

Executive Committee (FVC and LEDIC) Minutes; 28th April 2020

13:00-15:00

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="233 701 1350 1809"> <tbody> <tr><td>Kerdisha Ali-Arab</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> <tr><td>Angela Atuahene</td><td>Women's Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Amanda Campbell-White</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Mary Copsey</td><td>Vice President: Business and Law</td><td>P</td></tr> <tr><td>Gold Dominic</td><td>International Students' Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Ethan Dredge</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Damien Francis</td><td>B&L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Luca Girardi</td><td>LGBT+ Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ganesh Gupta</td><td>BME Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Matt Hayes</td><td>President (CHAIR)</td><td>P</td></tr> <tr><td>Jose Hermosilla</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Caroline Hill</td><td>Disabled Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Ashleigh Jackson</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Anna Kiss</td><td>International Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Tiegan Lawson</td><td>HEMS Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Emily Long</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>Ap</td></tr> <tr><td>Alessia Mevoli</td><td>B&L Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Obinna Ogbankwa</td><td>BME Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Sarah Strachan</td><td>AHSS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Emma Scriven</td><td>Disabled Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Andrew Taylor</td><td>LGBT+ Students' Rep (Chelmsford)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="233 1895 1350 2024"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>P</td></tr> <tr><td>Rachel Wilkenson</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Rose Guy</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </tbody> </table> <p>1.2 Terms of Reference</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	Mary Copsey	Vice President: Business and Law	P	Gold Dominic	International Students' Rep (Chelmsford)	Ap	Ethan Dredge	Trans Students' Rep (Cambridge)	A	Damien Francis	B&L Faculty Rep (Chelmsford)	A	Luca Girardi	LGBT+ Students' Rep (Cambridge)	A	Ganesh Gupta	BME Students' Rep (Cambridge)	A	Matt Hayes	President (CHAIR)	P	Jose Hermosilla	S&E Faculty Rep (Chelmsford)	A	Caroline Hill	Disabled Students' Rep (Chelmsford)	A	Ashleigh Jackson	HEMS Faculty Rep (Chelmsford)	P	Anna Kiss	International Students' Rep (Cambridge)	A	Tiegan Lawson	HEMS Faculty Rep (Cambridge)	A	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	Ap	Alessia Mevoli	B&L Faculty Rep (Cambridge)	A	Bethany Miller	HEMS Faculty Rep (Cambridge)	P	Obinna Ogbankwa	BME Students' Rep (Chelmsford)	A	Sarah Strachan	AHSS Faculty Rep (Cambridge)	P	Emma Scriven	Disabled Students Rep (Cambridge)	P	Andrew Taylor	LGBT+ Students' Rep (Chelmsford)	A	Emma Howes	Engagement Manager	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Rose Guy	Education Enhancement and Campaigns Coordinator	P	
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There have been no changes to the terms of reference

1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: January 2020			
2.1	MH to check attendance requirements / agenda for NUS Liberation Conference	MH	Two places left – one for a Trans Student Rep and one for a BME Woman Rep.
2.1	GG / IL / ES and any other interested members to submit budget requests for attendance at Liberation Conference. See RW / RG for support if needed.	GG/IL/ES/All	No longer required – complete. Update – Liberation Conference no longer has a cost attached.
5.1	MH to follow up on Exec Committee Review emails	MH	Ongoing
Carried Over Actions: February 2020			
2.2	All exec members to check diaries to see if they are available to attend ASQC or EC and let MH know	All/MH	Complete
5.1	MH to ensure surveys for the 'Break the Cycle' campaign include ethnic background information	MH	Ongoing
5.1	All exec members to consider ways to better engage with students on satellite sites such as Compass House and Young Street and send these ideas to MH.	MH/All	No longer applies at this time – action to be removed
5.1	MH to share information on off-campus students from Southern Conference with London team.	MH	Complete
5.3	ACW to consider the best options for sharing the Access Report, to look into USU. The deadline for papers is 14 April.	ACW	Complete
5.3	MH to keep exec committee updated with decisions made at the Well-Being Strategy Group.	MH	Ongoing – ACW shared update for this month.
Carried Over Actions: March 2020			
4.1	RW and RG to check in with ES regarding Sunflower Lanyard Scheme and how this can become an online campaign for the time-being.	RW/RG	Complete
5.1	MH to further consider outcomes and audience for Break the Cycle surveys and wins for the current Officer team.	MH	Complete

