



Executive Committee Meeting Minutes
20/06/18 12:00 – 14:00

Item No		Action
1	<p>Attendance</p> <p>1.1</p> <p>Members Present</p> <p>Ben Morris FMS Faculty Rep (Chelmsford)</p> <p>Blessing Raimi Black & Minority Ethnic Students' Rep (Cambridge)</p> <p>Bobby Hughes FST Faculty Rep (Chelmsford)</p> <p>Jamie Smith President</p> <p>Joanna Korhonen Vice President (Arts, Law & Social Sciences)</p> <p>Kirran Khan Vice President (Business)</p> <p>Kyia Thompson Women's Rep (Cambridge)</p> <p>Laura Douds Vice President (Science & Technology)</p> <p>Stewart Watson FST Faculty Rep (Cambridge)</p> <p>In Attendance</p> <p>Amanda Campbell-White Vice President Elect (Arts, Law & Social Sciences)</p> <p>Emma Howes Engagement Manager</p> <p>Fraser Luther-Yarwood Vice President Elect (Health, Social Care, Education & Medical Science)</p> <p>Mary Copsey Vice President Elect (Business)</p> <p>Matt Hayes Vice President Elect (Science & Technology)</p> <p>Megan Bennett ARU London Manager & Democracy Coordinator</p> <p>Rose Guy Campaigns & Education Enhancement Coordinator</p> <p>1.2 Apologies</p>	

	<p>Eliza Torres Vice President (Health, Social Care, Education & Medical Science)</p> <p>Leigh Rooney FHSCE Faculty Rep (Chelmsford)</p> <p>Luca Giradi LGBT+ Students' Rep (Cambridge)</p> <p>Michael Graham LAIBS Faculty Rep (Cambridge)</p> <p>Michael Turner Trans* Students Rep (Cambridge)</p> <p>1.3 Absent</p> <p>Anita Miezah Women's Rep (Chelmsford)</p> <p>Antonia Vetter International Rep (Cambridge)</p> <p>Aysha Goodwin LAIBS Faculty Rep (Chelmsford)</p> <p>Bobby Hughes FST Faculty Rep (Chelmsford)</p> <p>Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge)</p> <p>Christiane Kouassi Black and Minority Ethnic Students' Rep (Chelmsford)</p> <p>Eliza Torres VP (Health, Social Care, Education & Medical Sciences)</p> <p>Grant Rose Disabled Students' Rep (Cambridge)</p> <p>Gill Jacob Disabled Students' Rep (Chelmsford)</p> <p>Imogen Davnall LGBT+ Students' Rep (Chelmsford)</p> <p>Joel Tyson ALSS Faculty Rep (Chelmsford)</p> <p>Kathryn Dunnill FMS Faculty Rep (Cambridge)</p> <p>Maggie Raleva ALSS Faculty Rep (Cambridge)</p> <p>Michael Turner Trans* Students' Rep (Cambridge)</p> <p>Roman Ivanov International Rep (Chelmsford)</p> <p>1.4 Declaration of Interest</p> <p>None</p>	
2	<p>2.1 Acceptance of Previous Minutes</p> <p>Change to the previous minutes: Laura Douds is listed as FST Faculty Rep – This needs to change to Vice President (Science & Technology) Michael Turner is listed as both present and absent – He was present The minutes from the previous Executive Committee were otherwise accepted as an accurate record of the meeting.</p> <p>2.2 Matters Arising</p> <p>Actions:</p>	

