

Executive Committee (FVC and LEDIC) Minutes; 23rd July 2019, 10am – 12pm

Item				Action
1	1.1 Attendance			
	P = Present, Ap = Apologies, A = Absent			
	1.1.1 Members			
	Matt Hayes (Chair)	President	P	
	Kerdisha Ali-Arab	Women’s Rep (Cambridge)	A	
	Angela Atuahene	Women’s Rep (Chelmsford)	A	
	Amanda Campbell-White	Vice President: Arts, Humanities and Social Sciences	P (arrived 11:00)	
	Mary Copsey	Vice President: Business and Law	P	
	Gold Dominic	International Students’ Rep (Chelmsford)	P	
	Keeva Doyle	Trans Students’ Rep (Cambridge)	A	
	Siobhan Fouche	Vice President: Science and Engineering	P	
	Damien Francis	B&L Faculty Rep (Chelmsford)	P	
	Luca Girardi	LGBT+ Students’ Rep (Cambridge)	Ap	
	Ganesh Gupta	BME Students’ Rep (Cambridge)	P	
	Jose Hermosilla	S&E Faculty Rep (Chelmsford)	A	
	Ashleigh Jackson	HEMS Faculty Rep (Chelmsford)	P (arrived 10:25)	
	Marta Kalista	HEMS Faculty Rep (Peterborough)	P (arrived 10:20)	
	Anna Kiss	International Students’ Rep (Cambridge)	A	
	Tiegan Lawson	HEMS Faculty Rep (Cambridge)	P	
	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	
	Emily Long	S&E Faculty Rep (Cambridge)	P	
	Fraser Luther-Yarwood	Vice President: Health, Education, Medicine, and Social Care	P	
	Alessia Mevoli	B&L Faculty Rep (Cambridge)	Ap	
	Sarah Strachan	AHSS Faculty Rep (Cambridge)	P	
	1.1.2 Observers			
	Emma Howes (taking minutes)	Engagement Manager	P	
	Megan Bennet	Democracy Coordinator & ARUL London SU Manager	P	
	Hannah Belcher	Campaigns and Academic Enhancement Coordinator	P	

1.2 Minutes of the last meeting

The minutes were accepted as an accurate reflection of the meeting.

1.3 Actions arising

ITEM	ACTION	OWNER	UPDATE
Carried over actions:			
4.1	'Committee-ments': LD to compile a list of meetings and possible places for reps to attend.	LD / MH	To be discussed at this meeting
New actions:			
6.1	BM to share MP correspondence relating to Paramedic Support Campaign with MH and ACW	BM	FLY will continue this action.
6.2	MH to forward response from Paul Baxter regarding UGMP deadlines 2020	MH	Complete
6.2	ACW to investigate lack of tutor support for dissertation students in BA Film and Media	ACW	Ongoing.
7.2	MH to raise concerns about placement student access to counselling services at the Wellbeing Steering Group	MH	Ongoing.
7.4	MH to share detailed proposal for Drugs Harm Reduction Project for discussion with HB.	MH	Complete.
7.5	MH to explore examples of good practice at other SUs relating to the Equal Access to Education Policy.	MH	Initial contacts made. Ongoing
7.8	MH to raise 'inclusivity training' as a suggestion for sports team welfare officers	MH	Ongoing.
7.8	MT to share resources for sports coaches relating to inclusivity when completed.	MT	TL to request information from MT
8.1	BM to confirm availability of free menstrual products through HEMS in Chelmsford	BM	FLY to check availability in Chelmsford.
8.1	All Executive Committee Members to vote on Budget requests and Changes to Bye-Laws within 48 hours.	EXEC	Complete
9.	FLY & BM to raise concerns about presentation marking processes in HEMS FPT meeting.	FLY / BM	Ongoing.

1.4 Terms of Reference

MB noted Terms of Reference

2.	<p>2.1 Crisp Pack Recycling AJ: Crisp packets can be recycled in a unique way – collection boxes are £124 so this may be worth investigating SF: Free options are available and would be worth piloting. Chocolate / silver lined wrappers are difficult to recycle in a standard way and we should try to make recycling accessible. MH: The university are about to start trialling this. SF: Students do not yet know about this and we should promote. DF: Fresher's would be a good opportunity for this. MH: I will investigate promotion and roll out of this project.</p> <p>2.2 Sustainability Training / Media Law Training EH Introduced opportunities for training on Sustainability and Media Law and registered expressions of interest: Sustainability (date TBC): IL, GD, FLY, MH, SF, DF, SS, MC, GG, EL, TL, MK Media Law (6th September Cambridge): EL, SS, TL, MK Further details to be circulated.</p> <p>2.3 Committee-ments EH: Existing committees are almost full: there is a space for 1 PT Rep on the Academic Standards and Quality Committee. No interest.</p> <p>2.4 NUS support for Campaign Reps MH: Would any campaign reps like to be connected with their relevant NUS officer / contact? Interest from GD & GG</p>	<p>MH</p> <p>EH</p> <p>MH</p>
3.	<p>3.1 Executive Officer Reports 3.1.1 President MH: Currently working on Drug Harm reduction Campaign to launch in the Autumn and keeping the university informed on intentions. Looking into Refugee scholarship schemes at other universities. Planning for Fresher's period.</p> <p>3.1.2 VP: Business and Law MC: Attending officer training and induction; including residential. Attended Augar Review 'In Focus' in Parliament, looking at post 18 Education on a national level. Starting to form a year plan and campaigns including accessibility on campus, mental health services and the University Certificate in Personal Development. The UCPD is a trial / pilot module to accredit extra-curricular activities. This is going through approval at the moment.</p> <p>3.1.3 VP: Health, Education, Medicine and Social Care FLY: Reviewing and analysing data for the rent campaign. Meeting with Aletta Norval to look at counselling and wellbeing service provision Contacted by NUS regarding sustainability webinars. Engaging with other unis to support collaboration between unis and SUs and supporting the NUS sustainability summit. Paramedic support package campaign: networking with other unis. Contacted College of Paramedics to request funding of £40,000 to be considered by judicial review.</p>	

