we use it?
* GenSec: Ask her! Keep an open dialogue with her over email. She is very friendly. She just wants to be kept in the loop.

1. **Health & Safety and Societies risk assessments – Anne Harris**

Please read your code of practice and health and safety procedures for clubs/societies.

Risk assessments need to be created by all sports clubs [send to General Secretary].

All events happening off site especially need to be assessed.

Things to consider:

* How to contact registry to get next of kin details? Out of hours number?
* What do we do when the minibus breaks down?
* Top 5 disasters and what to do in an emergency?

There are specific policies about events in the bar and bake sales.

* Diwali Show: What about lecture theatre events?
* AH: If you are using an external company get them to send you their risk assessment.
* Wu Shu Kwan: Do we need a new one every week for training?
* AH: No. Do one general one at the start of the year and review it periodically.
* VP F&SA: How do societies report health and safety breaches e.g. in the Rob Lowe?
* AH: Ring ext1234 and Option 2 (university) or report to Michelle in the SU.

Please feel free to contact me on [a.harris@sgul.ac.uk](mailto:a.harris@sgul.ac.uk) ext5166.

GenSec: The risk assessment template on the website needs to be filled in by every society.

VP F&SA: Michelle works 10:30-14:30 Mon-Thurs and 10:00-15:00 Friday and knows everything about risk assessment and insurance.

1. **Society business**
   1. **Name change for Film Society**

Film Society proposes a name change to Film, Anime, and TV Soc, which will be known as ‘FAT soc’.

* VP F&SA: Have your members voted on this change?
* Film Soc: Yes they approved the change.
* VP F&SA: Are you changing the aims and objectives section of your constitution?
* Film: We need to find our constitution to check, but yes if we feel it necessary.

**Accepted: 47 Rejected: 5 Abstain: 0**

**PROPOSAL ACCEPTED**

**Action Point** – Societies officers to contact FAT soc

* 1. **Committee position change for BSI**

Baker Street Irregulars propose an addition of committee positions Secretary & Vice President.

* VP F&SA: What are the current positions?
* BSI: President, Treasurer, Education officer & Events officer.
* Chair: How were they chosen?
* BSI: They were selected this year by the committee and then they will be up for election next year.

**Accepted: 46 Rejected: 1 Abstain: 4**

**PROPOSAL ACCEPTED**

**Action Point** – Societies officers to contact BSI

1. **What do you want to see from Exec this year?**

* Student Minds: Events to be run through Cor Blimey and SGSU events to make sure everyone gets invited not just freshers groups.
* VP F&SA: We also have a feedback function on the website.
* Marrow: Can the form be anonymous? Can it be made clear on the website that you don’t need to put your name/email address down.
* VP F&SA: Yes! Also, if you want to give feedback face to face you can check the calendars for Steven and Alice online at <http://www.sgsu.org.uk/about-sgsu/elected-officers/> .

1. **AOB**

**VP Finance & Student’s Activities – Work hours**

We have had an interim finance manager which has come across a lot of outstanding work for me. Therefore I will have to be shutting the door for several hours a day and will be dealing with less student activities and more finance. The President, VP Education & Welfare, General Secretary, Societies Officers, Sports Officers & CPOs will be on hand to fill this in – but please be aware most of them are full time students and are busy. I will still be replying to emails but replies may be delayed.

**Student Minds – Volunteer request**

We have pet therapy 12-4pm on Thursday in the AHR – we would like volunteers.

Our email address is [studentminds@su.sgul.ac.uk](mailto:studentminds@su.sgul.ac.uk).

* Dance: Will there be cleaning afterwards?
* Student Minds: Yes we will make sure we clean up.

**Music Soc – Tech charges and Overlapping events**

Our events keep clashing with other performance societies.

Year Plan should show that there were 2 events on the same day.

Steven sent out the information on the tech levy recently and we think it is too much considering our events are free and bring more people to the bar.

* VP S&FA: It was meant to be £100 flat rate per society as written in the Financial Improvement Plan which was passed at Council, Exec and AGM. It was changed to a levy to make it more affordable for societies.
* Student Minds: Is it paying for tech equipment or the tech officers?
* Tech Officer: The equipment consumables. Only Tech officers are allowed to use the tech equipment.

**Basketball – Paying for coaches**

We want to pay coaches in advance rather than charge it back afterwards.

* VP F&SA: You can send us an invoice and it takes approximately a week to get it paid. This is taking a little longer at the moment as lots of people in the finance department are off sick.
* Basketball: How can we get transport out of London as no one is allowed to drive the minibus?
* VP F&SA: Sorry, we don’t pay for transport. The minibus was gifted to us many years ago.

1. **Important Dates**
   1. University Challenge auditions in the SU bar – 2nd November
   2. Voting opens for elections – 2nd November
   3. Election results in the SU bar – 6th November
2. **Date of next meeting**

Tuesday 24th November 18:00 LTA (ROOMBOOKING)