ITEM	ACTION	OWNER	UPDATE
Carried over from previous meetings:			
7.14	Money, Money, Money – RW to chase email reading UK island submissions.	RW	ongoing
	Support for Carers - KK to re-arrange meeting with Clarissa Devey-Smith about Young Street	KK	CDS unable to attend – KK has added to hand over for next exec team
5.2	Against Cuts to NHS – ET waiting for response from Communications team	ET	No update
5.8	Teaching Excellence Framework – KK and LD met to discuss TEF policy and how to interpret the policy into actions. Action JS to circulate in May	JS	complete
5.8	What The Faculty – SW to meet with Emma Howes	SW	Feedback incorporated into web updates and Rep training
5.8	BME Forum – rearrange meeting with Blessing	JS	To be completed in next academic year
5.8	Teaching Excellence Framework – JM/JS to organise a meeting with UCU and UNISON Reps to discuss how we can work together.	JS/JM	ARU Staff Union Reps are inaccessible due to restructure. This has been postponed.
4.3	CAM FM - LD to survey students outside Costa in Helmore of what type of programme would they listen to	LD	Not completed. LD to meet with Dan Fow to progress this action
4.5	Diversity Projects – Pride event to be discussed with Rhys Lewis	LD	Not complete: pride event clashes with handover. Resources & timing to be considered for next year
4.8	Movember Ambassador info to be sent to LG	SW	Complete
8.16	Grad ball – JS to meet with Dave Sexton to discuss	JS	Restructure has impacted staffing and this has been put on hold
Actions from the previous meeting (25 th May 2018)			
3.1	MES - RG to clarify routes for sensitive / anonymous feedback to be addressed.	RG	Complete: 'Tell Us' is the current appropriate method. SU advice service is also a suitable route.

			Alternative options are being considered for Post Grad students.
3.1	JS to send email to the all exec to asking information regarding language used in the reports	JS	Complete (LD)
3.1	JS to raise the MES distribution at Senate.	JS	Raised directly with Paul Baxter: They will consider how to manage MES feedback within the restructure
4.1.1	Faculty restructure - SW to gather feedback from AMT & CG students on faculty changes	SW	Lots of feedback received and still being reviewed. SW to hand on to LD and Toby Pallatt for ongoing delivery.
4.1.1	JS to seek written confirmation of savings going into Student facing Services from Aletta Norval	JS	Complete. JS will circulate.
4.1.1	LD to gather feedback from the departments moving to faculties.	LD	Complete
4.1.1	LD to create a briefing document to bring to June exec to inform execs decision on next steps for the union.	LD	Not complete. LD to circulate briefing document.
4.1.3	Voting rights - EH & MB to explore bylaws and voting rights	EH/MB	Existing Articles and Bye-Laws allow Votes Of Censure based on attendance. These impact speaking rights, but not voting rights and are unclear in practice. New A & BLs will not include this and training for new Exec will be provided.
7.1	Budgets - JS to circulate the budgets document to exec	JS	Complete
7.1	Bathrooms - MT to send email to JS regarding campaign	MT	Complete
7.1	LD to send out email to members of Executive Committee to accept the budget.	LD	Complete
<p>2.3 Terms of Reference There has been no update to the Terms of Reference</p>			

3	<p>Permanent items</p> <p>3.1 Executive Officer Reports</p> <p>3.1.1– Jamie Smith</p> <p>Faculty Restructure - Working to ensure that ARU keep students informed has been a challenge and is ongoing.</p> <p>CEO Appraisal has been completed</p> <p>Delivering handover to the incoming President (LD) has been enjoyable as a chance to reflect. The ‘Lets be Honest’ report is being considered within the ARU Education strategy: JS has been reviewing and informing the new policy, working with David Walmsley to clarify the roles of SU and Uni and their commitments. This will be signed off in November.</p> <p>The new Articles and Bye-Laws have been presented to Senate and were supported.</p> <p>A module retake project plan has been developed to support next year’s team.</p> <p>The VC Iain Martin emailed to praise the Officers and SU team on a very successful Made A Difference awards evening.</p>	
	<p>3.1.2 – Johanna Korhonen</p> <p>Recipes trials have been completed</p> <p>Communication project: JK has continued to work with Fiona Caslake to complete content design regarding the SU aspect of the ARU website.</p> <p>BM raised concerns that the SU page in student handbooks, seen through Course (Re) Approval Processes, should also be updated with accurate SU content. Action LD to raise at QESC.</p> <p>Printing: Conrad Sackey is supporting JK to identify courses with physical hand in. JK will include this information in her handover</p> <p>International student outreach: no update. Action: JK to hand over project information to Mary Copsey (incoming officer)</p> <p>Renting Guide has been completed with support from a designer and JK is very pleased with the outcome.</p>	LD JK
	<p>3.1.3 – Kirran Khan</p> <p>The Personal Tutoring project survey received 180+ responses. These along with focus group feedback and MAD data has been incorporated into the ARU working group report – approved at Senate. Minor changes to student facing documents will be made with SU support. Thanks to EH and RG for support.</p> <p>Part Time Jobs Fair has been included in KK Officer handover. Action: Proposal to Abi Dickenson regarding ongoing activities, will be put forward</p> <p>Bike Safety: Action KK: Information to be passed to Tom Manville for support of the project going forward.</p> <p>Handover document complete and printed for ongoing reflective use for incoming officer.</p>	KK KK
	<p>3.1.4 – Eliza Torres</p> <p>Documents taken as read. No Questions or further updates</p>	

