



## Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)

11am – 2pm, 25 October 2017

### Members

Jamie Smith	President	FVC/LEDIC	
Johanna Korhonen	Vice President (Arts, Law and Social Sciences)	FVC/LEDIC	
Kirran Khan	Vice President (Business)	FVC/LEDIC	
Eliza Torres	Vice President (Health, Social Care, Education and Medical Science)	FVC/LEDIC	
Laura Douds	Vice President (Science and Technology)	FVC/LEDIC	
Margarita Raleva	ALSS Faculty Rep (Cambridge)	FVC	
Joel Tyson	ALSS Faculty Rep (Chelmsford)	FVC	
Leigh Rooney	FHSCE Faculty Rep (Chelmsford)	FVC	
Clarissa Devey-Smith	FHSCE Faculty Rep (Cambridge)	FVC	
Kathryn Dunnill	FMS Faculty Rep (Cambridge)	FVC	
Benjamin Morris	FMS Faculty Rep (Chelmsford)	FVC	
Stewart Watson	FST Faculty Rep (Cambridge)	FVC	
Bobby Hughes	FST Faculty Rep (Chelmsford)	FVC	
Michael Graham	LAIBS Faculty Rep (Cambridge)	FVC	
Aysha Goodwin	LAIBS Faculty Rep (Chelmsford)	FVC	
Christiane Kouassi	Black and Minority Ethnic Students' Rep (Chelmsford)	LEDIC	<i>Apologies</i>
Blessing Rami	Black and Minority Ethnic Students' Rep (Cambridge)	LEDIC	
Grant Rose	Disabled Students' Rep (Cambridge)	LEDIC	
Gill Jacob	Disabled Students' Rep (Chelmsford)	LEDIC	
Harsha Revanna	International Rep (Cambridge)	LEDIC	
Imogen Davnall	LGBT+ Students' Rep (Chelmsford)	LEDIC	
Luca Girardi	LGBT+ Students' Rep (Cambridge)	LEDIC	
Michael Turner	Trans* Students' Rep (Cambridge)	LEDIC	
Kyia Thompson	Women's Rep (Cambridge)	LEDIC	
Anita Miezhah	Women's Rep (Chelmsford)	LEDIC	

## In attendance

Daniel Login	Engagement and Volunteer Centre Manager	
Megan Bennett	ARU London and Democracy Coordinator	Apologies

## Agenda

Welcome, apologies and absences	Jamie Smith	<i>To note</i>	
Minutes of the last meeting	Jamie Smith	<i>To approve</i>	65/17
Actions and matters arising from last meeting	Jamie Smith	<i>To discuss</i>	66/17
Terms of reference	Daniel Login	<i>To note</i>	67/17
Executive Officer work plans			
President	Jamie Smith	<i>To discuss</i>	68/17
Vice President (Arts, Law and Social Sciences)	Johanna Korhonen	<i>To discuss</i>	69/17
Vice President (Business)	Kirran Khan	<i>To discuss</i>	70/17
Vice President (Health, Social Care, Education and Medical Science)	Eliza Torres	<i>To discuss</i>	71/17
Vice President (Science and Technology)	Laura Douds	<i>To discuss</i>	72/17
Policies			
Against cuts to education	Kirran Khan/Eliza Torres	<i>To discuss</i>	73/17
Against NHS cuts	Eliza Torres	<i>To discuss</i>	74/17
Gender neutral toilets	Michael Graham/Laura Douds	<i>To discuss</i>	75/17
Increased equality for vegan students	Johanna Korhonen	<i>To discuss</i>	76/17
KWAF	Stewart Watson/Jamie Smith	<i>To discuss</i>	77/17
Liberating the curriculum	Imogen Davnall/Laura Douds	<i>To discuss</i>	78/17
Save our space	Stewart Watson/Jamie Smith	<i>To discuss</i>	79/17
TEF	Laura Douds/Kirran Khan	<i>To discuss</i>	80/17
Trans not trans*	Michael Graham/Laura Douds	<i>To discuss</i>	81/17
Up your grants	Laura Douds	<i>To discuss</i>	82/17
Ideas	All	<i>To discuss</i>	83/17
AOB			
Bathroom Inclusivity	Michael Turner	<i>To approve</i>	84/17
Retention Project	Jamie Smith	<i>To discuss</i>	85/17
Budget	Jamie Smith	<i>To approve</i>	Verbal
NSS Charities	Jamie Smith	<i>To discuss</i>	Verbal

Safer Taxi Scheme	Jamie Smith	<i>To discuss</i>	86/17
Date of next meeting(s)	TBC		

## 17Executive Committee Meeting Minutes

28/09/17 17:30-20:00

Item No		Action
1	<div>Attendance</div> <div><div>1.1 Present</div><div><div>Jamie Smith</div><div>President</div></div><div><div>Laura Douds</div><div>VP (Science &amp; Technology)</div></div><div><div>Kirran Khan</div><div>VP (Business)</div></div><div><div>Johanna Korhonen</div><div>VP (Arts, Law &amp; Social Sciences)</div></div><div><div>Grant Rose</div><div>Disabled Students' Rep (Cambridge)</div></div><div><div>Gill Jacob</div><div>Disabled Students' Rep (Chelmsford)</div></div><div><div>Christiane Kouassi</div><div>Black and Minority Ethnic Students' Rep (Chelmsford)</div></div><div><div>Imogen Davnall</div><div>LGBT+ Students' Rep (Chelmsford)</div></div><div><div>Ben Morris</div><div>FMS Faculty Rep (Chelmsford)</div></div><div><div>Michael Turner</div><div>Trans* Students' Rep (Cambridge)</div></div><div><div>Stewart Watson</div><div>FST Faculty Rep (Cambridge)</div></div><div><div>Bobby Hughes</div><div>FST Faculty Rep (Chelmsford)</div></div><div><div>Maggie Raleva</div><div>ALSS Faculty Rep (Cambridge)</div></div></div> <div><div>In Attendance</div><div><div>Megan Bennett</div><div>ARU London &amp; Democracy Coordinator</div></div><div><div>Daniel Login</div><div>Engagement and Volunteer Centre Manager</div></div></div> <div><div>1.2 Apologies</div><div><div>Eliza Torres</div><div>VP (Health, Social Care, Education &amp; Medical Science)</div></div><div><div>Leigh Rooney</div><div>FHSCE Faculty Rep (Chelmsford)</div></div><div><div>Kyia Thompson</div><div>Women's Rep (Cambridge)</div></div><div><div>Michael Graham</div><div>LAIBS Faculty Rep (Cambridge)</div></div><div><div>Joel Tyson</div><div>ALSS Faculty Rep (Chelmsford)</div></div><div><div>Kathryn Dunnill</div><div>FMS Faculty Rep (Cambridge)</div></div><div><div>Harsha Revanna</div><div>International Rep (Cambridge)</div></div></div> <div><div>1.3 Absent</div><div><div>None</div></div></div>	



	It was noted that Joy Awoh LAIBS Faculty Rep (Chelmsford), Giovanna Mead FHSCE Faculty Rep (Cambridge) and Eve Hawes LGBT+ Rep (Cambridge) have resigned. Nominations will close at 12pm 06/10/2017	
3	<p><b>Permanent items</b></p> <p><b>3.1 Executive officer reports</b></p> <p><b>President</b></p> <p>Student Retention project is underway</p> <p><b>Other relevant updates</b> - There was a discussion on whether the Committee felt it was fair that students who had to resit would not be able to graduate with their cohort. This was balanced against the fact it would be a desirable change for international students, many of who have to go home to then come back for their graduation in October.</p> <p>The SU has signed an agreement with College of West Anglia (COWA) and will now represent and support their students.</p> <p>JS visiting the Open University. ARU has recruited 300 Degree Apprenticeship students.</p> <p>JS has drafted a letter to go to local MPs which includes an update on the “LBH” campaign and views on public transports.</p> <p>PTH is opening on 02/10/2017. The Committee are all invited to the official launch.</p> <p><b>VP (ALSS)</b></p> <p><b>Better Food</b> - Recipe trial will take place for 2 weeks from 29/01/2017. JK will be looking to get suggestions from students. Budget will be required.</p> <p><b>Clearer Communication</b> - JK looking at getting all correct info on the SU. Director of Marketing is on board. JK attending a workshop.</p> <p><b>Free Printing</b> - Printer being discussed with Advocacy and Engagement Director. JK looking into online submissions and hoping to reduce the amount of hard copy submissions required. Books+ for printing is still a target. JK is meeting with the iCentre Manager. Printer should cover its own costs.</p> <p><b>International Student Outreach</b>- Not a lot of progress. JK hoping to meet with the International Rep (Cambridge) and start an International Society. She has been attending the iCafe.</p> <p><b>VP (Business)</b></p> <p><b>A More Personal Tutoring System</b> -KK and Dean of FHSCE to undertake vision visits. BM raised an issue of Personal Tutoring having a 5 day response. <b>Action:</b> KK to discuss with BM and ID and rely to ET</p> <p><b>Part Time Jobs Fair</b>-Fair to take place January/February. <b>Action:</b> KK to meet with Assistant Manager (VES).</p> <p><b>Bike Safety</b> -KK to gather feedback/concerns from students. KK working with Commercial Services Manager to finalise the bundle. SW suggested that students should be fully aware that in Cambridge tickets are issued after hours. Issue should be raised with MP. <b>Action:</b> KK</p>	<p>KK</p> <p>KK</p> <p>KK</p>

