

MEETING OF SGSU EXECUTIVE

**Tuesday 20th February 2018
5.30pm – MHLT**

TO NOTE: UNFORTUANTELY WE WERE NOT ABLE TO COMPILE TO FULL MINUTES OF THE MEETING AS THE RECORDING ONLY COVERED PART 1 OUT OF 2. APOLOGIES FOR ANY INCONVIENCE CAUSED.

ATTENDEES

APOLOGIES

ABSENT FROM MEETING

QUORUM

FH: In terms of numbers we are so borderline, so basically nobody can leave. We can take a vote to lower quorum to 60. If your happy to lower quorum to 60 please raise your hands-

Accept: 35

Reject: ?

Abstain: ?

Passed by overall majority.

ACTIONS FROM PREVIOUS MEETINGS

N/A

REPORTS*

<p>President</p>	<p>Rugby?: What is going on with the mini buses? SK: both out of action for the foreseeable future, Vafie will be able to give you a better update on that but it will be awhile until we sort out with the insurance. We are aware that a lot of society are needing to use them and we will get them sorted as soon as possible. ?: so you mentioned in your manifesto that one of your goals was to insure an integrated students union, how do you feel this has gone? SK: yes, I feel like there has been some progress with that, there is as always more to be done. I think we are seeing more faces popping into the office for a chat than we have in past years. Email: following feedback from the autumn term at council, how have you led the exec to improve communication with the student body? SK: one of the things we have been trying to do as an exec is being more on top of emails. You might have seen the monthly updates from VP finance and I know Yuna has set up an email response rate. We have also tried to up our</p>	<p>PASSED</p>
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	<p>social media presence but this is something that I'm going to continue to focus on in the coming weeks.</p> <p>Email: How are the trustee board holding sabbatical officers to account, when most of the trustees have left?</p> <p>SK: I don't think that it has had much of an impact on holding us to account because we have a team of student trustees who are on point with asking us questions. We are also going out on the hunt for more external trustees.</p> <p>CL: You mentioned about speaking to students in Nicosia, can I just ask what support we provide students there?</p> <p>SK: Currently we don't know exactly what we are supposed to provide, I will look into it.</p> <p>BA: we spoke to some students from nicosea in the office, they said that most of their students didn't know that we existed but we are working on new ways to communicate with students.</p> <p>CL: what's going on with technology assisted learning?</p> <p>SK: we have placed a bid in for the 8th march and will find out in soon.</p> <p>Kola: what have you learnt in the first 6 months in office and what are your goals for the rest of the year?</p> <p>SK: I've learnt a lot about how the SU runs and has run in the past, and when to bring things up at meetings with staff. in terms of goals, hopefully to run a really successful set of elections at the end of the year as setting up a student run conference with Beth.</p> <p>Kola: In terms of elections what do you think about formal interviews for sab officers?</p> <p>SK: I don't know how it would work with the time scale of elections, but I will have a think about it.</p> <p>RA: Do you think uncontested sab officer roles would benefit from a formal interview?</p> <p>SK: there may be democratic issues as it wouldn't be the student body deciding but it is worth thinking about.</p> <p>NC: What are your plans to ensure that we have more people running for roles to give the student body choices other than one candidate and RON?</p> <p>SK: all 3 of us plan to advertise our roles during elections and educate people on what the roles entail.</p> <p>Kola: why do you have 4 late reports?</p> <p>SK: one of them is an error, the other late ones might be due to a more relaxed approach to deadlines this year.</p> <p>May: Do you think that advertising of roles should be done earlier than election season, because I don't really know what half of the roles are?</p> <p>SK: we do have plans to float the idea in early March of what exec is and what roles there are.</p> <p>AN: What are your ideas for autumn elections?</p> <p>SK: instead of having one big autumn election in October/November time, we plan to host smaller elections for the courses which start earlier on like paramedics and GEPs so that they can choose there year reps democratically rather than self-appointing which has been going on in the last few years.</p> <p>?: what is the plan for the MFQCR?</p>	
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	<p>SK: it will go to SGUL council, and the student union will write a report to represent the views of the students. They have also been doing number counts for the current room. ?: has the report started yet? SK: no not yet CoB: how relevant do you think the role of president is now that we have a COO, as VP finance now has extra time what extra tasks have you taken on this year? SK: this year we have operated more as a team, workload wise I am still quite busy. I still think the role is relevant because there needs to be an elected person to represent and be held accountable by the students.</p>	
VP F+SA	<p>VS: The missing report is an error and the late reports like Sam said- said are due to a more relaxed attitude towards deadlines this year. MAS: How do you plan to ensure you still meet the new committees of societies who don't change over at the beginning of the year. VS: I created a poll of when people are free for meetings, since then I have chased up societies who I haven't met yet to insure they have everything they need. I have also created a room booking document and updated the resource section of the website. This is something I will pass on to the next VP finance as meeting societies is very important but as you said, not all societies have AGM at the same time so we just need to actively follow up societies. BO: Good job on meeting with 62 societies already, do you think this is sustainable? VS: it's incredibly hard but this year thanks to the finance apprentice and the CEO, I have had more time, I have had the opportunity to meet them all. I think it is sustainable and something I want to continue. CL: Do you still think we need a liberation officer? VS: I think we have several other exec roles which partially cover what this officer would do, however I think we need to do more research. CL: is the junior finance apprentice a permanent thing? VS: the current one is here for 2 years and will hopefully be able to teach the new VP finance some of the finance tasks. I think it is a role which should continue as despite being a small student's union, our back office is also small so I think we should aim to in the future keep this role and potentially add others to take some pressure of the sab officers. CL: what is our financial position at the moment? VF: thanks to the introduction of Gill I think we are better off than last year. Bar takings have increased, most of our societies have stayed on budget. Overall, we are doing well and moving in the right direction. RA: What was the role of liberation officer? VS: a series of officers who represent specific groups of students for example an LGBT officer, someone on exec</p>	PASSED