	<p>3.1.5 – Laura Douds Love Societies survey report completed and attached. Working with Abi Dickenson and Dan Fow to include supportive comments in Society promotional activity LGBT rainbow event will be running on Friday during Fresher’s Week in Cambridge. Receiving and developing handover has been a priority.</p>	
4	<p>4.1: FVC and LEDIC updates:</p> <p>4.1.1 - Ben Morris: Has been working to get paramedics and nurses access to the learning support fund, to support their studies (for example to support transport costs.) He is speaking with Bethan Dudas to find supporting NUS policies and information.</p> <p>4.1.2 - Kyia Thompson: ARU has purchased software called ‘bringing in the bystander’ to support members of the public stepping in to safely and legally address sexual assault scenarios. KT is receiving training to deliver sessions on safe and effective intervention. Plans to roll out to students are not yet in place but are being considered in society training events or through personal tutor communities. This was well received by Exec. Matt Hayes added that Good Lad training (in a similar vein) was very successful.</p>	
5	<p>5 Budgets</p> <p>5.1 Budgets have not changed since the last Exec and so no update is provided.</p> <p>5.2 Budget request JS: There is now £1000 in the budget which will not be rolled over into next year. A suggestion was made to invest this into a ‘Liberation Library’ to support incoming Campaign Reps and Faculty Reps with campaigning activities and specific Liberation group literature. The request is for £600. Voting members (not incoming officers) should vote online due to lack of quoracy. Amanda Campbell-White requested information about why the resource would be physical and not online? JS felt that online information on liberation and access to resources are potentially overwhelming. Amanda Campbell-White suggested an online hub to focus reading and save paper. LD suggested a physical resource as well as e-book purchases. KK raised concern with accessibility with physical resources. JS suggested that any books are supported / suggested by Reps and preferably second hand. JS suggested that the online vote could include the rest of the Exec and continue the discussion, but that the vote should be based on the premise of providing this resource with consideration to E-books and resourcing. Exec were generally in support of having both physical and e-books and the budget request should be considered in this spirit.</p>	