	<p><b>VP (HSCEMS)</b></p> <p><b>Monthly distress events</b> - Lots in progress. Budget required</p> <p><b>Monthly drop ins</b> - Will take place later in the semester. JS clarified that ET will attempt to work these around student timetables.</p> <p><b>Cultural GIAG</b> - Trip to Nigeria planned during Black History Month.</p> <p><b>Family day: the one stop shop</b> - Particularly focused on engaging students with children. DBS checks might be required. <b>Action:</b> LD to discuss with ET.</p> <p><b>Budget</b> - £1550 required for Black History Month, Cultural GIAG and Monthly distress events campaigns.</p> <p><b>VP (ST)</b></p> <p><b>Clubs and Societies Count</b>- LD will be working to improve the engagement of C&amp;S members including in volunteering and raising money for charity. No budget will be required. She has been building relationships with members.</p> <p><b>Diversity Projects</b> - <b>Action:</b> LD will include project plan for LGBT History Month at next FVC/LEDIC. LD discussing International Women's Day with KT.</p> <p><b>Other relevant updates</b> - LD has been working on #sexualrespect WG.</p> <p>Accommodation website "will be son or daughter" was changed to my "will my child"</p>	LD
4	<p><b>Appointments</b></p> <p>None</p>	
5	<p><b>Policies</b></p> <p><b>5.1 Against cuts to education</b></p> <p>No update</p> <p><b>5.2 Against NHS cuts</b></p> <p>National demo taking place. KK to confirm if we will be organising/promoting students to go</p> <p><b>5.3 Gender neutral toilets</b></p> <p>None in Peterborough. LD to follow up with estates.</p> <p><b>5.4 Increased equality for vegan students</b></p> <p>In progress - CK raised that a Vegan Society came onto campus and it might be worth working with them. <b>Action:</b> JK to liaise with Jamie Carson from Student Service to identify who it was.</p> <p><b>5.5 KWAF</b></p> <p>JS and SW meeting on 03/10/2017</p> <p><b>5.6 Liberating the curriculum</b></p> <p>LD to discuss with AL&amp;T. ID keen to be involved</p> <p><b>5.7 Save our space</b></p> <p>MR keen to be involved as well</p> <p><b>5.8 TEF</b></p> <p>In progress rather than completed</p> <p><b>5.9 Trans not trans*</b></p> <p>MT to be added to meeting. Policy to go to Student Council.</p> <p><b>5.10 Up your grants</b></p>	<p>KK</p> <p>LD</p> <p>JK</p> <p>JS</p>

	JS to meet with Finance Manager	JS
6	<p><b>Ideas</b></p> <p>SU permanent bar in Cambridge – NSS has identified that students are still dissatisfied with the lack of social space. JS believes it is likely that a bar will be on campus in the future.</p> <p>Books Plus card used for printing – This was part of the free printing campaign.</p> <p>Summer graduation – This has been reopened, JS to lead</p> <p>Stop charging for hot water – Completed – needs to be communicated to students.</p> <p>Therapy dogs – Completed.</p> <p>Accessible microwave – Risk assessments and PAT testing were needed before these could be in use.</p> <p>Free graduation guest fee – no progress. Pushed back by VC. Costs only cover costs, no profit being made.</p> <p>Halal food and prayer room – Bigger prayer room in the future. Current prayer room will be closed to during LAB refurbished.</p> <p>Free parking – KK meeting with JW to discuss possible discounts. BH raised that there is a discount for park and ride in Camb but not in Chelm. <b>Action:</b> KK to clarify</p> <p>Jacket potatoes – Part of the Better Food campaign</p> <p>Cheerleading</p> <p>Food in Library – JS to look at alternatives.</p> <p>Lab coats – Completed</p> <p>Money money money – SW and ID to discuss. Paramedics are now able to access £300 means tested bursary for travel to placements. Not sure where it's coming from but access through Student Services.</p>	<p>JS</p> <p>KK</p> <p>JS</p> <p>SW/ID</p>
7	<p><b>Any other business</b></p> <p>SW – Movember. Merchandise will be distributed to SU. <b>Action:</b> Officers to submit a team. Target is to raise £3K, two events planned and will confirm. £520 raised last year. <b>Action:</b> SW to liaise with MG (on committee of RaG Society). SW to meet with Campaigns and Education Enhancement Coordinator.</p> <p>JS – Student Matters. Expressions of interest by 5pm 06/10/2017 to MB. Terms of reference amended last year to now include a member of FVC/LEDIC. MB to send an e-mail.</p> <p>LD – Campaign and liberation support</p> <p><b>Budgets</b></p> <p>JK requests money for print – labels, suggestion cards, box label, feedback cards/holder for feedback cards. Request for £200 approved</p> <p>ET requests money for 3 of her campaigns. Request for £2115</p> <p>BHM £180 approved</p> <p>Cultural GIAG £450 approved</p> <p>Monthly distress events £1,485 – <b>Action:</b> ET to provide further clarification before next meeting. Not approved</p> <p>Total approved: £630 approved</p>	<p>EXEC SW</p> <p>MB</p> <p>ET</p>
	<b>Date and Time of Next Meeting:</b>	



	TBC	
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## Actions and matters arising from last meeting

28<sup>th</sup> September 2017

ITEM	ACTION	OWNER	UPDATE
Carried over			
4.5	Support for male students – LD to contact JT	LD	
6.1	LR (Against cuts to education) to do research about the cut of education placements for students.	LR	
6.3	Speak to Active Anglia about the possibility of gender neutral toilets.	LD/MG	
7.11	Make cheerleading an Active Anglia sport – JS to contact Student Activities Manager	JS	Emails sent to both squads – Sirens are not interested, Raiders would like more information. Discussion with Abi about grant procedure yet to happen.
3.1	The Retention Report – JS to circulate	JS	In the Agenda
	LGBTQ+ and Black History: LD to contact Student Activities manager.	LD	
5.3	GNT's: LD noted that there was now no gendered accessible toilet in Coslett and agreed to gain student feedback on this.	LD	
5.6	Liberating the curriculum: LD to meet with Dean of FMS/DVC (Education)	LD	
5.8	LD and KK to meet with UCU Representative	LD/KK	
5.10	Up your grants: LD had taken over ownership of this. JS to provide a handover.	JS	Complete
6	Halal food and prayer room– JK to meet with C&H Manager/Chaplain	JK	
	Free parking – KK to write an update for the website.	KK	
7	Rainbow lanyards – MG to establish whether other faculties had been consulted and copy in JS	MG	
3.1	A More Personal Tutoring System – KK to discuss with BM/ID and ET	KK	
	Part-time jobs fair – KK to meet with Assistant Manager (VES)	KK	
	Bike Safety - Cambridge tickets are issued after hours. Issue should be raised with MP	KK	
	Family Day – DBS checks might be required, LD to discuss with ET	KK	
	Diversity Projects – LD to discuss Women's Day with	LD	
5.2	Against NHS cuts: National demo, KK to confirm if we will be organising with students	KK	
5.3	Gender Neutral Toilets: None in P'boro, LD to follow up with Estates	LD	

5.4	Increased Equality for Vegan Students: JK to liaise with Jamie Carson from SS re: Vegan society on campus	JK	
5.5	KWAF: JS to meet with SW on 03/10/2017	JS	Complete
5.10	Up Your Grants: JS to meet with Finance Manager	JS	Meeting took place on 26/10/17. Verbal update
6	Free Parking: KK to clarify discount for park and ride in Cambs/Chelms	KK	
	Food in library: JS to look at alternatives	JS	Ongoing
	Money money money: SW and ID to discuss	SW/ID	
7	Movember: Officers to submit a team	Officers	
	SW to liaise with MG and meet with Campaigns and Ed Enhancement Coordinator	SW	
	Student Matters: MB to email	MB	To include in email on 23th Oct
	Budgets: Monthly distress events £1485, ET to provide clarification before next meeting	ET	

## 2. EXECUTIVE COMMITTEE

### 2.1 Membership

The Executive Committee as defined in the Union's Articles of Association shall be made up of the:

- (a) Faculty Voice Committee; and
- (b) Liberation, Equality, Diversity and Inclusion Committee

### 2.2 Faculty Voice Committee

#### 2.2.1 Initiation and frequency

- (a) The Faculty Voice Committee will be held monthly.
- (b) Other Faculty Voice Committee meetings may be called by a simple majority vote of the Faculty Voice Committee.

#### 2.2.2 Organisation

Notice of at least five days shall be given for a Faculty Voice Committee meeting.

#### 2.2.3 Membership

There will be a maximum of sixteen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Vice President Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);
- (f) ALSS Rep Leader (Cambridge) and (Chelmsford);
- (g) FHSCE Rep Leader (Cambridge), (Chelmsford) and (Peterborough);
- (h) FMS Rep Leader (Cambridge) and (Chelmsford);
- (i) FST Rep Leader (Cambridge) and (Chelmsford); and
- (j) LAIBS Rep Leader (Cambridge) and (Chelmsford).

#### 2.2.4 Chair and Vice Chair

- (a) The Chair of the Faculty Voice Committee will be the President.
- (b) The Vice Chair of the Faculty Voice Committee will be nominated by the Faculty Voice Committee.

#### 2.2.5 Duties

The duties of the Faculty Voice Committee will include to:

- (a) plan and implement ideas and projects to improve the experience of students;
- (b) plan and implement Policy;
- (c) discuss and draw together key issues and/or themes across faculties;
- (d) plan and deliver campaigns;

#### 2.2.6 Quorum

2.2.7 Quorum shall be at least half of the elected members.

### 2.3 Liberation, Equality, Diversity and Inclusion Committee

#### 2.3.1 Initiation and frequency

- (a) The Liberation, Equality, Diversity and Inclusion Committee will be held monthly.
- (b) Other Liberation, Equality, Diversity and Inclusion Committee meetings may be called by a simple majority vote of the Liberation, Equality, Diversity and Inclusion Committee.

#### 2.3.2 Organisation

Notice of at least five days shall be given for a Liberation, Equality, Diversity and Inclusion Committee meeting.

#### 2.3.3 Membership

There will be a maximum of seventeen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Vice President Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);

- (f) Black and Minority Ethnic (BME) Students' Rep (Cambridge) and (Chelmsford);
- (g) Disabled Students' Rep (Cambridge) and (Chelmsford);
- (h) International Rep (Cambridge) and (Chelmsford);
- (i) LGBT+ Students' Rep (Cambridge) and (Chelmsford);
- (j) Trans\* Students' Rep (Cambridge) and (Chelmsford); and
- (k) Womens' Rep (Cambridge) and (Chelmsford).