	<p>who represents under represented views. It was discussed at AGM last year.</p> <p>RA: Isn't this the point of the rep officers?</p> <p>VS: yeah part of the role is overlapped with rep, E&D etc.</p> <p>Kola: What did we sell at fresher's fayre which made £5,000?</p> <p>VS: external companies who pay to put stuff in the fresher's bags, to rent stalls and to advertise things.</p> <p>Kola: How is the budget tracker going?</p> <p>VS: it has been updated every month since I started it and will be updated in march with all the society finances until this point.</p> <p>CrB: What do you see for the future of Rob Lowe?</p> <p>VS: At the beginning of the year there were two issues main issues, a student facing issue and an issue with external companies booking the space. I have been bringing up progress and issues at council so communication with students has been good. The issues with external companies has been less well communicated. We have moved all the room bookings online and have stream lined the booking for external companies. Hopefully we can continue to make profit from the rob lowe which we can reinvest into making it look a bit less grubby. I have been telling users to tell me or estates about any issues.</p> <p>CrB: what do you actually see for the future of it?</p> <p>VS: We were never going to not have it, it was just the removal of the commercial gym equipment so we basically have rooms available for societies to hire. After the removal of the gym equipment we secured a deal with tooting leisure centre.</p> <p>CB: What will you do to ensure circles gets more popular because it used to be a big source of income for the SU through the bar?</p> <p>VSL: I had nothing about circles in my manifesto and don't feel well informed to answer this question.</p> <p>SK: circles seems to be a bit quiet but maybe just since Christmas. I met with social secs at the beginning of the year with Kenton about the rules of the bar and to insure everyone is happy. I agree that we do need to fight this Georges tradition from dying.</p> <p>CrB: Why have there been issues with payments and invoices going out on time? And what happened with the coaches in fresher's week?</p> <p>VS: There have been a few occasions where payment issues have been my fault but some problems will always happen. The coaches for fresher's was a big problem, but I can confirm that they were booked and we checked on the morning. We also dealt with the issue and tried to make alternative arrangements.</p> <p>NC: How far do you feel that student engagement has improved?</p> <p>VS: I think it has improved a lot through going to see sports games, shows and operating an open-door policy I feel like I have done an excellent job in engagement.</p>	
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	<p>?: How willing is the students union to engage campaigns in boycotting campaigns for Israel?(I cant hear exactly what the Q was!)</p> <p>VS: Our SU is quite apolitical, so in terms of boycotting something this big we would need to present it to the student body.</p> <p>MAS: How are making yourself available to students, do you have a time scale to I to reply by?</p> <p>VS: We have a massive student body so there is a limit to how fast we can reply, however we are prioritising answering emails.</p> <p>AN: How have you been trying to specifically support the smaller societies?</p> <p>VS: I have made documents which explain bugeting and other things to help them, I have been working with the societies officers, and started a societies up for grabs campaign, where societies with little leadership can be offered up for take over. It has been very successful. In addition I have made an effort to work with societies who historically haven't had a good relationship with the SU to improve this</p> <p>Kola: Do you feel like your face to face contact with societies has impacted on your care for your zone officers?</p> <p>VS: no, we are all in WhatsApp groups and I am always open to questions from them and around to help them.</p> <p>Kola: do you feel like the SU should be investing in the rob Lowe considering we don't own it?</p> <p>VS: Yes because our societies use it. Just simple things like installing a first aid kit, so when I say investing I mean the little things.</p>	
VP E+W	<p>CoB: How is the workload of Ed and Welfare at the moment</p> <p>BA: I think it is too much to have welfare and education together under one role, I see so many students that sometimes I cant go to all the educational meetings. We are planning to look into the spread of the workload in the future to make it more sustainable.</p> <p>AG: How do you feel that welfare of students has been at discos?</p> <p>BA: We have had a lot of students in A and E recently, we are currently reviewing the drugs and alcohol policy and next year we plan to have a structure dealing with people at discos.</p> <p>?: have you set yourself a time limit within which to see students who need help your help? How quickly would you respond?</p> <p>BA: It depends on the urgency of the situation; each case is different and I aim to work around deadline that the student need to meet.</p> <p>?: how have you been supporting students Affected by the MFQCR issues? And are you aware of the welfare issues which have occurred as a result of the issues?</p> <p>BA: I have been attending meetings with Sam and Vafie and will be contributing to the report. I'm not aware of a lot</p>	PASSED