<p>Policies</p> <p>5.1 Against Cuts to Education: JS: ARU staff Union Reps are tied up with restructure but this will be ongoing. Vicky Ford MP also supports this policy and wants to work with SU on this project.</p> <p>5.2 Against NHS cuts: ET: No update LD noted an NUS resource for supporting this campaign. Action LD to circulate link. BM will be working with RG for the next 12 months to make some progress in this project.</p> <p>5.3 Gender Neutral Toilets: LD noted that the new Medical School building has GNTs on every floor. This is part of the agreement from the ARU to include GNTs in all new buildings.</p> <p>5.4 Increased Equality for Vegan Students: JK: Much has been achieved and ongoing actions will be contained in hand over documents</p> <p>5.5 Keep Wednesday Afternoons Free: ARU have told us that it is not currently possible in Cambridge due to space constraints and this will remain for the first half of next year. JS noted that the incoming team will need to continue to lobby and encourage Iain Martin to re-sign the pledge. Chelmsford will keep this policy active in timetabling</p> <p>5.6 Save Our Space: JS: Awaiting written confirmation that ARU will cover costs for dance studio (although this is currently in practice). Student feedback is being seriously considered, for example the green space in Cambridge and JS is chasing to reduce sprinkler usage to support student use of the space. LD updated on student space and gardens which have been successfully included in the new medical school design.</p> <p>5.7 Teaching Excellence Framework: JS: SU stance still opposes TEF and student experience should be the priority, which may coincide with some TEF metrics. Aletta Norval agreed this. Subject Level TEF is rolling out and the SU are also opposed to this. JS recommended that incoming officers read around this. JS has successfully included internal teaching excellence on the operational plan of the ARU Education Strategy.</p> <p>5.8 Up Your Grants: LD: Budget increases have been approved through SU budgeting / bids. JS would like to be kept informed of policy review progress in November.</p> <p>5.11 Wheels in Motion: KK no update, information will be included in hand over. Matt Hayes requested that the policy is applied to Chelmsford as well as Cambridge. The policy does not state Chelmsford, but policy can be enacted across both campuses.</p> <p>5.12 Equal Access: LD: It is currently refugee week and articles are being prepared for our website, including surveys. A big push is required. Action: LD to publish articles and links to a survey on website by the end of the week. JS reminded Exec that fore-planning for next year will be helpful to keep this manageable due the timing of the event. Matt Hayes requested clarity on the scope of the survey: LD clarified it is a local Cambridge specific survey.</p> <p>5.13 Living Wage: LD We pay student staff the living wage and will continue to do so. Living Wage week needs to be investigated.</p> <p>5.14 Reduced Printing Policy: JK: Would like internal SU comms team to support the monitoring of internal printing. Ongoing materials will be provided in handover. Action: JK to circulate policy to SU staff in particular Office Coordinators to support this policy</p>	<p>LD</p> <p>LD</p> <p>JK</p>
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	<p>5.15 Liberate the Curriculum: LD: Currently well supported by ARU staff and now hopes to develop this into action. Will work with RG to develop ideas and networks.</p> <p>5.16 Meaningful Mental Health campaigns: LD: Mental health strategy is being developed with David Walmsley. Standing against the marketization of education is being partially fulfilled through our stance against TEF.</p> <p>5.17 Democracy Review a Year on: LD: No officer or team has been allocated to the policy and the current university restructure has impacted on the enactment of this policy. JS: The restructure and the Faculty Rep roles can be reviewed once 'the dust has settled'. KK would like to see an update on the policy provided to students, although JS noted this is not standard practice for policies. KK: Action write this with support from LD and RG.</p> <p>JS raised a concern that the Officer roles have not been reviewed a year on from their inception and the current officer team have not had the opportunity to give feedback to support the development of the roles and their relation to the faculties. Action JS to speak to Bethan Dudas to discuss.</p>	<p>KK</p> <p>JS</p>
6	<p>Ideas* (Starred items are not discussed unless a specific request is made to do so)</p> <p>6.1 SU Permanent Bar in Cambridge</p> <p>6.2 Books Plus Card Used for Printing</p> <p>6.3 Summer Graduation</p> <p>6.4 Stop Charging for Hot Water</p> <p>6.5 Therapy Dogs</p> <p>6.6 Accessible Microwave</p> <p>6.7 Free Graduation Guest Fee</p> <p>6.8 Halal Food and Prayer Room</p> <p>6.9 Free parking</p> <p>6.10 Jacket potatoes</p> <p>6.11 Cheerleading</p> <p>6.12 Food in Library</p> <p>6.13 Lab coats</p> <p>6.14 Money, money, money</p> <p>6.15 Graduation Hand Shake Should Come With Academic Certificate</p> <p>6.16 Grad Ball</p> <p>6.17 Students Guide of Renting Private Accommodation</p> <p>6.18 Reduce Healthy Food Prices</p> <p>6.19 New Accessible Toilet Signs</p> <p>6.20 Open All Hours</p>	

9	<p>Any Other Business</p> <p>9.1 MB requested that FVC and LEDIC part time Reps complete the annual survey. Clarity was given around the use of constructive criticism and the use of the survey (which is not anonymous).</p> <p>9.2 SW praised the committee and thanked them for their support in making this year a success.</p> <p>9.3 JS echoed this praise and asked the incoming Exec to focus on speaking to students and to get support from staff to achieve their campaigns.</p> <p>9.4 JS closed Exec for 2017/18 with thanks.</p>	
10	<p>Date and Time of Next Meeting:</p> <p>To Be Confirmed</p>	