#### 2.3.4 Chair and Vice Chair

The Chair and Vice Chair of the Liberation, Equality, Diversity and Inclusion Committee will each be a Campaign Rep nominated by the Liberation, Equality, Diversity and Inclusion Committee.

#### 2.3.5 Duties

The duties of the Liberation, Equality, Diversity and Inclusion Committee will include to:

- (a) ensure campaigns consider and promote liberation, equality, diversity and inclusion;
- (b) scrutinise and monitor engagement with minority groups and support the development of related action plans;
- (c) advise the Faculty Voice Committee on the implementation of ideas and projects to improve the experience of students; and
- (d) plan and deliver campaigns.

#### 2.3.6 Quorum

Quorum shall be at least half of the elected members.



## CAMPAIGN UPDATE REPORT

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017
<b>Prepared by:</b>	Jamie Smith	<b>Role:</b>	President

**Summary:** *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

### Retention

**Aim:** Does involvement with the SU correlate with good student retention/continuation rates?

#### Objective(s):

1. Email key stake holders to register interest and begin process	COMPLETE
2. Collect Data and analyse	NOT STARTED
3. Create Report	NOT STARTED
4. Use Recommendations to Create Working Group	NOT STARTED

#### Updates:

1. Email was sent to key stake holders and experts. Awaiting reply to finalise data needed and then will begin data analysis.

#### Other relevant updates:

Conversations about graduation being moved to July have restarted and are looking positive. This does however, mean re-submitters will not be able to graduate with their class in the ceremony.

The Union is about to enter into an agreement with CoWA (College of West Anglia) regarding Veterinary Nursing students and their ability to use our services which is an exciting step forward! **UPDATE: This has now happened! Vet Nursing Students can now be committee members of societies!**

I'll be looking into vision visits to the open university to look into how we can better represent degree apprenticeship students. **UPDATE: Email has been sent, waiting to secure dates for visits.**

I'm writing to local MPs to discuss the Let's Be Honest report as well as the possibility of student discounted public transport in Cambridge. **UPDATE: Both MPs have replied, setting up dates currently.**

Peter Taylor House will be opening on October 2<sup>nd</sup> – I invite you all to attend! **UPDATE: Hope you love it!**

Nicola Dandridge (CEO of office for students) will be visiting us on October 30th [Verbal Update]

Principles of Partnership were launched this month! These highlight the importance of students as partners and is a really exciting time for us all. It gives us a real framework to lobby and challenge the university with as well as be involved in conversations we never could before! It's looking really positive. Here's a link to the framework;

<https://www.angliastudent.com/represent/partnership/>

Dance Studio \*Check if can be shared\*

FVC/LEDIC are asked to **DISCUSS**







<b>Project name</b>	<b>Student Retention</b>
<b>Project manager</b>	<b>Jamie Smith</b>
<b>Project sponsor</b>	<b>SMT/Ruth Taylor</b>
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

I intend to gather research into student retention and then use this to look at the relationship between retention and the Students' Union. This research can be used to analyse how we support students, broken down into levels and where we can increase our support.

I will use data such as retention of students, withdrawals, success rates, timeframe of withdrawals, reasons why, Destinations of Leavers from Higher Education survey, and other useful data.

Teesside Students' Union released a similar piece of data and the university reacted in a very positive way. For more information on their research you can look at: <https://www.tees-su.org.uk/about/tusupremium/>

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

Retention at Anglia Ruskin is very poor. We need to find out why, if interaction with the Students' Union aids in student retention and/or success rates and how the Students' Union can support students and the student experience further.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Students' Union has further understanding into how we contribute to student retention	A list of recommendations is produced from the data	Action Plan put in place
	University notes the data and report and relationship is improved	Potentially further funding given in block grant
	Student voice/Question 26 sees a 10% rise in students feeling we have aided their academic experience by 2020	NSS scores are monitored
ARU and Students' Union to work in partnership on the ongoing student retention matter	Student Retention working group actively works in collaboration on the Students' Union action plan	Actions being taken on by university if applicable
	University actively works to improve resources for the union to achieve their action plan	Union to set up a retention working group internally with university representation
	University aligns their action plan to collaborate on common themes (e.g. poor SU interaction & low NSS satisfaction scores)	

## Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

This project is going to use data to create a report highlighting recommendations on where the union actively contributes to the retention and/or achievements of core students at Anglia Ruskin University. It will also outline an action plan for how the union improves its involvement/support where needed.

This project does not fall under the scope to deliver on the actions recommended by the report due to time constraints. However, this will be taken forward by the union without my lead. It will also not include partner colleges/institutions as Anglia Ruskin Students' Union does not represent them.

This project works within the parameters of the Student Retention Working Group and looks to assist, not duplicate work already happening.

## Deliverables

*List the outputs of the project.*

- Data spreadsheets and a report with recommendations on how to improve SU involvement/support in student retention.
- A working group with clear aims and objectives working from the recommendations from report.
- Improved percentage on question 26

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Students, Anglia Ruskin Students' Union and Anglia Ruskin University.

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Jamie Smith (President)	Lead the project Ensure deadlines are met Regularly update RT the SRWG and the SURG Gather data from the university
SMT	Support Jamie in her responsibilities Delegate work where necessary to the members of their team best suited to fulfil
Union	Be inspiring leaders in the development of the project and invest in our involvement in student retention
Ruth Taylor	Be an external support providing knowledge and skills to aid the project where necessary Meet regularly with Jamie (monthly) to receive project update

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

This piece of work is very data heavy meaning analyse will take a long period of time. There could be a potential implication on staff work load.

This research could potential reflect negatively on the Students' Union but this implication is mitigated by the unions' agreement to work towards improvement.

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
DPRS	Data protection regulations are changing and therefore the university does not need to share with us certain information it used to. Working in partnership on their data is crucial and our relationship with the university, our shared interest in retention improvement and our partnership agreement will mitigate this
Anglia Ruskin University	Unwilling to share data (Retention is very important to the university so this is unlikely)
Officer Term	Time scale of officer terms means that the project lead will be unable to see out the actions
TEF	There is potential that the TEF will move to a departmental level. We would need to ensure we ensure we maintain our stance on the TEF in line with our policy and values. We also need to ensure all data is confidential.

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

I recognise I do not have the skill set to analyse the data I will be receiving. There is potential for hiring a member of student staff to aid in this. The cost implication of this is roughly:





Project name	Let's Be Honest
Project manager	President/Executive Officers
Project sponsor	N/A
Date agreed	TBC
Agreed by	TBC

## Project brief

We are ready to start talking about mental health in an open and honest way. We believe that addressing the stigma around mental health, equipping students to support each other, and increasing the awareness and provision of support available are fundamental to make Anglia Ruskin a community who genuinely cares for each other.

## Project overview

Continuing from last year's Officer team, we identified students' Mental Health as our top priority campaign. Across the country there is a rise in students suffering from a number of mental health issues, often going undiagnosed with a lack of support. We don't want to stand for that anymore.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Educate - The ARU community will be educated about mental health issues and the services available to students	Promo video – myth buster (students, staff etc)	
	Launching resources and self-help apps	
	MHFA training for staff	
	Wellbeing Week	
	Statistic posters	
	Let's Be Honest report launch	
	MHFA training for students	

Support - The ARU community will be empowered to (proactively) address mental health issues through open and accessible support networks	Wellbeing Week (yoga etc)	
	Student content	
	Liberation & Campaign rep support	
	LGBT History Month	
	Monthly distress events	
	Drop in's	
	Supporting International Students	
	Winter Wellbeing	
	You're Irreplaceable	
Act - ARU will take responsibility for the provision of excellent mental health services for all students	Personal Tutor Kit	
	Working with Daniel Zeichner	
	Let's Be Honest Implementation	
	Course Equipment	
Let's Be Honest Report	All recommendations from the report are considered and worked on by ARU Students' Union and the University.	

## Scope

<i>Does include;</i>	<i>Does not include;</i>
<b>Aims and objectives as listed above</b>	<ul style="list-style-type: none"> <li>Giving mental health advice/counselling to students</li> <li>Implementing changes to current university provision (including services, accommodation policies, timetabling)</li> <li>Implementation of personal tutor toolkit</li> </ul>

## Key stakeholders

*Anglia Ruskin Students' Union, Anglia Ruskin University, Student Services, Counselling and Wellbeing, all Anglia Ruskin students, local mental health organization (mind, etc), Executive committee*



## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Executive Officers	Drive the project forward, lobby for change, support part time executive in their campaigns, ensure sustainability of project, promotion of the LBH report and campaign
Part Time Executive	Support the campaign, consider how to implement within own role, support development of the campaign, ensuring they are the voice of their constituents within the campaign
Rose Guy	Assist with the operational elements of the campaign. Monitor budget, support the Executive Officers to oversee the project
Communications team	Provide a platform to communicate the aims and objectives, regular updates and

## Costs

TBC

## Timescales

*An estimate of when project activities will happen.*

[illegible]

<b>Project name</b>	<b>'Let's Be Honest' Report Launch</b>
<b>Project manager</b>	<b>Rose Williamson</b>
<b>Project sponsor</b>	
<b>Date agreed</b>	
<b>Agreed by</b>	

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

This project will organise the launch of the 'Let's Be Honest' official report. It will establish a date for which the launch evening can occur, coordinated with key stakeholders in mind. Prior to the event, the report will be looked over and finalised before being sent to the University so VC Iain Martin has an opportunity see it prior to the event. Physical copies will be printed to have at the event to be presented to key stakeholders, alongside physical copies of the 'Mental Health Toolkit'. We will distribute a brief to the faculties inviting students to send submissions interpreting mental health that can be showcased at the event (following a theme of honest conversation about mental health). We will design and print a selection of Comms materials, including infographic-style posters which present the report's findings in a quick-fire way and a pamphlet that presents a shortened, student-friendly version of the report's findings and recommendations. At the event, we will provide refreshments before introducing a number of speakers, including the Students' Union President Jamie Smith, VC Iain Martin, and MP Daniel Zeichner, as well as potentially inviting Student Services/Counselling and Wellbeing to discuss their impact on students' mental health. During the event, we will also display the work which students submitted that explores mental health using the breakout rooms as galleries or giving students a space to perform. Following the event, we will write-up a blog post for NUS or news article for Guardian Higher Education to raise awareness and make more visible the mental health issues which 'Let's Be Honest' explores.

