

Executive Committee (FVC and LEDIC) Minutes; 22nd February 2021

15:00-17:00

Item			Action																																																																																	
1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="229 701 1358 1778"> <tbody> <tr><td>Avinash Miriyam</td><td>President (CHAIR)</td><td>Ap</td></tr> <tr><td>Fatima Lakhani</td><td>Vice President: Arts, Humanities, and Social Sciences</td><td>P</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Vice President: Health, Education, Medicine, and Social Care</td><td>P</td></tr> <tr><td>Emily Long</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>AHSS Faculty Rep</td><td>P</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Olu Onasanya</td><td>HEMS Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Bennitta Benny</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Eufa Taylor</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Olubenga Oluwatominiyi</td><td>BME Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Abdullahi Idris</td><td>BME Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Shubham Singh</td><td>Disabled Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Aina Bashir</td><td>International Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Rohit Dhyani</td><td>International Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Charlotte Fraser-Williams</td><td>LGBT+ Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Kat Persaud</td><td>LGBT+ Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Calli Dale</td><td>Trans Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Izzy Woodcock</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="229 1865 1358 1995"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>Ap</td></tr> <tr><td>Rachel Wilkenson</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Ellie Robley</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </tbody> </table> <p>1.2 Terms of Reference There have been no changes to the terms of reference</p>		Avinash Miriyam	President (CHAIR)	Ap	Fatima Lakhani	Vice President: Arts, Humanities, and Social Sciences	P	Omkar Singh	Vice President: Business & Law	P	Riya Gadhavi	Vice President: Health, Education, Medicine, and Social Care	P	Emily Long	Vice President: Science and Engineering	P	Matt Hayes	AHSS Faculty Rep	P	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	A	Cristina Ionita	B&L Faculty Rep (Cambridge)	P	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	Ap	Bethany Miller	HEMS Faculty Rep (Cambridge)	Ap	Lucy Barton	HEMS Faculty Rep (Cambridge)	P	Bennitta Benny	HEMS Faculty Rep (Peterborough)	A	Eufa Taylor	S&E Faculty Rep (Chelmsford)	A	Moh Sufyaan	S&E Faculty Rep (Cambridge)	A	Olubenga Oluwatominiyi	BME Students Rep (Chelmsford)	A	Abdullahi Idris	BME Students Rep (Cambridge)	A	Shubham Singh	Disabled Students Rep (Cambridge)	A	Aina Bashir	International Students Rep (Chelmsford)	A	Rohit Dhyani	International Students Rep (Cambridge)	A	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	A	Kat Persaud	LGBT+ Students Rep (Cambridge)	P	Calli Dale	Trans Students Rep (Cambridge)	A	Izzy Woodcock	Women's Rep (Cambridge)	A	Emma Howes	Engagement Manager	Ap	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Ellie Robley	Education Enhancement and Campaigns Coordinator	P	
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1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: August Campaigns Workshop			
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing- moved to sustainability working group with IL
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing- has been postponed for the time being but moving forward with Cambridge City Council.
	Find out canteen plans for food waste	RNG	ON HOLD.
	Updates from the Mental Health Steering Group	FL	Ongoing- will circulate outcomes of strategy meeting first week of March
	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
Carried Over Actions: October Campaigns Workshop			
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Complete.
New Actions: January Campaigns Workshop			
	OS to investigate options for collecting data on the reasons students access Counselling appointments at the University	OS	Ongoing. Waiting for response from University.
	Review resources available to students for their Mental Health and Wellbeing on Canvas	Officers	Ongoing on a faculty level
	OS to ask David Walmsley about how FIKA is being utilised	OS	Complete
	IL and OS to investigate if there will be events for University Mental Health Day on 4 th March or if they should consider hosting one	IL/OS	Complete

	Let RW know if you're interested in participating in the NUS Liberation Conference	All	Ongoing	
	If you are interested in running for re-election or want to chat about the election, contact RW	All	Ongoing	
	If you did not receive your hoody yet, email your preferred address to ER so we can send them when we return to the office.	All	Ongoing	
2.	<p>2. Items for Discussion</p> <p>2.1 NUS Liberation Conference RW: NUS Liberation Conference is coming up and we still have spaces to fill so I'm looking for volunteers again. We are still looking for a volunteer to fill each of these positions:</p> <ol style="list-style-type: none"> 1. A student who identifies as a BMA woman. 2. A student who identifies as a woman. 3. A student who identifies as Trans. 4. A student who identifies as a disabled student. <p>You don't have to be a campaign rep for that population, you can be a faculty rep, or a campaign rep for a different population- you just have to self-define into one of those groups. If you're interested in volunteering for this great opportunity to network and represent students at a national level, please contact RW.</p>			
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 Lucy Barton- HEMS Chelmsford Rep LB: Focusing on yr1 Bioscience so I've met with a lecturer and we're sorting that out but everything is running smoothly other than that so no real update.</p> <p>3.2 Matt Hayes- AHSS Faculty Rep MH: We had faculty forum earlier this month, low turnout but good engagement with those who did show up. People generally feel like the uni and SU response to all COVID related changes are good. Nothing hugely contentious coming up at FPT. That's the only update I have.</p> <p>3.3 Cristina Ionita- B&L Cambridge Rep CI: Meeting with Course Reps every 2 weeks, we've had a few course specific issues come up that we've handled. We have all Course Rep roles filled now that we've had another election. We've met with the faculty about communication and timely responses. First year students are happy with how things are running. Sara and I are focused on reactive student issues and in May we'll focus on the issues we've raised in the past and ensure a higher quality of teaching. We're organising a campaign where we're praising teachers and lecturers every month.</p> <p>EL: In terms of response times, is it that students aren't responding within 5 working days, or that the 5 working days is too long for students?</p> <p>CI: A combination of issues around timeliness of materials uploaded to Canvas and when students ask for it, it takes another week and then it overlaps with the next week's course.</p>			