	5.2	MH and ACW to reach out to local MPs regarding support and welfare for students in accommodation.	ACW/MH	Complete	
	5.2	MH to discuss promoting campaign wins with Comms team in light of lockdown.	MH	Complete	
	5.2	MC to share work mobile to Facebook group following exec	MC	Complete	
2.	<p>2. Items for Discussion</p> <p>2.1 Bye-Law Change Proposal</p> <p>MH: We have not been quorate the last several exec committee meetings. We have considered how to make these meetings more effective and believe less required meetings would be better. This would be beneficial especially for part-time reps who must balance this role with their normal student concerns like coursework. This would further enable us to focus more on campaigning rather than administrative work. If these meetings were less frequent we could instead have workshops to collaborate. Proposal to reduce from nine meetings (monthly) to five meetings (roughly bi-monthly). Five meetings in this change would be the minimum but more could be called if needed.</p> <p>MC: Will there be any accountability measures in place? What happens if people don't turn up?</p> <p>MH: Part of a larger set of bye-law changes, this is the first. We have not ironed out all the issues with exec accountability.</p> <p>EH: There are no accountability measures which sit within the executive committee meeting allocated in the bye laws.</p> <p>SS: Concern regarding accountability and delays to budget sign off?</p> <p>EH: Group chat is the site of accountability for reps.</p> <p>RW: Budget requests do not need to come through exec meetings currently.</p> <p>EH: Interim budget requests can be voted online between meetings.</p> <p>IL: I feel like if meetings were shorter, it would be more productive than having less meetings</p> <p>MC: I understand this, as it is a volunteer role, maybe shorter does work better.</p> <p>IL: If meetings were less frequent, meetings will be longer, this might also dissuade people from attending.</p> <p>MH: The meetings will not be longer than they currently are.</p> <p>EL: Also the proposal states 5 working days and this is quite short notice? Students can't change their timetables to suit exec. I think if the bye law changes, meetings should be set by the doodle poll method used currently, it allows flexibility.</p> <p>RW: This is not really changing anything as this wording currently exists in the bye-laws. I will continue doing doodle polls. Just gives us flexibility in case an emergency meeting needs to be called. Also reducing exec will allow us to hold workshops where we can facilitate more practical campaigning help.</p> <p>ES: Is it worth asking the people who don't go to Exec at the moment their opinion? As most of us here attend nearly all the meetings, or was this part of the feedback you got last year?</p>				