*This plan goes in line with the 'Let's Be Honest' project plan prepared by Jamie Smith.*

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

Following the research done last year, the report is due for a launch in order to celebrate the work achieved through the strong response to the survey. This launch needs to be in first semester to maintain momentum, keep the findings at the forefront of both Students' Union and University activity, and hold the Students' Union and the University responsible for implementation of the recommendations.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Commitment to the recommendations of 'Let's Be Honest' by the Students' Union and University	A public launch of the report at the Students' Union	Attendance at the event by key stakeholders; a verbal or written commitment from the VC which confirms the 'Let's Be Honest' recommendations will be followed; printed copies of the report available
	Attractive and easy-to-understand Comms materials which distil the larger report into posters/pamphlets.	Provision and distribution of these materials at the launch event and to relevant Student Services afterwards
	Availability of mental health resources from the Students' Union	Copies of 'Mental Health Toolkit' available at launch as well as distributed to relevant Student Services
	Students' continued involvement in the conversation about mental health	The submission of work for the student showcase at the launch event

'Honest' public discussion about mental health	Public impact/outreach discussing the wider implications of the report and recommendations	News article or NUS blog post making a 'call to arms' for universities regarding student mental health and wellbeing
	Policy-influence from findings	MP Daniel Zeichner discusses the report in Parliament and wider-reaching HE policy is affected by or born out of that discussion

## Scope

*Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.*

This project plan covers the scope of the launch event and outcomes arising directly from the event and the distribution of the report to key stakeholders. For the wider use of 'Let's Be Honest' with regard to the officers' campaigns, see the project plan prepared by Jamie Smith. This project does not manage the use of 'Let's Be Honest' in officer campaigns, conduct new research, or manage implementation.

## Deliverables

*List the outputs of the project.*

An evening event with key stakeholders held at the Students' Union.

Final and printed copies of the Let's Be Honest report.

Printed copies of the Mental Health Toolkit.

Infographic posters relating to the LBH findings.

Small pamphlets summarising findings for a layperson audience.

Student showcase of mental health related work.

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Students' Union staff and officers (including last year's officers), faculty and campaign reps, VC Iain Martin, Deputy VC Roderick Watkins, Deputy VC Helen Valentine, DoSS Julie Walking and the Student Services department, the Counselling and Wellbeing team, Hannah Belcher (student researcher).

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Rose Williamson	Coordinate event and speakers, as well as the delivery of the report itself. Coordinate Comms materials (posters and pamphlets). Coordinate Student Showcase. Coordinate and/or produce external publication (blog or news article; potentially produced alongside Hannah Belcher).
President Jamie Smith	Speak at event.
VC Iain Martin	Speak at event.
Comms team	Design finalized report, pamphlets, and posters.

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

The public release of 'Let's Be Honest' will significantly raise our profile as a research-led organisation. It will celebrate the successes and recognise those who have worked on this project last year and this year. It may frustrate those in the university staff who work to support students to see results which reflect difficulties and weaknesses perceived by students, but ultimately the aim is to spur change and increased resources. Another impact to consider is the use of the SU space in the evening and getting permissions/informing security staff.

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Frustration of university at recommendations regarding efficacy of student services	Celebrating what university is already doing and making it clear we want a partnership to decide the move forward
Inability of stakeholders to attend	Offering multiple potential dates to find a date which suits best
Short turnaround on Comms material	Signposting needs and making clear design briefs with as much time as possible left for design and printing
Alcohol at event	Potentially having someone serving alcohol in order to reduce likelihood of intoxication

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

£40	Four A1 Posters	Comms team
£40	Pamphlet	Comms team
£50	Mental Health Toolkits	Comms team
£100	Hardcopy of LBH report (50)	Printing service
£100	Prosecco and soft drinks	Tesco
£100	Food	Tesco
£40	Costs for student showcase display	<i>Dependent on kind of work displayed; discuss with Jo/Georgia Elderkin</i>



## Timescales

An estimate of when project activities will happen.

What	When											Who
	October 16 <sup>th</sup> -20 <sup>th</sup>	October 23 <sup>rd</sup> -29 <sup>th</sup>	October 30 <sup>th</sup> -November 3 <sup>rd</sup>	November 6 <sup>th</sup> -10 <sup>th</sup>	November 13 <sup>th</sup>	November 14 <sup>th</sup>	November 15 <sup>th</sup>	November 16 <sup>th</sup>	November 17 <sup>th</sup>	November 18 <sup>th</sup> -21 <sup>st</sup>	November 22 <sup>nd</sup> onward	
Submit project report and funding requests to exec	Rose on leave Oct 23 <sup>rd</sup> , so prepare for Oct 20 <sup>th</sup>	Oct 23 <sup>rd</sup> paper deadline										
Finalise Report for printing	Edits by 20 <sup>th</sup> sent to Mal	Send report PDF to VC/present at meeting with VC and JS by 27 <sup>th</sup>	Order for printing (50 copies)									
Send brief for student submissions to faculties	Write brief 18 <sup>th</sup> , send ASAP											
Open period of submission for student work for showcase				Inquire if students need things								





## Let's Be Honest (it's time to change) Campaign Update

31<sup>st</sup> August 2017

OBJECTIVE	ACTION	WHO	UPDATE
<b>EDUCATE: The ARU Community will be educated about mental health issues and the services available to students</b>			
Promo video – myth buster (students, staff etc)	MB to send ET video brief and Adam's details	MB	Complete
	ET to organise planning meeting with Exec/Comms	ET	
	JS to sort budget	JS	Proposal going to exec next week
Launching resources and self-help apps	ET to follow up with GH	ET	
	MB to send finalised guide to Exec	MB	Sent
MHFA training for staff	JS to chase SD	JS	Email sent
Wellbeing Week	All follow up with TM to ensure appropriate services are represented	ALL	Not Started
Statistic posters	ET to include in wider distress promo	ET	
Let's Be Honest report launch	KK to arrange a planning meeting with Exec/DL/Comms	KK/JS	Not Started
<b>SUPPORT: The ARU Community will be empowered to proactively address mental health issues through open and accessible support networks</b>			
MHFA training for students	JS to follow up with DL (re: external trainer)	JS	Email sent
Wellbeing Week (yoga etc)	ET to follow up with TM	ET	
	ET to meet with Active Anglia about collaboration	ET	Meeting with AA next week
Student content	All to gather/create content (quotes, stories, images, photos, videos) and send to JK	ALL	Not Started
	JK to arrange meeting with GH to take forward	JK	Meeting taken place (verbal update)
Liberation & Campaign rep support	LD to meet 1-1 with all LEDIC reps	LD	Emails have gone out – waiting on responses
	MB to add to Sept Exec agenda	MB	Added
LGBT History Month	LD to meet with EH, MT & ID	LD	Waiting for meeting
Monthly distress events	ET to finalise events and add into calendars	ET	Finalising Dates
Drop in's	ET to share design briefs/work with team to create general/individual promo	ET/AL L	Discussing with Comms

Supporting International students	ET to meet with DF/KP re: international societies and GIAG's	ET	
	ET to attend icafe's and write a "keep, stop, start" review	ET	Waiting to write review
Winter Wellbeing	LD to arrange planning meeting with ET for winter destress events	LD	Conversations have started
	ET to research SAD/lamps	ET	Expensive and small – potential non mover
	ET to forward SAD email to all	ET	
You're Irreplaceable	ET to chase budget and continue working with GH/MB	ET	Waiting for Budget Approval
<b>ACT: ARU will take responsibility for the provision of excellent mental health services for all students</b>			
Personal Tutor toolkit	KK to meet with Ruth Taylor and circulate feedback and next steps	KK	Need to Circulate (In Update)
Working with Daniel Zeichner	JS to arrange meeting/catch up with BD	JS	Happening on 6/9
Let's Be Honest implementation	KK & JS to include in LBH Launch meeting	KK/JS	Waiting for report Launch
Course Equipment	LD to think of survey questions, send to MB to check	LD	Not Started
	LD to write up a webpage intro/explanation	LD	Not Started
	LD to arrange meeting with GH	LD	Not Started



## CAMPAIGN UPDATE REPORT

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017
<b>Prepared by:</b>	Johanna Korhonen	<b>Role:</b>	ALSS Vice President

**Summary:** *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

### BETTER FOOD

**Aim:** To offer a wider variety of food that reflects student feedback and is good value for money

**Objective(s):**

1. Analyse the data collected by the Catering team regarding the Canteens from November 2016 to clarify the objectives
2. Recipe suggestion website has been set up
3. Mal (designer) has started working on the comms material for the suggestion period
4. Recipe suggestion period dates: 13<sup>th</sup>-24<sup>th</sup> November  
Collate a list of 10 specific recipes that have been suggested by students and voted to be included and present these to the Catering team
5. Recipe trial dates: 29<sup>th</sup> January - 9<sup>th</sup> February  
Conduct a recipe trial of the selected 10 recipes in the Cambridge Canteen for two weeks
6. Collect feedback aiming for 1000 responses during the recipe trial to indicate which recipes students want to have permanently introduced, and to gain a better understanding of what students mean by 'good value for money'

COMPLETED

COMPLETED

IN PROGRESS

IN PROGRESS

IN PROGRESS

NOT STARTED

**Updates:**

1. Dates have been set for recipe suggestion and recipe trial period – it's happening!
2. Mal has started working on the comms material for the recipe suggestion period that is in November
3. Recipe suggestion website has been set up (similar to ideas page)

Budget for the recipe suggestion period: suggestion box, promo material (online, banner, signage for catering), feedback cards £200 **has been agreed**

### CLEARER COMMUNICATION

**Aim:** Students can easily access information, it is clearly signposted, and communication with students is coherent across the different parts of the University. Students have an understanding of what events are happening and who they can talk to.