	<p>EL: So materials aren't uploaded 48 hours in advance?</p> <p>CI: Yes.</p> <p>EL: Ensure Omkar is included in those conversations with the faculty, if he's not already.</p> <p>3.4 Imogen Lay- HEMS Chelmsford Rep</p> <p>IL: This month has been a bit slow. I had a chat with Demi about arranging student meetings, but students are on placement now which makes things harder. I've been meeting with EL a lot about sustainability but my focus is making sure I'm in touch with Course Reps as they go on placement to make sure they know they can raise issues as they arise.</p>	CI/OS
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 Kat Persaud- LGBTQ Campaign Rep. (Cambridge)</p> <p>I've been organizing a seminar series on LGBT in academia. I've also been talking to students about how to tell staff about their preferred pronouns.</p>	
5.	<p>5 Executive Officer Reports</p> <p>5.1 President</p> <p>N/A- AM has provided a written update which can be found here. If any members have any questions, please contact AM directly.</p> <p>5.2 VP: Business and Law</p> <p>OS: Incubation Centre- The university has approved plans to move forward with the incubation centre. We have a board with 13 members and we're looking to expand into AHSS and HEMS as well. We have support from alumni and all sabb officers. The SU comms team is gearing up for the marketing aspect of this project. We have hired on 4 placement students to focus on different areas of research for this project. We are currently working on creating modules and new curriculum to promote more entrepreneurship throughout the uni.</p> <p>Prayer Spaces- Happy to report that we've seen success here in securing a larger space in Chelmsford and ensuring that prayer spaces on both campuses are clean and accessible. This is an ongoing project, and I'm continuing to push for a larger space on Cambridge's campus.</p> <p>Mental Health- I've taken over the team mental health campaign, I've already briefly updated on this during the actions and matters arising, but it is going well. We're working with the university to find a more effective way to communicate and signpost services for students and evaluating the FIKA app and its effectiveness.</p> <p>5.3 VP: Arts, Humanities and Social Sciences</p> <p>FL: Employability- I had been looking into the possibility of having paid internships within the faculty. We've identified 12 areas where we could have interns. We're still in talks about this and getting it up and running for Tri 1 21/22. I'm also working with the libraries to provide more guidance so that students can use the opportunity to showcase their work on the website and appeal to prospective employers.</p> <p>BLM- I've been thinking a lot about this. Initially my thoughts were around a more specific campaign and its evolved now and I'm looking at inclusivity in a more general term. So making our students feel included. I've been attending BME workshops, I lead these along with a BME</p>	

advocate. It is open to all students but it provides a safe space for BME students to talk. These conversations are fed back to the attainment gap working group within AHSS. I'm also hoping to be a part of an inclusive project happening within the HR department at the SU. If you have any ideas about this- please let me know.

Faculty specific- The faculty have been cooperative with the SU. I continue to be a part of the AHSS Newsletter and the AHSS Heart Community and making sure student voices are heard. I met with senior staff and I'm maintaining relationships with all the staff.

5.4 VP: Health, Education, Medicine and Social Care

RNG: I've been working on accommodation. One of my manifesto points is now delivered and January starters will have one year flexible contracts. Written a joint letter to all private accommodation to discuss what they can do for students. I'm meeting with MPs to discuss what stance private landlords should take during this time.

I'm working on a newsletter, which has been drafted and is waiting for approval.

We had a networking event but there were no students, so we made it a staff networking event.

MH: Which MP?

RNG: Cambridge MP Daniel Zeichner

MH: Be sure to try and get in touch with Vicky Ford, to make sure you're doing things for students in Chelmsford as well.

RNG: I've really only heard from Cambridge students but I will investigate this.

5.5 VP: Science and Engineering

EL: I worked to try a lot of new things in Tri 1 so I'm in a phase of review and seeing how things can be improved or if they should be scrapped. In terms of individual campaigns:

Community- I did the holiday boxes, they worked quite well but weren't as far reaching as I wanted and they felt very last minute so I'm working with Aletta to investigate what works to build community so I'm providing a list of recommendations for the university. I'm also doing research and creating Spring Packs, similar to the Holiday Boxes, which will fit in to the De-Stress idea as well as community building. They will be inclusive of a number of Spring Holidays as well as Exam time.