	<p>MH: Did send out a survey to better understand this, not everyone filled it out but did get feedback from some exec members that don't normally attend. This has fed into this.</p> <p>EL: I've been working on improving the student space in Cambridge with John and part of that was suggested a Representation board for exec in the chat, students can come and view what projects and updates (they may not have access or understanding of the website)</p> <p>AJ: Do those who don't attend exec also lack engagement with their role?</p> <p>MH: Those who have lower attendance in exec, tend to have seen less success if any in their campaign work.</p> <p>EH: Obviously, there are exceptions and other reasons why people can't attend. There are a variety of reasons.</p> <p>MH: Maybe better to say lower engagement.</p> <p>IL: Is there currently a system in place to ensure that reps are okay in their role?</p> <p>EL: Imogen I think that would come under accountability which is currently just the group chat?</p> <p>MH: This is part of the engagement team's role to check in with reps and determine if they are comfortable in their role.</p> <p>RW: Remember, accountability is not the part of the rep's role, it is for students to hold you accountable. Based on my understanding, this is about accessibility and collaboration.</p> <p>SS: I agree accountability is to the students we represent.</p> <p>RG: All of us would really welcome any feedback or if there is anything you want regarding checking in or the frequency. We don't take things personally if it's constructive and we would be happy to hear suggestions from all of you.</p> <p>MC: Does the low engagement impact the other reps? It might make others questions if it's worth attending or not.</p> <p>IL: It is frustrating.</p> <p>MH: Voting for this measure will go live directly after exec and be open for 48 hours. Everyone to please vote and encourage others to vote.</p>	RW/ALL
3.	<p>3. Faculty Rep Updates:</p> <p>MH: Taken as read.</p> <p>3.1BM: Lots of change regarding student accommodation. CB1 have said that they will quit students' tenancies, however this was not very student friendly. Gave students five days to clear out and hand in keys, but required them to pay rent to the end of April.</p> <p>MH: I have an update regarding CB1 as well. They are now saying that students have a longer window to move out by.</p> <p>BM: Students living at CB1 haven't heard this. They have made the process very confusing.</p> <p>MH: I also thought we were in a good place with university accommodation, but it is not what we imagined. University accommodation is similarly saying students must move out by a certain date or pay the rest of the year.</p> <p>BM: This is particularly hard for students on placement as we are not sure when our placements will be and must hold onto our accommodations.</p> <p>MH: I will raise this concern at relevant meetings regarding student accommodation and the university's response to COVID-19.</p> <p>BM: Concerns from HEMS students that they had a lack of feedback from lecturers. Received this in March. Were told that their last day for communication was this Friday and would no longer receive communication after that.</p> <p>3.2 SS: Similar to my update. Currently focusing on the lack of facilities for Cambridge art students. I have been working with ACW on facilitating the gaps in information to AHSS students.</p>	MH

	<p>Focus on what is happening with degree shows and what this might mean. Ensuring that the student voice is heard for those whose move to online learning has been particularly difficult. Haven't been able to think more on hidden costs but will be giving a full handover, so sorry for this. RG: Please don't apologise, we are all having to be reactive!</p> <p>3.3 EL: Moved our rep meetings online and the engagement is much better than previous faculty forums. Looking at making this regular, even upon the return to campus. I have begun introducing the next faculty rep into my current projects so they are familiar with them. Great to see their engagement.</p> <p>I have had a lot of students ask me what I have been doing as a faculty rep. I have begun writing an update every week, this seems to get good feedback from students. Students want to know that their feedback has been recorded and written down. I have kept this anonymous. Helps me to not forget what students have raised with me.</p> <p>I had an action to get a bra bank in Chelmsford and this was completed.</p> <p>We have had an issue with access to online facilities. I have begun a call with the head of the faculty and update them with IT issues. There is considerable back and forth. IT said for example, VMWare was not their problem because it is through an external company. Students were saying they had flipped their schedule to work in the night when they could access VMWare so it wasn't overloaded. Has anyone had any experience with this?</p> <p>MH: ACW, can you raise this tomorrow at the COVID Education Response Meeting?</p> <p>ACW: Yes, EL can you send me more information via email?</p> <p>EL: Yes.</p> <p>SS: IT help desk is really snowed and inefficient</p> <p>MC: Anyone had trouble with canvas too? Let Amanda know to raise it at education committee.</p> <p>EL: Yes, I'm also doing a canvas investigation. I sit on a canvas analytics panel. Data can be taken out of canvas and used by the University. I will send an email to further explain. There have been reports that staff have been rude to students when they raised issues.</p> <p>MC: If staff are not communicating in a professional way... you can talk it up with them or let us know and we will as this was flagged in other faculties.</p> <p>EL: No excuse for staff to be rude to students.</p> <p>EL: Students aren't aware of who their course reps are. Could we have a reminder to encourage to students to contact their course reps and how to do this?</p> <p>EH: I believe that did happen recently with a link to the website.</p> <p>EL: Perhaps an email template can go to course reps?</p> <p>3. 4 AJ: IL, BM, FLY and I have been meeting with Demi (HEMS Representation Coordinator) and course reps to address their issues. We have had positive comments as well.</p>	EL/ACW
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 MH: Taken as read.</p> <p>ES: I have no updates at this time.</p>	
5.	<p>5 Executive Officer Reports</p> <p>5.1 President</p> <p>MH: *Taken as read.</p> <p>I apologise for not updating this month.</p>	

