



Executive Committee Meeting Minutes  
18/04/18 17:00-19:00

Item No		Action
1	<p><b>Attendance</b></p> <p><b>1.1 Present</b></p> <p>Jamie Smith                      President            Eliza Torres                      VP (Health, Social Care, Education and Medical Science)            Kirran Khan (3:20pm)              VP (Business)            Johanna Korhonen (3:45pm)      VP (Arts, Law &amp; Social Sciences)            Laura Douds (3:45pm)              VP (Science &amp; Technology)            Kyia Thompson                      Women's Rep (Cambridge)            Luca Girardi (left 4:15pm)        LGBT+ Students' Rep (Cambridge)            Michael Turner                      Trans Rep (Cambridge)            Stewart Watson                      FST Faculty Rep (Cambridge)</p> <p><i>In Attendance</i></p> <p>Bethan Dudas (4pm)                  Advocacy &amp; Engagement Director            Emma Howes                          Engagement Manager            Megan Bennett                      ARU London &amp; Democracy Coordinator            Rose Williamson                      Campaigns and Education Enhancement Coordinator</p> <p><b>1.2 Apologies</b></p> <p>Blessing Raimi                      Black and Minority Ethnic Students' Rep (Cambridge)            Ben Morris                              FMS Faculty Rep (Chelmsford)</p> <p><b>1.3 Absent</b></p> <p>Anita Miezah                          Women's Rep (Chelmsford)            Antonia Vetter                      International Rep (Cambridge)            Aysha Goodwin                      LAIBS Faculty Rep (Chelmsford)            Bobby Hughes                      FST Faculty Rep (Chelmsford)            Christiane Kouassi                  Black and Minority Ethnic Students' Rep (Chelmsford)</p>	

	<p>Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge)</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>Leigh Rooney FHSCE Faculty Rep (Chelmsford)</p> <p>Maggie Raleva ALSS Faculty Rep (Cambridge)</p> <p>Michael Graham LAIBS Faculty Rep (Cambridge)</p> <p>Michael Turner Trans* Students' Rep (Cambridge)</p> <p>Roman Ivanov International Rep (Chelmsford)</p> <p><b>1.4 Declaration of Interest</b></p> <p>None</p>	
2	<p><b>2.1 Acceptance of Previous Minutes</b></p> <p>The minutes were accepted as a true record of the meeting.</p> <p><b>2.2 Terms of Reference</b></p> <p>It was noted that the terms of reference remained the same. (MB stated that Terms of Reference will only be included for future reference if changes are made)</p>	
3.	<p><b>3.0 Exec Campaign Updates</b></p> <p><b>3.1 Student Finance</b></p> <p>LG is working with Georgia Hingston to launch a petition on social media to ARU students. LG has arranged a meeting with Daniel Zeichner (Cambridge MP) in June. (LG emphasised his desire to lead on this campaign and meeting). He will consider options of activity before June to gather extra information for the meeting.</p> <p>LG requested evidence of issues from students (currently around 30 students have submitted information). SW gave additional input regarding costs of university accommodation.</p> <p>KT queried discrepancies between student's finances – LG explained assessment is based on family income. His campaign is aimed at addressing government policy and Cambridge costs of living. Comparisons were made to Cambridge University bursaries and costs.</p> <p>JS gave some personal insight on family income assessment issues.</p> <p>JS expressed dissatisfaction with Government post 18 funding review and directed LG to consider this. LG campaign aims to get either a rent cap, loans increased or weighted loans to be extended outside of London.</p> <p>JS highlighted changes proposed to booksplus and how this might be relevant. An additional workshop for exec committee members can be arranged.</p> <p>KT raised the issue of increased foodbank use in Cambridge amongst students and recommended LG explore this feedback.</p>	