**Objective(s):**

1. I attended an innovation workshop regarding communication with students. They have put together 'a student applicant journey' profile with an aim to make communication with students clearer.	COMPLETED
2. Variety of Comms and student experience staff are currently running an experiment to make the application process easier through communication prompts and we have weekly catch ups to monitor the process	IN PROGRESS
3. I have chased the student Comms 'profile' with Andrea Turley (what information/emails students receive and when to avoid duplication) which has been collated by the University Comms teams, Fiona is waiting to receive to update SU comms on it	IN PROGRESS
4. I have a list of all the different university platforms that have information about the SU and I aim to go through this to make it coherent and reflective of our brand	IN PROGRESS
5. I will have a meeting with Bethan and the person in charge of Canvas to see if there is a possibility of having an SU Canvas course to have all the SU events in Students' timetables	IN PROGRESS
6. SU to have a weekly show on Cam FM with Johanna and Laura presenting	
7. Set a Comms Focus group, collaborate with University is one is set up to get clarity on how students want to communicate and how it can be made clearer to students who says what	NOT STARTED
<b>Updates:</b>	
1. University are aware that there is a problem and they are actively working on it (they set up the workshop and are running trials)	
2. Waiting for the student Comms 'profile' from Andrea Turley	
3. I have not set a comms focus group yet because I'm waiting for the comms 'profile' to have content to gather feedback. University also have a group of students on Facebook (around 200 students) who are participating in the experiments that they are running after the workshop so I might be able to utilise this	
Budget: Cam FM membership for three presenters costs £50	
<b>FREE PRINTING</b>	
<b>Aim:</b> Reduce the amount of hard copy printing students have to do, as well as provide means to pay for printing documents that are required for their courses	
<b>Objective(s):</b>	
1. I'm meeting Conrad Sackey and Chris Whellams regarding online submissions (date yet to be fixed)	IN PROGRESS
2. I have no annual dates for printing as the university does not currently collect these, I will see if there is any other way of finding numbers of how much students have to print	
3. Get reps to raise printing as an issue in SSLC's	
4. Plan 'sticker campaign' for first semester submissions to make a statement (this is how much printing cost the students and the planet)	
<b>Updates:</b>	
1. I have decided to not get the Free Printer in the Students' Union, as this was a short term solution and it has proven a lot more complex than I anticipated.	

2. Instead I want to focus all my energy on lobbying the university to reduce the total amount of printing that students have to do by pushing the university to move towards online submissions and also to provide a means to pay for printing (they have been giving out printing vouchers in the library so this can obviously be done)
3. Julie Walkling (the head of Student Services) is leaving in the end of the year
4. I met Conrad Sackey and David Walsmley (under Julie Walkling) who seemed interested in Books+ Printing being a thing

Budget: Sticker Campaign may require a budget but I will bring this to next Exec

## INTERNATIONAL STUDENT OUTREACH

**Aim:** There is a greater feel of international community in ARU - international and EU students are engaged and international societies are thriving

### Objective(s):

1. Set a committee for the International Society (one more person needed)
2. The university is looking into how students are communicated with throughout their studies, from applying to finishing their degree. I will ensure this will be looked at from international students point of view also
3. I'm planning a Speed Friending event as International Society is still inactive

IN PROGRESS

### Updates:

1. I will be collaborating with International Office, Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done
2. I am waiting to meet the International Students rep
3. I am waiting to get together a committee for the International Society

### Other relevant updates:

Vegan Policy:

1. 30 days Vegan Pledge will happen again, starting on 20<sup>th</sup> November, kick started by an event the Vegan Society has organised and a screening of the Land of Hope and Glory documentary
2. I have contacted Jamie Carson regarding the Vegan Food van that was in Chelmsford Freshers Fair and looked into options in Cambridge

Halal Food & Prayer Room:

1. I have contacted Islamic society to discuss their thoughts of the prayer room and halal food
2. Halal food came up in Fairtrade, Sustainable Purchasing and Food Group - I will continue the discussion with Nigel Cooper and Terry hope after meeting students

FVC/LEDIC are asked to **DISCUSS**



<b>Project name</b>	<b>Improving Catering</b>
<b>Project manager</b>	<b>Johanna Korhonen, VP (Arts, Law and Social Sciences)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Update 23/10/17

<b>BETTER FOOD</b>	
<b>Aim:</b> To offer a wider variety of food that reflects student feedback and is good value for money	
<b>Objective(s):</b>	
1. Analyse the data collected by the Catering team regarding the Canteens from November 2016 to clarify the objectives	<b>COMPLETED</b>
2. Recipe suggestion website has been set up	<b>COMPLETED</b>
3. Mal (designer) has started working on the comms material for the suggestion period	<b>IN PROGRESS</b>
4. Recipe suggestion period dates: 13 <sup>th</sup> -24 <sup>th</sup> November Collate a list of 10 specific recipes that have been suggested by students and voted to be included and present these to the Catering team	<b>IN PROGRESS</b>
5. Recipe trial dates: 29 <sup>th</sup> January - 9 <sup>th</sup> February Conduct a recipe trial of the selected 10 recipes in the Cambridge Canteen for two weeks	<b>IN PROGRESS</b>
6. Collect feedback aiming for 1000 responses during the recipe trial to indicate which recipes students want to have permanently introduced, and to gain a better understanding of what students mean by 'good value for money'	<b>NOT STARTED</b>
<b>Updates:</b>	
1. Dates have been set for recipe suggestion and recipe trial period – it's happening!	
2. Mal has started working on the comms material for the recipe suggestion period that is in November	
3. Recipe suggestion website has been set up (similar to ideas page)	
Budget for the recipe suggestion period: suggestion box, promo material (online, banner, signage for catering), feedback cards £200 <b>has been agreed</b>	

## Update 21/09/17

<b>BETTER FOOD</b>	
<b>Aim:</b> To offer a wider variety of food that reflects student feedback and is good value for money	
<b>Objective(s):</b>	
1. Analyse the data collected by the Catering team regarding the Canteens from November 2016 to clarify the objectives	<b>COMPLETED</b>

2. Collate a list of 10 specific recipes that have been suggested by students and voted to be included and present these to the Catering team	IN PROGRESS
3. Conduct a recipe trial of these 10 recipes in the Cambridge Canteen for two weeks from 29 <sup>th</sup> January till 9 <sup>th</sup> February.	NOT STARTED
4. Collect feedback with 1000 responses during the recipe trial to indicate which recipes students want to have permanently introduced, and to gain a better understanding of what students mean by 'good value for money'	NOT STARTED
<b>Updates:</b>	
1. Analysed the data: more variety is requested, customer service is good but value for money has room for improvement	
2. Set dates for a two week recipe trial with Terry Hope	
3. Catering have added two weeks to their menu plan: 4 weeks > 6 weeks	
Budget: suggestion box, promo material (online, banner, signage for catering), feedback cards £150	

## Update 21/8/2017

### Done:

- Met Terry Hope regarding catering services and heard his point of view
- Received survey results from their annual survey and two example menus from last year.

### Happening:

- Receiving new menus in the beginning of September to evaluate the options, particularly the vegan options.
- Plan a survey with Georgia Hingston and put together a focus group in September
  - o to pin down what students think good value for money means, what good quality food means to them and what foods they would like to see in the canteen to get more detailed information besides the catering survey results.
- I will meet a student regarding the vegan policy in the beginning of September

### To do:

- Suggest recipes and ideas for vegan options
- Comparison of Chelmsford and Cambridge catering services
- Visit another uni's catering services

## Project brief

This project aims to improve catering on campus. Currently students describe that the food on campus lacks selection, tastes bland, and is not good value for money. For this reason students may prefer eating outside of campus, which can impact the profitability of the catering services. This project aims to collaborate with the head of catering and the staff to improve the selection of food, and the quality of food, making it a better value for money. This is a response to student feedback that will be gathered through a survey to map student opinions and preferences regarding the catering services.

## Project overview

Food is a key part in study experience, as students may lack focus and energy if they have not eaten properly. From catering services' point of view, if students are dissatisfied with the food, they may eat outside of campus, which may result in a loss of profit. In 2016/2017 many students showed dissatisfaction regarding the catering services by submitting ideas through the Students' Union Ideas page. The Vegan Policy also passed in Student Council which demonstrates the urgent need to improve the catering services on campus. This campaign reflects the Students' Union vision and two of the goals: Goal 1: *We will actively listen to what students want and put their ideas into action to create positive change in our University.* The campaign will do this by listening to student feedback and ideas that have already been submitted and the Vegan Policy. Goal 4: *We will proactively support students to thrive in an inclusive and welcoming environment.* Providing good quality food is key in making students thrive, and providing vegan and vegetarian options as well as displaying clear labelling of halal and gluten free options is ensuring the inclusive environment.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
To offer a range of food that reflects student feedback and is good value for money	Collect recipe suggestions over two weeks	50 recipes or meal suggestions
	Divide the meal suggestions into groups (curry – 3 different curry recipes) that can be up voted and down voted to get 10 recipes that are highly requested	Over 20 votes for each recipe that will be trialled
	Conduct a recipe trial in the beginning of semester 2 2017/2018	1000 responses to the survey
	Visit another University to see their catering services	Perspective from another University
	Survey will generate data, which will help to map the ranges of foods that students want to eat	Does the feedback reflect the foods that are offered
	Map the similarities and differences of Chelmsford and Cambridge catering services	Coherence across catering
	Propose the catering services to introduce new options and develop the menu	New options
	Trial products among students	Feedback of new products

	Collect feedback after introducing a new range of food to indicate success.	feedback of student satisfaction
	The data will help to indicate what students consider as 'good value for money', vegan survey data gives indication of how much students are willing to pay.	Responses, data
	Comparing current catering sales to future sales with new range.	Sales, profit
To cater the dietary needs of vegans, vegetarians, halal, and gluten free indicated by clear labelling.	Propose the catering staff to attend a free vegan catering course in Semester 1 of 2017/2018	Training for staff, new options
	Propose the labelling to be clearer and there to be a section for the dietary requirement sandwiches	Clear labelling and separate section for free from / halal food

## Scope

I will not be buying food. Instead I will consult the students and catering services and help them to respond to student feedback to promote their services and improve their performance.