I've changed De-Stress, and what that means to us, so instead of just one week or a festival, I want the idea to be more embedded in everything we do, so I will be hosting De-Stress events regularly, with a particular focus on exam times.

Another thing I've been able to do recently is meet with societies to get to know the members and their missions a bit better. I would like to do the same with exec members, and set up 1:1 meetings so I can get to know you all a bit better and learn more about your campaigns.

Accessibility- AM has been leading on this campaign, particularly with getting closed captions for video/audio lectures. That has been accomplished but if you hear of any issues with that, please let us know so we can address it.

Communication- We did school level Town Halls and received both positive and negative feedback so I'm reviewing how that works and how to implement those moving forward. SU Town Hall went really well, that was an event for uni staff to learn more about what the SU does. I've just completed a proposal on how Course Leaders work with Course Reps to be implemented within FSE and then hopefully passed along to other faculties. I've also started having weekly catch ups with students, one evening a week, so I can take feedback to the university.

Reactive Campaigns- I've also worked on the Graduation 2020 issue, the university has now reversed their decision about online only ceremonies.

	Sustainability- I've done a lot of work around sustainability, we had our sustainability week earlier this month and we're working on a number of other projects around sustainability and our sustainability policy. The SU Comms team will work to publish my Monday boards on the website when we have our sustainability web page up and running. Fatima and I are also researching a possible podcast and we're figuring out who we would want to interview and how it would work.	
6.	Campaign Ideas N/A	
7.	Policy Implementation N/A	
8.	8 Budgets RW: We have received no budget requests since August. We gave you a set amount you could use on events for students, I will double check how much that is. But we have £5,000 to spend this year and I would really like to see you use it. It's been set aside for your use for students, if we don't use it then it just goes away and it's a waste. It's up to you all to decide how it is spent so I would strongly suggest you consider some ways to use it.	RW All
9.	<p>9. Any other business</p> <p>9.1 The April Group Chat We've set a date for the April Group Chat- it will be the 21st of April. For those who don't remember what that is, it's your opportunity to update students and it's in our Bye-Laws as a chance for students to hold their elected officials to account. It's basically just a place to update students and have those open conversations about what work you're doing for them. April Group Chat is also when we receive policy, so if you have any policy questions or ideas, please contact RW to book in an appointment to discuss.</p> <p>9.2 The Election 2021 RW: Applications close on Wednesday. If you would like to seek re-election and you haven't completed an application, please do that before midday on Wednesday. Voting week is March 6th-12th, I encourage you to at least vote. It's incredibly important to vote and give your input on who sits in this meeting and represents students. If you have questions, please let RW know. We are electing our Officers, Faculty Reps, and Campaign Reps.</p> <p>9.3 Date of Next Meeting The next meeting will be a campaigns workshop in March, and then another admin meeting in April. It will be towards the end of the month as usual, a doodle poll will be circulated soon to determine the exact date and time.</p> <p>9.4 Closure EL thanked members for coming.</p>	All

Item	Action	Owner	Update
Carried Over Actions: August Campaigns Workshop			

	Short proposal for a 'hygiene rating'- style sustainability audit scheme	SH, EL	Ongoing- moved to sustainability working group with IL - arranging meeting next week for the working group
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing- has been postponed for the time being but moving forward with Cambridge City Council.
	Find out canteen plans for food waste	RNG	ON HOLD. Awaiting gov announcement (22/2) to determine how/if to move forward.
	Updates from Mental Health Steering Group	FL	Ongoing- will circulate outcomes of strategy meeting first week of March.
	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
Carried Over Actions: January Campaigns Workshop			
	OS to investigate options for collecting data on the reasons students access Counselling appointments at the University	OS	Ongoing. Waiting for response from University.
	Review resources available to students for their Mental Health and Wellbeing on Canvas	Officers	Ongoing on a faculty level. EL reviewed this is FSE, monthly meeting for Reps to meet with the Deputy Dean.
	Let RW know if you're interested in participating in the NUS Liberation Conference	All	Ongoing- still looking to fill 4 spaces. <ol style="list-style-type: none"> 1. A student who identifies as a BMA woman. 2. A student who identifies as a woman. 3. A student who identifies as Trans. 4. A student who identifies as a disabled student.
	If you are interested in running for re-election or want to chat about the election, contact RW	All	Ongoing. Note: Applications close on 24/2. Voting week will take place March 6 th -12 th .
	If you did not receive your hoody yet, email your preferred address to ER so we can send them when we return to the office.	All	Ongoing.
New Actions: February Administrative Exec			
	Contact OS about issues surrounding timeliness of materials posted to canvas.	CI	
	Confirm money available to individual members of exec and report back via TEAMS channel	RW	
	Consider ways to spend budget to improve student experience	All	
	Contact RW with any ideas for policy for April Group Chat	All	