Refugee Scholarship – I was in contact with someone from corporate marketing. Had a phone call with him to discuss potential fund for a bursary. Received an email yesterday that they will not be doing anything like that to focus on supporting coronavirus-related hardship funds. I find this frustrating as I was proposing payroll giving. They will be using this instead to support the hardship fund which will now be funded by staff from their pay checks.

BM: I'm confused, so staff are getting paid less?

MH: No, it's through payroll giving. Staff can opt into the scheme. Allows staff to donate directly from their pay checks but doesn't mean they are paid less.

Break the Cycle - Went to the student Well-Being Strategy Group last week. There were plans to do a big survey for ARU to benchmark their data against national data but this was put on hold because of the lockdown. Was raised again last week. I queried if the Union could collaborate on this and allow us to introduce some questions They seemed open to this.

Drug Harm Reduction – Passed policy at Group Chat.

I have got the University to agree to an all student Q&A so students can raise their concerns about the upcoming No Detriment Policy. Will be held two days after the policy goes live. Will allow students to ask the Vice Chancellor questions directly.

Other than that, I have been hosting a weekly quiz for students so I recommend joining in on Mondays.

Group Chat went really well and we had good engagement.

5.2 VP: Business and Law

MC: Taken as read

My update hasn't really changed since what I presented at the group chat. I am finishing the ARU accessibility report and getting it reviewed. I have been attending weekly faculty meetings and engaged with our rep weekly meetings. I meet weekly with the deputy dean and student experience manager. I held a faculty forum on Friday and this was very well attended and students presented a range of academic feedback as well as general concerns with funding and accommodation as a result of COVID19.

5.3 VP: Arts, Humanities and Social Sciences

ACW: Taken as read

I don't have much to update from Group Chat. Regarding Books Plus, we've been working on increasing the cap for art students so that they can purchase more art supplies. Could only get an increase for printing. I argued there was no point in that at this time since no one is on campus. I asked if this could be reviewed again and for students to be allowed to purchase more from John Smiths. Apurba has agreed to email me back with all the information he can get so we can let students know.

EL: Had some messages from reps in FSE asking if the cap could be lifted from Books Plus to spend in the SU? This is sad as some courses give credits if people join the course based societies.

ACW: I am not sure. I think this has to do with the contract but I have never seen it.

ACW: MH attended the Well-Being Steering Group, the university will do a trial run of Big White Wall and FICA! Engagement will be monitored. Not signed off yet but this was verbally communicated. This is a big win.

ACW: The Bloody Mess proposal also went to this meeting. We have received minimum £2000 for the SU to spend on sanitary products. This is another big win.

5.4 VP: Health, Education, Medicine and Social Care

FLY: Taken as read

	<p>5.5 VP: Science and Engineering N/A</p>	
8.	<p>8 Budgets No budgets were submitted for approval this month.</p>	
9.	<p>9. Any other business</p> <p>9.1 ACW: Reminder that it is De-Stress Fest. Thank you to everyone participating and holding sessions.</p> <p>9.2 SS: Have you seen the coronavirus anxiety toolkit that's circulating? MH: I have not, can you circulate this by sharing the link to everyone? ACW: This is already on the De-Stress Fest webpage.</p> <p>9.2 Date of next meeting TBD.</p>	