## Deliverables

Improved quality of food that is better value for money

Range that reflects the student feedback

Clear labelling of vegan, vegetarian, gluten free, and halal food

## Key stakeholders

Head of Catering Terry Hope, Catering staff, Students, Students' Union, University staff

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Johanna Korhonen	Project Manager
Terry Hope	Head of Catering
Students	Providing Feedback
Fiona Caslake / comms team	Promotion

## Implications for the organisation

No direct impact but in the end there might be better food

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Terry Hope may not be willing to cooperate	We will stress that it will benefit his business

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

Johanna to attend meetings

Johanna & Georgia H to plan survey and analyse data

Comms team to plan promo material (£100)

Food taster trial (£?)

Visiting another university

Staff to attend a free cooking course

## Timescales

*An estimate of when project activities will happen.*

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Plan and write survey	X											
Map the similarities and differences of Chelmsford and Cambridge catering services	X	X										
Visit x University's catering services		X										
Conduct survey in the beginning of semester 1 2017/2018 as well as a focus group/food forum		X	X									
Analyse data & write a report			X	X								
Propose the catering staff to attend a free vegan catering course in Semester 1 of 2017/2018			X	X								
Propose the catering services to introduce new options and develop the menu				X	X							
Trial products among students					X							
Collect feedback after introducing a new range of food to indicate success.					X	X						
Propose the labelling to be clearer and there to be a section for the dietary requirement sandwiches				X								
Review and evaluate the campaign						X						





<b>Project name</b>	<b>Clearer communication</b>
<b>Project manager</b>	<b>Johanna Korhonen</b>
<b>Project sponsor</b>	<b>TBC</b>
<b>Date agreed</b>	<b>TBC</b>
<b>Agreed by</b>	<b>TBC</b>

## Update 23/10/17

<b>CLEARER COMMUNICATION</b>	
<b>Aim:</b> Students can easily access information, it is clearly signposted, and communication with students is coherent across the different parts of the University. Students have an understanding of what events are happening and who they can talk to.	
<b>Objective(s):</b>	
1. I attended an innovation workshop regarding communication with students. They have put together 'a student applicant journey' profile with an aim to make communication with students clearer.	<b>COMPLETED</b>
2. Variety of Comms and student experience staff are currently running an experiment to make the application process easier through communication prompts and we have weekly catch ups to monitor the process	<b>IN PROGRESS</b>
3. I have chased the student Comms 'profile' with Andrea Turley (what information/emails students receive and when to avoid duplication) which has been collated by the University Comms teams, Fiona is waiting to receive to update SU comms on it	<b>IN PROGRESS</b>
4. I have a list of all the different university platforms that have information about the SU and I aim to go through this to make it coherent and reflective of our brand	<b>IN PROGRESS</b>
5. I will have a meeting with Bethan and the person in charge of Canvas to see if there is a possibility of having an SU Canvas course to have all the SU events in Students' timetables	<b>IN PROGRESS</b>
6. SU to have a weekly show on Cam FM with Johanna and Laura presenting	
7. Set a Comms Focus group, collaborate with University is one is set up to get clarity on how students want to communicate and how it can be made clearer to students who says what	<b>NOT STARTED</b>
<b>Updates:</b>	
1. University are aware that there is a problem and they are actively working on it (they set up the workshop and are running trials)	
2. Waiting for the student Comms 'profile' from Andrea Turley	
3. I have not set a comms focus group yet because I'm waiting for the comms 'profile' to have content to gather feedback. University also have a group of students on Facebook (around 200 students) who are participating in the experiments that they are running after the workshop so I might be able to utilise this	
<b>Budget:</b> Cam FM membership for three presenters costs £50	



## Update 21/09/17

<b>CLEARER COMMUNICATION</b>	
<b>Aim:</b> Students can easily access information, it is clearly signposted, and communication with students is coherent across the different parts of the University. Students have an understanding of what events are happening and who they can talk to.	
<b>Objective(s):</b>	
1. Have a clear understanding of what information students receive and when to avoid duplication – a student Comms ‘profile’ is being collated by the University Comms team	IN PROGRESS
2. Have coherent information about the SU across all the different platforms	NOT STARTED
3. Set a Comms Focus group, collaborate with University is one is set up to get clarity on how students want to communicate and how it can be made clearer to students who says what	NOT STARTED
4. All events accessible on one platform	
	COMPLETED
<b>Updates:</b>	
1. Andrea Turley (Head of Comms and marketing in uni) is on board	
2. I am waiting to get hold of the student Comms profile to see what is being sent to students by whom to see what could be done to improve it	
3. Now that students are back I will set a Comms focus group and check if university already has researched how students want to communicate	
Budget: Not currently required	

## Project brief

This project aims to make the communication with students clearer so that students will have a better understanding of what the Students’ Union is, what it does, what events are happening and what campaigns are being ran. The campaign analyses what are the main sources of information for students and uses this to target them more effectively. It is also evident that students may find it challenging to access information regarding university and faculty as there are multiple websites and they are not necessarily signposted. The SU website is also not signposted enough within the University website, and the University’s social media is rather targeted and not engaging. Communication on the basic level may also need to be considered, such as student reps knowing how to communicate the outcomes of SSLC’s to students. The aim is to bring information together so it is easy to find and navigate, resulting in more students being informed and engaged.

## Project overview

This project's purpose is to make communication between the SU and the Students clearer, communication between Student reps and Students clearer, and communication between the Students' Union and the University clearer. This is to ensure that students feel informed and are encouraged to get engaged with the SU. This campaign fits within at least two goals from the SU strategic plan. Goal 1: *We will actively listen to what students want and put their ideas into action to create positive change in our university*, as to actively listen to students they need to be engaged and in order to students to be engaged, they need to know what is happening. Therefore, communication is key. Goal 5: *We will create opportunities and deliver activities that make students proud to be part of the ARU community*. We create opportunities and deliver activities but to create an ARU community these need to be clearly communicated to students so they can take part. This will benefit both the Students' Union and the University.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Better understanding of how students want to communicate and access information	Analysis of existing data and if necessary conducting more research in form of a forum, face to face feedback, or a survey	Gathering research results that will give guidelines for the project
Students can easily access information about the Students' Union and the University that is interlinked, clearly signposted, and easy to navigate	Mapping of social media and means of communication within the University and the Students' union	Guidelines for the project
	Clearly signposted links between the Students' Union and the University websites	Analytics of the websites
	Better understanding among the students of what the Students' union is and does	Higher student satisfaction results
Students engage with the SU  and know what it is and what it does	Successful social media campaign,	Analytics from the website,
	more hits on the website and higher following on the SU social media,	statistics from social media,
	more engagement from students on social media	
	Students feel like they can contact the Officers on social media	student feedback
Better understanding among the students	Canvas course for the SU to have all the SU events in students' calendars	

of the events that are happening, both in the Students' Union and in the University	Events are engaging and have higher attendance	
	Clear calendars with all events on both websites	

## Scope

This project does not require creating a whole new platform for information, as there are already several platforms, such as the University website, the Students' Union website, the University App, the SU App, LMS, Canvas, Social Media. The purpose of this campaign is to bring coherence and clarity to the communication between the Students' union, Students and the University using the existing platforms and making them more collaborative and interlinked while maintaining the understanding that the Students' Union and the University are separate organisations.

## Deliverables

*List the outputs of the project.*

- A better understanding of the means that students use to communicate
- Clarity and coherence of the social media accounts within the University and Students' Union
- Clear signposting on both the University and Students' union website to make information easier to navigate
- Students have better understanding of what the Students' Union is and what it does and that it is separate from the University
- Clear listing of both the Students' union and University's events so it is easy to access and navigate and Students have an understanding of what is going on on campus
- More hits on the websites, higher following of SU's social media, more engagement on SU's social media

## Key stakeholders

Johanna Korhonen, Students' Union, Students' Union Communications Team, University, University's Communications Team, Students

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
---------------------------------------------------------------	-----------------------------------------------------

Johanna Korhonen	
Fiona Caslake + Comms team	
University Comms team	

## Implications for the organisation

Both the Students' Union and the University will benefit from higher student engagement

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

TBC

## Timescales

*An estimate of when project activities will happen.*

[illegible]



<b>Project name</b>	<b>International Students Unite</b>
<b>Project manager</b>	<b>Johanna Korhonen</b>
<b>Project sponsor</b>	<b>TBC</b>
<b>Date agreed</b>	<b>TBC</b>
<b>Agreed by</b>	<b>TBC</b>

## Update 23/10/17

<b>INTERNATIONAL STUDENT OUTREACH</b>	
<b>Aim:</b> There is a greater feel of international community in ARU - international and EU students are engaged and international societies are thriving	
<b>Objective(s):</b>	
1. Set a committee for the International Society (one more person needed)	IN PROGRESS
2. The university is looking into how students are communicated with throughout their studies, from applying to finishing their degree. I will ensure this will be looked at from international students point of view also	
3. I'm planning a Speed Friending event as International Society is still inactive	
<b>Updates:</b>	
1. I will be collaborating with International Office, Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done	
2. I am waiting to meet the International Students rep	
3. I am waiting to get together a committee for the International Society	

## Update 21/09/17

<b>INTERNATIONAL STUDENT OUTREACH</b>	
<b>Aim:</b> There is a greater feel of international community in ARU - international and EU students are engaged and international societies are thriving	
<b>Objective(s):</b>	
1. Set a committee for the International Society	<b>IN PROGRESS</b>
2. Look into how international students are communicated with throughout their studies, from applying to finishing their degree	
4. Set regular events for the International Society	<b>NOT STARTED</b>
<b>COMPLETED</b>	
<b>Updates:</b>	
1. I will be collaborating with International Office, Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done	
2. I am waiting to meet the International Students rep	
3. I am waiting to get together a committee for the International Society	
Budget: Funds will most likely come through the society: for larger events may be required but currently nothing is planned	

## Project brief

This Project aims to bring the Cambridge International Society and the International and EU student community back to life. Currently International and EU students are not greatly engaged with the Students' Union. This project will consist of a series of events to engage students with an aim to sign up members for the Cambridge International Society and create a greater feel of community. I will also bring together an International Student forum to gather feedback from international and EU students to gain a greater understanding of the issues they may have to deal with.