	<p><b>3.2 Gender Neutral Toilets</b>          LG Updated on Compass House – There will be a gender neutral toilet (upper floors women’s toilets will be re-designated) and signage is in the pipeline. LG will chase signage if this is not forthcoming. JS highlighted potential changes to a women’s toilet in David Building to Gender Neutral and a breastfeeding space.</p> <p><b>3.3 JS:</b> Raised the possibility of having starred items on the agenda to avoid long heavy meetings. Action: JS to email Exec to notify of any items to be starred / un-starred.</p> <p><b>3.4 Exec Residential</b>          JS Raised the possibility of an awayday, but costs may be a factor and poor attendance at Exec might make this ineffective. JS asked for suggestions for training / Exec residential. KT suggested social media training and how to deal with issues as a Representative. JS raised concern around the lack of Campaign Rep Facebook pages separate from personal accounts.</p> <p><b>3.5 Lion Yard</b>          JS noted that Ballare nightclub is moving and Lion Yard is being redeveloped, JS has been asked to provide student consultation. Exec were asked to provide suggestions. LG suggested some Cambridge specific icons (similar to “Lamb Bananas” in Liverpool). KK would like a Thornton’s Chocolate shop. JS asked if Lion Yard is accessible and worth discussing; The Grafton price point is more student friendly. SW agreed that even with discounts, Lion Yard is too expensive.</p> <p><b>3.6 Employment request.</b>          JS asked Exec to allow her to apply for a Science technician role after 5pm, for 10 hours per week through ARU.          KT, SW, KK, LG, ET, MT approved. Action JS to email Exec to give a quorate response</p>	<p>JS</p> <p>JS</p>
4.	<p><b>4.0 Officer Updates</b></p> <p><b>4.1 Jamie Smith (President)</b>  <b>Retention Campaign:</b>          JS is investigating if NSS can be mapped with MSL data. MSL have confirmed this is possible but complex. JS will be working with Rose Williamson to develop this.</p> <p><b>Teaching Excellence:</b>          A Teaching Excellence Principles workshop supported by ALT can be offered for the whole Exec as an awayday. JS is working with a postgrad student specialising in TEF and trying to get the principles into Education strategy.</p> <p><b>Graduations:</b>          Moving Gradation has many pros and cons to all options and is a complex issue to move forward.</p>	

**Let's Be Honest:**

An action plan has been finalised for Let's be honest. This will be going to local MPs Daniel Zeichner and Vicky Ford.

**Dance Studio:**

Dance studio built and a student bookable timetable is coming soon.

**University Mental Health Day:**

No update given

**De-Stress Fest:**

No update given

**ICAN (Inclusivity Champions Action Network)**

No update given

**Council:**

Comments have been received on inaccessibility of Council from students. The Articles of Associations & Bye-Laws are under review – hopefully this will help make council less rigid and restrictive. JS is working on what this will look like and how by-laws can be more adaptable.

**Access participation group meeting:**

JS has been discussing how we support 'at risk' students. JS will provide ongoing updates and hopes to get Exec more involved.

**4.2 Kirran Khan (VP Business)****Personal Tutoring:**

KK met with all 6 faculties and students and gathered feedback on the proposed model. An early draft will be ready in April, with the final paper due in May.

**Part Time Job Fair:**

This was completed. Another will hopefully be held in Fresher's 2018, in planning ATM, with thoughts to who will take this on next year.

**Bike Safety:**

2 Events took place. The Cambridge event saw 5 students attend. The Chelmsford event received no uptake by students.

<p><b>4.3 Johanna Korhonen - Vice President (ALSS)</b></p> <p><b>Recipe Suggestions:</b> The Chelmsford recipe trial is live. Please promote to Chelmsford students for voting.</p> <p><b>Clearer Communication:</b> University communications team has agreed to many suggestions which JK made. SU Comms are also making improvements.</p> <p><b>Free Printing:</b> Both I-Centres have stickers for students to note that physical hand in is not wanted. ALSS have added 'reduced printing' as a point on their current environmental policy.</p> <p><b>International Student Outreach:</b> International students will be meeting with Active Anglia sport to try and increase integration.</p> <p><b>Recycling:</b> 92 and the ARU Canteen will use sustainable cups and materials going forward. 2 students attended a trip with the SU to a local rubbish tip to discuss recycling – Action JK to write article for website.</p> <p><b>Rental Guide:</b> This has been written and is nearly ready for launch.</p> <p><b>Music:</b> Dan Fow, Terry Hope and Media Studies staff are discussing if CAM FM can be played on campus in student spaces. This is not yet fully resolved. KT raised concerns around how student space is used and how social and study space are defined. There was a discussion around noise, timing, access needs and working environments. LG and JS encouraged the team to gather further feedback from students. Action all: to gather further student feedback.</p>	<p>JK</p> <p>All</p>
<p><b>4.4 Eliza Torres Vice President (FHSCE &amp; FMS)</b></p> <p><b>Monthly De-Stress Events:</b> The Monthly De-stress event this month is the main De-Stress Fest inc. a Peterborough Visit.</p> <p><b>3 V's (Voice, Visibility, Validation) Campaign:</b> 50+ students attended and engaged in a fashion show.</p> <p><b>Monthly Drop In's:</b> These are available, but need more promotion – Action ET to add drop in session to the website</p> <p><b>Cultural Give it a Go's:</b> May 14<sup>th</sup> Cultural Give it a Go will be happening in collaboration with Blessing Raimi.</p>	<p>ET</p>