	<p>Working on Peterborough integration with Cambridge campus.</p> <p>Working with Library services regarding the free e-book project and considering promotion options with regard to potentially controversial John Smiths involvement (Previous complaints regarding sales techniques).</p> <p>DF: Library Services are not well published or well used. I hope to do a consultation on Lecture recording as well and make this an accessible provision across campuses.</p> <p>MC: I will meet up with DF to discuss further: I Recently met with Gary Packham (Dean). The faculty have approved that lecture capture will be embedded by 2020/21. I will seek further details but this is confirmed.</p> <p>SF: This only applies to Business and Law and needs to be across all faculties. It is vital in Science and Engineering and has been removed, where this was a useful tool.</p> <p>MH: SF should meet with MC to discuss rolling this out in other faculties.</p> <p>3.1.4 VP: Science and Engineering</p> <p>SF: Still in training and have no work to carry over from last year. Starting to plan for the year.</p> <p>Key manifesto points were on mental health; reducing waiting lists and addressing any gaps in the system including personal tutors.</p> <p>Working with ACW to offer sanitary product in all bathrooms on campus. Trans students need this to be accessible and inclusive in all toilets, not just gender neutral or female spaces.</p> <p>Helping to get volunteers more involved across the SU.</p> <p>3.1.5 VP: Arts, Humanities and Social Sciences</p> <p>Working on the 'Bloody Mess' campaign to provide free sanitary products (budget request below).</p> <p>Free products have arrived and are awaiting distribution. Working with MH to create a pledge page to impact on period poverty. Taking a paper to the next relevant steering group to identify the lack of sustainability in SU providing free products.</p> <p>Will be continuing the Best Night Out campaigns looking at safety and sexual health for students.</p> <p>Working with the commercial team to brand and focus the events.</p> <p>SS: I would like to see a debate around the intellectual / scientific impact of period poverty</p>	<p>MC</p> <p>SF</p>
4.	<p>4.1 Campaign and Faculty Rep Updates</p> <p>MH: there is nothing to report at this point, but in future this will be an opportunity for Campaign and Faculty Reps to report on any work. Can Reps give a one sentence summary of their ideas:</p> <p>4.1.1.</p> <p>TL: We have successfully got a kettle, microwave and cleaning wipes in Cambridge Young Street Campus</p> <p>I am pushing for a Medical Ball for 3rd year / graduating students.</p> <p>MH: I would recommend talking to the new medical societies in Cambridge.</p> <p>TL: I am interested in looking at student finance and accessibility for students without a family set up (a Mum and Dad). Proving this is very difficult.</p> <p>4.1.2</p> <p>GG: Talking to staff about assessment for grants to replace the Booksplus scheme.</p> <p>MH Summarised Booksplus discussions from 2018/19 and Executive Committee involvement in access agreement decision; all students will receive an e-book per module and a parental / personal income band based payment.</p>	