## Project overview

Chelmsford International Society is very active and has many members whereas Cambridge International Society has very few members and is not active. It would be great to engage a larger amount of International and EU students on both campuses and particularly built a thriving international community on Cambridge campus. This project reflects on Goal 1 of the Students' Union strategic plan: *We will actively listen to what students want and put their ideas into action to create a positive change in our University*, as the forum will engage students to bring ideas together and create a positive change. Goal 4: *We will proactively support students to thrive in an inclusive and welcoming environment*, as creating events for International and EU students promotes inclusive atmosphere. Goal 5: *We will create opportunities and deliver activities that make students proud to be part of the ARU community*, as these events will gather students together to create a greater feel of international community in ARU.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
International and EU students are engaged, International Societies are thriving	Series of events for International students	
	Committee for the international society	
	International student forum	
	Members signed up for the international societies	
There is a greater feel of international community in ARU	More engagement from international students	
	Higher student satisfaction	

## Scope

This project aims to engage international and EU students and gain a greater understanding of the feedback that these students provide. This project does not aim to work on any particular issue that International students face but aims to engage students. If issues are raised these will be worked on separately, ideally with students leading. This project mainly focuses on Cambridge campus International Society as Eliza Torres is arranging a similar project in Chelmsford.

## Deliverables

*List the outputs of the project.*

- Series of events for International and EU students
- International /EU Student forum
- Thriving International Society
- More engaged International/ EU students

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Students' Union, University, Students, International Office, International Society Committee

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

More engaged International students will benefit the organisation

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>




## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

£100 Comms/ promotion

## Timescales

*An estimate of when project activities will happen.*

[illegible]



<b>Project name</b>	<b>Free Printing / Books+ Printing</b>
<b>Project manager</b>	<b>Johanna Korhonen</b>
<b>Project sponsor</b>	<b>TBC</b>
<b>Date agreed</b>	<b>TBC</b>
<b>Agreed by</b>	<b>TBC</b>

## Update 23/10/17

<b>FREE PRINTING</b>	
<b>Aim:</b> Reduce the amount of hard copy printing students have to do, as well as provide means to pay for printing documents that are required for their courses	
<b>Objective(s):</b>	
1. I'm meeting Conrad Sackey and Chris Whellams regarding online submissions (date yet to be fixed)	<b>IN PROGRESS</b>
2. I have no annual dates for printing as the university does not currently collect these, I will see if there is any other way of finding numbers of how much students have to print	
3. Get reps to raise printing as an issue in SSLC's	
4. Plan 'sticker campaign' for first semester submissions to make a statement (this is how much printing cost the students and the planet)	
<b>Updates:</b>	
1. I have decided to not get the Free Printer in the Students' Union, as this was a short term solution and it has proven a lot more complex than I anticipated.	
2. Instead I want to focus all my energy on lobbying the university to reduce the total amount of printing that students have to do by pushing the university to move towards online submissions and also to provide a means to pay for printing (they have been giving out printing vouchers in the library so this can obviously be done)	
3. Julie Walkling (the head of Student Services) is leaving in the end of the year	
4. I met Conrad Sackey and David Walsmley (under Julie Walkling) who seemed interested in Books+ Printing being a thing	
Budget: Sticker Campaign may require a budget but I will bring this to next Exec	

## Update 21/09/17

<b>FREE PRINTING</b>	
<b>Aim:</b> Reduce the amount of hard copy printing students have to do, as well as provide students with a free printing service and/or enable grant funds to be used to print documents that are required for their courses	
<b>Objective(s):</b>	
1. Gather data about how much students spend on printing	<b>IN PROGRESS</b>
2. Find out what the plan is moving to online submissions	
3. Look into Free Printing options (AIWIP)	
4. Get reps to raise printing as an issue in SSLC's	<b>NOT STARTED</b>

	COMPLETED
<b>Updates:</b>	
1. Sue, the head of Digital Copy Services, is on board with Books+ Printing	
2. I am currently gathering data about printing, received some figures already	
3. AIWIP is being discussed in the Union, there is a space for it in Peter Taylor but the contract includes a lot of legalities that need to be checked	
Budget: Depends if we go with the AIWIP printer, paper and ink will be costed but the profit from the printer should cover these.	

## Project brief

This project aims to reach a situation where students can either print the paperwork they require either free of charge or by using Books+ card funds. This project also looks into online submissions and cutting down the need for students to print out paper handouts. I will look into how much students spend on printing in the library and what are the reasons, such as lecture notes and music sheets, and how can these be either provided free of charge or moved online. I will also work towards ensuring that Books+ funds can be used for printing, whether this is through vouchers that can be bought from John Smith's or another way.

## Project overview

Student feedback has informed me that students spend a lot of money on printing from their own pocket. They could use this money on other things, such as food and living cost, and as they already get the grant of £400 in the form of Books+ card, they should be able to make the best use of this money. This would not necessary be classed as 'free' printing but over 100 students have voted for the idea on the SU's Ideas page <https://www.angliastudent.com/represent/ideas/?idea=526#idea526> However, I also want to pursue free printing and have been in contact with a company called All I Want Is Print, which collaborates with many other universities and may be able to provide free printing within the SU space. This is currently in discussion but decision has not been made whether this will be implemented but I will continue to campaign.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
To provide students with a free printing	Data of how much money is used for printing	Guidelines for the project

service and/or enable grant funds to be used to print documents that are required	Books+ funds can be used for printing	Students are using their Books+ funds to print in the library
	Free of charge printing in the SU space	A printer is installed, works, and is being used
Work towards moving more submissions online to cut down the amount of documents that students are required to print	Submissions are rapidly moving online	Less paper to print
	If submissions cannot be moved online, cost should be covered by the university	Students don't have to pay

## Scope

This project does not pursue the Students' Union to allow students to print through their office printer but through AIWIP printer, which will include a small advertisement on the bottom of the page and therefore enables printing to be free. If Students are still required to print in the library, the Books+ fund should be allowed to be used to the cost for compulsory submission should be covered.

## Deliverables

- Free printing in the SU space via AIWIP printer or similar
- Books+ card funds to be used for printing in the University Library
- Compulsory submission printing costs to be covered by the University if online submissions are not possible

## Key stakeholders

Students' Unions, University, Library, Student Services, Students

## Project team: roles and responsibilities

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<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Johanna Korhonen	
Julie Walkling	
Library	

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

[INSERT]

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Clubs and societies are currently being rewarded cheaper printing	Find an alternative reward
3-year contract with AIWIP as moving to online submission	SU takes a holistic approach in providing printing for not only academic documents but to support students with anything they need printed (such as boarding passes)

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

[INSERT]

## Timescales

*An estimate of when project activities will happen.*

[illegible]



## CAMPAIGN UPDATE REPORT

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017
<b>Prepared by:</b>	Kirran Khan	<b>Role:</b>	Vice President (Business)

**Summary:** *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

### A More Personal Tutoring System

**Aim:** To review the PT system, ensuring that it is effective for more students

**Objective(s):**

1. Conduct primary research in the form of a survey

IN PROGRESS

2. Generate a series of recommendations to improve the PT system

NOT STARTED

**Updates:**

1. Ruth Taylor (Dean FHSCE & ARU lead on retention) and I are working together, and have agreed to survey both students and personal tutors to determine barriers to engagement with current system. Survey period will be late October / November.

2. Not started – pending student feedback in form of survey

3. Ruth and I have advertised for a data analyst to conduct survey / focus groups and then collate information. The role should start in late November.

### Part Time Jobs Fair

**Aim:**

**Objective(s):**

1. To provide students with the opportunity to meet with employers and secure part time jobs

IN PROGRESS

**Updates:**

1. I have met with the Employability Team and agreed that the PTJF will take place in late January / early February

2. I'm also set to meet with Tony Bickley (SU Sales) to talk about the companies that could feature at the PTJF

### Bike Safety

**Aim:** Generate awareness of safer cycling practices

**Objective(s):**

1. Speak to a large proportion of students who cycle into campus

IN PROGRESS

2. Provide offers on cycle lights / locks

IN PROGRESS

3. Provide maintenance checks

IN PROGRESS

4. Provide cycling proficiency training

IN PROGRESS

**Updates:**

1. Have already asked for initial feedback on Facebook, need to gather more accurate / representative feedback by going out and talking (GOATing) to students

2. Working with Tom (Commercial Services Manager) to implement an offer

3. Working with Environment Team, need to meet to confirm what they can do to help



4. Working with Environment Team, need to meet to confirm what they can do to help

25/10 No update

FVC/LEDIC are asked to **DISCUSS**



<b>Project name</b>	<b>A More Personal, Tutoring System</b>
<b>Project manager</b>	<b>Kirran Khan, VP (Business)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

The project's overarching objective is to implement and facilitate change within the Personal Tutoring System at ARU. In doing this, a full and comprehensive review of the current Personal Tutoring system is required. The project aims to collate data provided by student feedback on the current system, its effectiveness, and ways in which students feel that it could be improved. This data would then be used to produce recommendations; focussing on ensuring that the system works for everyone and that every student feels supported by it.

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

The *Let's Be Honest* report highlighted that students didn't feel that the personal tutoring system, in its current form, was effective in supporting them. Building on the success of the *Lets Be Honest* campaign, with it being the largest piece of independent research the Union has ever done, a review of the personal tutoring system is more important now than ever before. By design, the system is meant to act as a students' 'first port of call' but as the data shows, this often isn't the case. A review of the entire system at this time will improve retention figures, better support students (especially those from often underrepresented groups), and ultimately go a long way in building a sense of community around ARU.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Conduct primary research in the form of a survey	Gather a large proportion of students' opinions / experience of the personal tutoring system in general	If the data collected is truly representative and includes students from different faculties, courses, campuses, backgrounds, and self defining demographics.
	Gather a large proportion of students' opinions / experiences of how effective the personal tutoring system is	
	Gather a large proportion of students' opinions as to how the personal tutoring system could be improved	
Generate a series of recommendations to improve the PT System	This will utilise the data collected from the survey to shape an understanding of what students want to see	If the recommendations are approved and implemented

## Scope

*Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.*

The scope of the project is to recommend and implement changes and improvements to the personal tutoring system at ARU. To do this, I will conduct primary research, and collate the data gathered. The emphasis placed on this data is that it is solely the feedback, opinions, and experiences of Anglia Ruskin students. This project is the result of student feedback regarding the current system and is not a reflection of any one individual opinion.