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	<p><b>4.7 Michael Turner (Trans Rep Cambridge):</b>          KK and MT met with the Business school to reinstate CIPD accreditation to those students who had this removed.</p> <p>JS: Noted that email addresses should be removed from any shared emails in Exec reports.</p>	
	<p><b>4.8 Stewart Watson (FST Faculty Rep Cambridge):</b>          The Movember Ambassador role for the university (previously held by SW) is now available and SW will support with advice or hand over. Action SW to share information on this via social media. For confirmation: this is only open to current students.</p>	SW
	<p><b>4.9 Kyia Thompson (Women's Rep Cambridge):</b>          KT has been invited to attend a consent workshop for activists to develop resources / workshops on 4<sup>th</sup> July. Action: Kyia to forward info to JS and attend workshop</p>	KT



5	<p><b>5. Matters Arising</b></p> <p>Actions from Previous meeting: 203/18</p> <p>JS noted that Future Actions should be updated by Exec before the meeting</p> <p>7: JS: Rainbow Lanyards. There will now be rainbow I Heart ARU Badges. Complete.</p> <p>7.14: MR absent: Action Incomplete.</p> <p>Support for Carers: KK: Meeting with Clarissa: Incomplete: Action KK to arrange meeting</p> <p>Officers to be visible across all locations: KT felt this was not met. SW felt there was visibility on Cambs and Chelms but not others. JS noted that Officer are still too 'back office based' and highlighted the need to be outside and holding each other to account. KT noted that KK has been praised by students for taking time to speak with them.</p> <p>5.2: Cuts to NHS: ET emailed team from NHS consultancy. Awaiting response from their communications team.</p> <p>5.3: Gender Neutral Toilets: JS: incomplete needs to cost for signage.</p> <p>5.4 Complete: meeting rescheduled</p> <p>5.6: Liberate the Curriculum. LD to Skype Kat Younger at Essex SU to discuss. Complete.</p> <p>5.8 KK and LD met to discuss TEF policy and how to interpret the policy into actions. Action JS to circulate in May</p> <p>5.11 KK wheels in motion: transport board in Cambridge. Incomplete</p> <p>SW: What the faculty – SW to meet with Emma Howes to discuss how to develop Rep resources.</p> <p>JS: Exec accountability – Please can Exec promote council and attend on 25<sup>th</sup> April / 2<sup>nd</sup> May</p> <p>MB: Awaiting email from MSL re: displaying Exec attendance and voting stats online</p> <p>SW: Better Communication: Complete</p> <p>JS: ICAN: Complete</p> <p>KK: Bike Safety: Action ongoing: KK to collate feedback from Bike Safety events and consider reasons for lack of attendance in Chelmsford.</p> <p>ET: Monthly De-stress visibility: ongoing</p> <p>Love Society survey: Complete</p> <p>JS: to rearrange a meeting with Blessing on BME forum for distress fest. Incomplete</p> <p>JS: Email regarding DE-stress events: Complete</p> <p>MG: CIPD accreditation: Complete</p> <p>5.8 TEF: JM to arrange meetings with Union and UCU: Incomplete</p> <p>JS now arranging meetings with USU and Unison</p>	<p>KK</p> <p>JS</p> <p>JS</p> <p>KK</p> <p>SW</p> <p>All</p> <p>KK</p> <p>JS</p> <p>JS</p>
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	<p>LD: Up Your Grants. Activities team are reviewing grants and processes Action: LD to speak to Abi Dickinson for an update.</p> <p>KK: Wheels in motion – Peterborough are unaware but more concrete information is needed eg: emails. (KK to gather feedback).</p> <p>KK sent budget requests (complete)</p> <p>Officers to update budget requests and spends. RW will support this action monthly going forward. KT asked to clarify: budget approvals require a majority, not a unanimous vote. KK raised concerns that discussion are not held when the meeting is not quorate. Going forward MB suggested online ideas discussions to avoid complex email chains. JS emphasised the need for quoracy in the first instance.</p> <p>JS: action: design brief to GH to promote Exec / roles / FB Twitter on Social media. All exec to submit selfies in blues.</p> <p>SW to speak to Rhys to reduce use of plastic straws in the SU bar. Rhys currently investigating regarding suppliers and budget. Action: SW to ensure TM is included in this conversation.</p>	<p>LD</p> <p>KK</p> <p>All</p> <p>SW</p>
6.	<p><b>6. Budget</b></p> <p>6.1 RW gave verbal budget update. There is approximately £700 remaining, this will not roll forward, but some money can be allocated for activities next year as a ‘gift’ – this mechanism should not be used in place of spending in year.</p> <p>6.2 Late paper ET budget request: To run a Peterborough GIAG based on a student request to develop SU engagement / end of year celebration for a specific cohort of 9 students at a cost of £10 per head. KK questioned the specificity of the impact and the potential for all students asking for individual support. Discussion focussed on the balance between engaging those in Peterborough, the narrow reach of this activity and the relevance of the event to engagement. A query was raised also around the possibility of other sources such as the Course Leader Fund. Clarity was given by JS that the tickets would be available to wider students but would be promoted early to the 9 students. Queries were raised around previous events and engagement / attendance such as the education demo which do not always engage students. Action: JS to email all Exec to cast votes on budgets and discuss opinions with ‘reply all’.</p>	<p>JS / All</p>