	<p>of the welfare issues because it's very hard to help on specific issue if I'm not told about them. I am more than happy to help and have an open door policy so please signpost students who have issue to me.</p> <p>NC: do you think you have been managing your zone effectively?</p> <p>BA: from appraisals with my team the feedback is that I have been effective.</p> <p>RA: How do you think we can increase awareness of what you do and policies within the university such as interruption of study?</p> <p>BA: Some of this is the university, I have been putting pressure on them to make polices easier to access via the portal. I have been involved in the redevelopment of the university website to make information better presented..</p> <p>BO: Why did E and E not submit a report?</p> <p>BA: they did it was an error.</p> <p>BO: What are you doing to support our Georges students on placement in the US? Do you have any plans to elect someone to represent them at elections?</p> <p>BA: I have a skype account to speak to students who can come into the office. In terms of representing them, I am working on the idea of developing wellbeing champions who would work under VP Ed and welfare to give students more people that they can go to for support. One of these could be an international student in the US.</p> <p>BO: Could you tell me about the conference you want to run?</p> <p>BA: A student led conference to show case student work and research that our students do alongside their degrees. We have been working with the dean of students, it might not happen this year but we want to lay the foundations for the next top 4.</p> <p>BO: What are your ideas for improving senate?</p> <p>BA: set up a senate Facebook page to improve communication. We have also invited more staff to come to senate so year reps can directly ask questions to relevant staff.</p> <p>BO: Why so many late reports?</p> <p>BA: I don't have an excuse but I have been really busy.</p> <p>CL: what essential training do you think all VP Ed and welfares should have?</p> <p>BA: Some type of mental health first aid/how to help someone in crisis, there is one being run in august so we are setting it up as part of induction for next year. More training with the student conduct and compliance team to have the policies and procedures explained.</p> <p>CL: Can you elaborate on the SU response to the NSS?</p> <p>BA: We did worst in assessment and feedback, organisation and management. In response to this I have set up student liaison groups to focus on these.</p> <p>?:How are you insuring that the MFCR is a safe and appropriate place for students to be?</p>	
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	<p>BA: we have been listening to your feedback, have installed number counters to ensure that the space complies with fire regulations.</p>	
<p>General Secretary</p>	<p>?: how can you ensure that you're staying on top of room bookings? YK: I have started office hours which I have tried to stick to, in order to improve my office presence. I have also set a goal time within which to reply to emails. ?: In times when you aren't available who can we speak to about room booking? YK: Top 3. NC: why have deadlines for reports not been enforced this year? YK: I have tried to do reminders a week in advance. There have been a few times where I have forgotten EO: Why are the report and attendance statistics wrong in the SGM pack? YK: I did update some of the stats on time. NC: there seems to be lots of mistakes on the agenda, do you think the minutes and agendas to date have been accurate? YK: I try my best to go through the room and see who is present, if people are late they might get missed. And apologies are only accepted before the deadline and to the correct email address. ?: what was Palestinian society not given access to online room booking system? YK: they do now have access, it was just that the login hadn't been created and I didn't realize until I was told. JD: Do you think the role of gen sec should be a sub role? YK: ideally we need someone in the Office 9-5 and as a student I cant do this. Email: How many SU campaigns have you done this year and why haven't there been more? YK: I've been overwhelmed with the workload and I didn't want to take on extra work on top of what I'm doing already. I will do more during summer elections. Email: How has the room booking system been developed? YK: the new development this year is that society can book their own rooms using logins. Its been hard because societies don't understand yet hopefully with time this will get better. EO: people who need keys for rooms out of hours have to get a key from security. But to do this they need a confirmed booking, is this something you are aware of? YK: I wasn't made aware of the issue, but now I am I will work towards trying to change it. SAH: how do you think your communication with the student body has changed between before and after the Christmas holidays? YK: yeah, I think I have improved, I've been more onto of my emails within 3 days. Email: before Christmas one of the biggest issues was room booking, why are there still problems?</p>	<p>PASSED</p>