	<p>GG: Assessments need to consider disability and how students are able to engage in university. MH: Recommend to talk to disabled students Reps on this idea. GG: Also talking to John Burgess and Jamie Carson about mentoring for BMW students and how this might work through the BME advocates scheme. AJ: I'd like to work with you on this as a previous BME advocate.</p> <p>4.1.3</p> <p>SS: Interested in finding out what has been delivered last year. Also wanting to consider how students engage with their course reps and faculty reps. TL: talk to Rep Coordinators to help you arrange this.</p> <p>4.1.4</p> <p>AJ: Working on interdisciplinary learning for HEMS students. Hoping to improve communication between students, staff and placement areas.</p> <p>4.1.5</p> <p>DF: Eager to get started and collaborate.</p> <p>4.1.6</p> <p>IL: My manifesto noted previous Faculty Rep projects and I will continue this work. I want to work on canvas and online learning and that these resources can be better used. There is a disability gap in HEMS I hope to address for hidden disabilities.</p> <p>4.1.7</p> <p>GD: I want international students to feel part of the family and help to overcome any culture shock. We need to address lack of understanding about deadlines, plagiarism etc which are different in other countries. I will need the help of the Executive Committee to do this.</p> <p>4.1.8</p> <p>EL: I'd like to address the culture shock of arriving at university and work with SF on societies in S&E. I would like to address gaps in representation and lack of knowledge of the Course Rep system.</p> <p>4.1.9</p> <p>MK: I would like to get a microwave in Peterborough as the canteen / hot food option is limited. The SU is not visible in Peterborough and I want to raise this. Organisation of placement is also a problem.</p>	
5.	<p>5.1 Big Ideas</p> <p>MH: Please direct any students with interesting ideas to the ideas page and encourage them to get people to vote their ideas up – this will mandate us to work on them.</p> <p>5.2 Budgets</p> <p>5.2.1 Campaign and Faculty Reps</p> <p>MH: There is £5000 for campaigns activity this year and £1000 for conferences. Last year each Campaign Rep was granted £50 to work on projects without submitting an additional budget request. This is a request to repeat that and include Faculty Reps at a total cost of £1100. SS: what details are there on how this was spent last year? HB: only for larger requests, not the £50 allocations specifically.</p>	

MH: This should allow a quicker / reactive response for eg: faculty forum refreshments.

5.2.2 Random Acts of Kindness

MH: A £200 request for Officers to buy 'conversation starter' freebies. This might be for eg: national tea and coffee day and will avoid individual requests for small items with a potential month delay.

DF: Will this will be itemised for Executive Committee to review?

HB: This always has to be checked and approved through the finance processes.

5.2.3 Best Night Out

ACW: A request for items for the Best Night Out project including condoms, give away bags, food for events (discussed with Tom Manville via 92), stickers to promote the campaign, activities and events for a 'sexual violence awareness week' in semester 2. The total is £380

MC: will this be enough to cover food etc on both campuses and allow for bulk orders?

ACW: This would be a small amount of food.

MH: Should we increase the request?

SS: Can we get condoms for free anywhere?

ACW: I couldn't find anywhere who will do this, but the options I have found are cheap.

SS: I will look to see if I can find this through contacts I have.

GD: Why do we want to put sanitary products in all toilets for free?

SF: To help stop period poverty and support trans students who struggle to access the provisions they need and cannot avoid using.

IL: Where will condoms and sanitary products etc be?

ACW: In giveaway packs, toilets, SU desks and Advice Offices.

IL: Is this too confrontational / public? Could we have them somewhere more private?

SF: This could be considered further to support students who may find this difficult.

ACW: If I double the food budget this would total to £440. This year's events will be better integrated with the commercial team to help use the budget. I will increase the food budget request from £60 to £180. This gives a total of £500.

5.2.4 'A Bloody Mess'

ACW: A request for stickers, which have been effective in the past. I will be asking for pledges and giving away stickers and possibly applying stickers onto sanitary products.

SS: I think that would help to associate the products with the campaigns.

ACW: I also want to hold a 'bloody brunch' including other charities to raise awareness for Period Poverty eg: Red velvet cake / smoothies etc.

MH: Is £20 a big enough food request?

SF: Could we bring in our own made food and would be cheaper and eg: gluten free?

ACW: I wouldn't have time and I would be concerned about cross contamination. Bought food is clear and labelled.

MC: The amount won't be enough per campus. In the past I have used more than this for similar events.

ACW: can we increase the request to £170.

5.2.5 Voting:

Campaign and Faculty Reps budget £1100

In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS

SS

	<p>Against: None Abstained: None</p> <p>Random Acts of Kindness budget £200 In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS Against: None Abstained: None</p> <p>Best Night Out budget £500 In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS Against: None Abstained: None</p> <p>A Bloody Mess budget £170 In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS Against: None Abstained: None</p>	
6.	<p>6.1 AOB:</p> <p>6.1.1 GD: Is there a hardship fund accessible to international students? MC: There is minimal government funding but we can catch up to discuss outside this meeting.</p> <p>6.1.2 MB: The next Executive Committee will need to elect a deputy president. This role only comes into effect in the absence of the President. Officers if you are interested please prepare something for the next meeting and we will conduct a secret ballot.</p> <p>6.1.3 SF: Will we be having a rotating chair for this meeting? MH: Yes and we will discuss at the next Executive Committee.</p> <p>6.1.4 SS: The university is going through savings initiatives. This is impacting staffing, associate lecturers, pay etc and this will impact on student experience. Does the SU get involved and are students aware? MH: Can we add this to the agenda for next month. ACW: We have a meeting with senior university managers soon and this will help inform us.</p> <p>6.1.5 TL: Unions within heath are changing their rules, if anyone is asked about this please speak to me as I can help with information sharing. MC: Are all relevant students aware? TL: faculty have shared a lot of information and put in student to student learning. It has been well communicated.</p> <p>6.1.6</p>	<p>MC</p> <p>MH</p>

	MH: Please note that financial year end is happening so please be aware that budgets cannot be spent until 1 st August (next week).	
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