7.	<p><b>7. Policies</b></p> <p><b>7.1 Against Cuts to Education</b>          JS is arranging meetings with UCU and Unison. There is a meeting planned with Vicky Ford (MP Chelmsford) and placement providers, linked to 'let's be honest'.</p> <p><b>7.2 Against NHS cuts</b>          ET is working on using formal documentation from Unison to plan possible actions.</p> <p><b>7.3 Gender Neutral Toilets</b>          LD: The 3rd floor of Helmore and 3rd Floor Compass house will have Gender Neutral Toilets.</p> <p><b>7.4 Increased Equality for Vegan Students</b>          JK reported that a trial of meatless Mondays and highlighted Veggie options is ongoing in the Uni canteens. Further promotion will be pushed.</p> <p><b>7.5 Keep Wednesday Afternoons Free</b>          JS is working with Active Anglia to inform students of their rights. There will be a meeting next week to discuss activities eg: BUCS and SU services</p> <p><b>7.6 Liberating the Curriculum</b>          LD: Liberate the Curriculum will be resubmitted to Council. A meeting is planned with Kat Younger (Essex Uni) who have successfully worked on this.</p> <p><b>7.7 Save Our Space</b>          JS: The dance studio is completed. We are awaiting written confirmation for ongoing support for Societies who are unable to access the Dance studio (eg: Cheer).          The green space outside PTH will be maintained and extra plants will be planted. However this has restricted where the marquee for Welcome can go – There is a possibility to install the Chelmsford dome.          New signage for LAB has been developed with pathways, wheelchair accessibility etc. JS has been supporting the uni with this. LAIBS faculty office has moved and signage is in place, now 7<sup>th</sup> floor of Science centre.</p> <p><b>7.8 Teaching Excellence Framework</b>          JS: The DVC approved this piece of work and wants to work with us to include this work within the education strategy (with some edits).          JS has been talking to local MPs about TEF.          There is a TEF conference in June and JS will conduct a spot survey to establish current understanding within our student body at Peterborough, Chelmsford and Cambridge.</p>	
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	<p><b>7.9 Trans Not Trans*</b> No Update given</p> <p><b>7.10 Up Your Grants</b> LD is awaiting confirmation from Alexis Mannion regarding viability within budgets.</p> <p><b>7.11 Wheels in Motion</b> KK is in discussion with education providers, but these are slow going. Small amounts of student feedback has been gathered. KK Met with the Peterborough MP and agreed that a discount for students can be developed. Next steps are to be established.</p> <p><b>7.12 Equal Access</b> LD: A budget request will be made for the next Exec for action in Mid-June. This may clash with handover. LD to discuss with RW / campaigns.</p> <p><b>7.13 Living Wage</b> LD: Complete. Sue Dickenson (HR) we will continue to pay our students staff the living wage. LD requested that this be confirmed in writing.</p> <p><b>7.14 Reduced Printing Policy</b> JK: ALSS environmental policy now supports this and this should be embedded in all faculties.</p>	<p>KK</p> <p>LD</p>
8	<p><b>Ideas</b></p> <p><b>8.1 SU Permanent Bar in Cambridge</b> JS submitted a proposal to Sandy Lynham to consider a bar as part of the renovation (in 2-5 years there will be a renovation in Cambridge). 92 in Chelmsford may be used as an exemplary model. One proposal is to use the Green space in front of PTH. KK raised concerns with the proximity to student residency especially during exams / hand in phases. SW raised concern about the loss of green space and made comparisons to Cambridge University use of space – He questioned the need for this particular space to be used. JS raised the importance of ensuring representation of student feeling on the need for a bar and its location.</p> <p><b>8.2 Books Plus Card Used for Printing</b> JK: A review is underway including all the access agreements.</p> <p><b>8.3 Summer Graduation</b> JS: another meeting is scheduled</p>	