	<p>YK: last semester one of the biggest issue was that when I came into office I hadn't block booked designated SU rooms- so uni were able to book them. This semester I have block booked rooms so this isn't an issue with uni, the only issues are now me double booking rooms by accident.</p> <p>AN: as we are now entering a bust time for you with exams, what are you going to do to ensure that you don't fall behind with gen sec duties?</p> <p>YK: Now im in a routine with gen sec, I now know what I need to do and when so hopefully it won't be such an issue as last semester.</p> <p>AN: as you are also a member of the board of trustees, do you attend meetings like the rest of top 4?</p> <p>YK: I do attend some of the meetings but not all.</p> <p>GB: How do you plan to stick to the 3 day rule for replying to emails, when our societies are still having problems contacting you?</p> <p>YK: Its hard for me to control the date order of replying to emails, as some people resend emails. This is the only way I can cope with the work load.</p> <p>CL: Have you been uploading the minutes on to the website?</p> <p>YK: I keep forgetting to put them of the website, I will make sure that this is done.</p> <p>VS: How can you make sure that societies know when your office hours are? And how will you ensure that all our societies get replies to their emails?</p> <p>YK: Its hard because I'm not a sab officer so I have to priorities your my own studies.</p> <p>VS: But office hours were discussed and agreed with you around your study commitments so why are they not being stuck to.</p> <p>YK: my view is that having strict office hours is hard because I have other commitments.</p> <p>VS: why have the two past gen secs who were in the same position as you with work managed it?</p> <p>YK: I cant compare myself to them with how much time they spent in the office.</p> <p>VS: do you think its fair to expect exec report and apologies by a deadline if the actual agenda doesn't go out until much later?</p> <p>YK: I try to send agendas and minutes out on the Monday before the meeting.</p>	
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