<p><b>8.4 Stop Charging for Hot Water</b> No update given</p> <p><b>8.5 Therapy Dogs</b> No Update given</p> <p><b>8.6 Accessible Microwave</b> Complete in Cambridge. Risk assessment underway in Chelmsford.</p> <p><b>8.7 Free Graduation Guest Fee</b> JS: Conversations will be combined with the wider Graduation conversation.</p> <p><b>8.8 Halal Food and Prayer Room</b> JK: Halal food is now labelled.</p> <p><b>8.9 Free parking</b> KK: An article has been published and has now been taken down. Action: KK to investigate this at Peterborough</p> <p><b>8.10 Jacket potatoes</b> No update given</p> <p><b>8.11 Cheerleading</b> After investigation, neither campus club wants this and this idea will now be considered completed.</p> <p><b>8.12 Food in Library</b> JK and ET to update at next exec.</p> <p><b>8.13 Lab coats</b> LD: Completed.</p> <p><b>8.14 Money, money, money</b> ET working with Ben Morris investigating travel costs for Paramedic students.</p> <p><b>8.15 Graduation Hand Shake Should Come With Academic Certificate</b> JS: The admin is likely to be unfeasible although JS will bring this into the wider Graduation conversation</p> <p><b>8.16 Grad Ball</b> JS to meet with David Sexton (ARU London) to discuss</p>	<p>KK</p> <p>ET &amp; JK</p> <p>JS</p>
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	<p><b>8.17 Students Guide of Renting Private Accommodation</b> Update already given</p> <p><b>8.18 Reduce Healthy Food Prices</b> JK: Terry says this is not an option. Biodegradable containers will be brought in and impact on prices is yet to be established.</p> <p><b>8.19 New Accessible Toilet Signs</b> MT: This has been completed.</p> <p><b>8.20 Open All Hours</b> JS to discuss with new library staff, Libby (?)</p> <p><b>8.21 Make a Change</b> Complete</p> <p><b>8.22 Student Nurses 1:1 with Patients</b> ET to meet with Glenda Perry to discuss</p> <p><b>8.23 Turn it in, more than once</b> LD to discuss options with Donna Louise-Cobban</p>	<p>JS</p> <p>ET</p> <p>LD</p>
9	<p><b>Any Other Business</b></p> <p><b>9.1</b> KT reported that derogatory Graffiti has appeared on the ARU Cambridge campus, written by Cambridge University students. KT contacted CUSU: CUSU are happy to co-write a statement / write a statement which we support to be distributed to CU students. Action: KT to ask CUSU to write a statement and share for agreement with Exec and Comms team.</p>	KT
10.	Date and Time of Next Meeting: TBC	