## Deliverables

*List the outputs of the project.*

- A better, more supportive Personal Tutoring system for all students
- Students feel that their concerns and feedback are being listened to and changes are being made
- Increased retention figures / better NSS scores for all faculties over the next few years
- Students have a sense of ownership over the system and feel that it works more for them
- A real sense of community develops across ARU

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Students, Anglia Ruskin University, Anglia Ruskin Students' Union

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Kirran Khan (VP Business)	Project Lead; coordinating survey creation, feedback, data analysis, report writing, recommendations, and implementation
Students	Providing feedback; shaping recommendations
Executive Committee	Promoting filling in the survey / sharing the campaign results with the students they represent
Fiona Caslake (Comms Manager, SU)	Creating awareness of project, survey and report at all stages of the project

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

As the project is data and report driven, it could have an impact on the workload of both the project team (listed above) and the wider staff team at Anglia Ruskin Students' Union.

However, *Goal Four* of the Union's Strategic Plan is to '*proactively support students to thrive in a welcoming and inclusive environment*' and any effort to change or improve the Personal Tutoring system falls well within that remit.

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
There could be a lack of responses to the survey	If there is a poor response rate to the survey, alternate methods of feedback could be through social media posts, GOATing (Go Out And Talk), or a lecture visit with a simple question asked such as <i>'Please raise your hand if you think the personal tutoring system supports you'</i> .
The University may be unwilling to implement any change / improvement to the Personal Tutoring System	The University has placed great emphasis on improving retention figures as a priority. Feeling supported whilst at university significantly lowers the risk of withdrawal from courses.

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

As this project relies on complex data analysis, this falls beyond my skillset. It is therefore likely that additional support in the form of hiring a member of student staff to analyse and collate the data will be required. This will be paid at the standard student staff pay rate of £8.45 per hour.

Additionally, for the promotion of the survey and the project in general, I will ask the Communications team (lead by Fiona Caslake) to produce materials.

## Timescales

*An estimate of when project activities will happen.*

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Project to be introduced at relevant University working groups, meetings etc.												KK
Survey to be created												KK / FC
Survey to be distributed												KK / EC / FC
Survey to be promoted, shared and filled in by students												KK / EC / STUDENTS
Data to be collated and analysed												STUDENT STAFF
Report to be created, complete with recommendations												KK / EC
Report to be published												FC
Recommendations to be presented to relevant meetings and working groups												KK
Recommendations to be implemented												ARU

KK – Kirran Khan

FC – Fiona Caslake

EC – Executive Committee

ARU – Anglia Ruskin University

## UPDATE: FVC / LEDIC (30/08)

After meeting with Ruth Taylor (Dean of FHSCE and ARU lead on student retention), we decided to collaborate on a joint project rather than doing two independent projects. Ruth and I are working on gathering the thoughts of both students and personal tutors; particularly to look into the barriers that stop the system being as effective as it could be (eg. badly scheduled sessions). We're also going to consult Anglia Learning and Teaching for resources, as well as looking into how personal tutoring works in other Universities. Feedback from students / staff will be written up and recommendations will be generated in a report that will be aim to be finalised by January. The recommendations will then begin to be worked on and implemented after this.



<b>Project name</b>	<b>LikeBike (to be renamed)</b>
<b>Project manager</b>	<b>Kirran Khan VP (Business)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

The main objective of the project is to improve the awareness of cycling issues, and promote safer cycling to ARU students. In doing this, many different approaches will be utilised. The project aims to encourage students across core campuses to cycle safely; by offering cycling proficiency training, bike maintenance checks, and lights / locks through the SU Shop

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

The project first came about when, while speaking to students, the dangers of cycling in Cambridge and Chelmsford were discussed. The reasoning as to why this project is to be done at this point in time is because of the intake of Freshers in September who cycle, having not necessarily cycled for a while.



## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Generate awareness of safer cycling practices	Speak to a large proportion of students who cycle into campus	Based on how many students are spoken to
	Create posters / promo material	Based on student engagement
Ensure that more students are engaging in safer cycling	Provide offers on cycle lights / locks	Increase in sales
	Provide maintenance checks	Amount of student participants
	Provide cycling proficiency training	Amount of student participants

## Scope

*Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.*

The scope of the project is to generate awareness and signpost to schemes coordinating safer cycling campaigns; not to partner with any campaign or retailer.

## Deliverables

*List the outputs of the project.*

- More students engaging with safer cycling practices
- More students cycling
- A sense of awareness of the issues faced by cyclists

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Students who cycle into campus in Cambridge and Chelmsford, Freshers, Anglia Ruskin Students' Union, Anglia Ruskin University

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Kirran Khan (VP Business)	Speak to students who cycle into campus, coordinate poster / promo material design, organise maintenance checks, organise offers through SU shop
ARU Environment Team	Provide maintenance checks for bikes
Executive Committee	Promote the project to any students that they represent
Tom Manville (Commercial Services Manager)	Organise offers, discounts, and promotions on cycle locks and locks through SU shop
Fiona Caslake (Communications Team)	Create promotional material for project

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

Production and creation of promotional materials will take up time and resources of the Comms team

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
ARU Environment Team no longer wanting to provide maintenance checks	A written agreement

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

There will be a currently unknown cost to the campaigns budget for the providing of discounts, offers and promotions on cycle locks and lights through the SU Shop.

## Timescales

*An estimate of when project activities will happen.*

What	When							Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Project to be introduced at relevant University working groups, meetings etc.								KK
Promotional material to be created								KK / FC
Cycling students are spoken to								KK / EC / ET
Promotions, Offers, and Discounts are agreed and implemented								KK / TM
Maintenance checks and proficiency training organised								KK / ET
Cycling students are surveyed for satisfaction								KK / EC / FC

KK – Kirran Khan

FC – Fiona Caslake, Communications Manager

ET – ARU Environment Team

TM – Tom Manville, Commercial Services Manager

EC – Executive Committee

## UPDATE: FVC / LEDIC (30/08)

After meeting with Tom Manville, we're still in conversations to finalise a 'bike bundle' (lights, locks, etc). I've asked for student feedback on safety tips and what they would want to see in a bundle. I'm meeting with the Environment Team in early September to discuss their bike maintenance sessions.

## Executive Committee Request For Funds

Name	Kirran Khan
Position	VP BUSINESS
Date Of Request	23/10/2017
Name Of Campaign	Against Cuts To Education
Date Of Campaign	15/11/2017

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Coach Hire (shared with CUSU)	£150.00	To allow students to participate in the Demo for Free Education in London on the 15th November 2017		
<b>Total Requested</b>	<b>£150.00</b>		<b>Total Allocated</b>	<b>£0.00</b>

<b>Funds Authorised By</b>	
<b>Date Authorised</b>	


**Vice President** Health Social Care, Education and Medical Science

<b>For the attention of:</b>	FVC/LEDIC	<b>Taking place on:</b>	25/10/17
<b>Name:</b>	Eliza Torres	<b>Action:</b>	To note

**Summary:** *This paper provides an update on the work of the Executive Committee member*

**Priority campaign(s) and objective(s)**

1. **Let's Be Honest:** To improve mental health services on campus, encourage the ARU community to have more honest conversations about mental health and equip them to support one another. We will be rolling out our "You are irreplaceable" campaign to support this
2. **Monthly distress events** To allow all ARU students access to free event and space to relax and take a break from daily stresses of life
3. **Monthly drop ins-** To ensure all students are able to express and raise any questions, comments or concerns regarding their course, module, faculty etc.
4. **Cultural GIAG** – Empower students to share their love of their culture with the ARU community and bring a bit of home to ARU.
5. **Family day** – Aims to cater to mature students and students whom 9-5 working hours don't allow them to access services that they need. Whilst also providing an open house / bring your family to uni fun activities day.

**Progress on priority campaign(s)**

**2. Monthly distress events**

- The aim of this campaign is to extend last year's distress fest into a more frequent occurrence on both small and large scales.
- How I am going to achieve this aim is through working out the events and dates so that as many students as possible can attend.
- What I have done so far I have collaborated with student services on one event and we will be running another together. I have some dates and places already insight so please check out the attachments. There is also a budget break down for what is needed and why.
- What my next steps are to put all of these in the staffs calendars, set up events pages on the website and get the communications out there so everyone can join in on the fun!

**Black History Month**

- The aim of this campaign is to empower students through representation and a celebration of culture. Last years first ever black history month was large and we aim to have the same kind of buzz.
- I will achieve this through running successful and student lead events for the month.
- So far I have worked closely with Katie P, to get other administrators in the University to get involved. We have had by in and have had our most expensive expenses for BHM covered! There is a calendar of events out and

**In progress**

weekly events happening. I also have NUS president Shakira Martin in to speak as well as Lionheartfelt a TEDX and BBC international speaker.

- Booked all the needed rooms, made adjustments and finalized the times.
- A variety of societies are involved and excited to partake!
- ACS will be hosting a fashion show and Katie and I have been working closely on everything to ensure it's a success.

#### **Update 25/10/17**

- *The BHM kick-off event with our poet Lionheartfelt 50 students came for food, 36 for the talk, as of today our online video has had more than 127 views.*
- *Women's empowerment Shakira Martin talk- Just an update that the live stream from Shakira's talk has generated more than 158 views and we had an audience of 26 people.*
- *Both of the BHM events we have live streamed have been watched over 100 times and we will continue to do this for further guest speakers so that students whom are unable to attend don't miss out in participating.*

### **3. Monthly drop- ins**

As Vice President of two different faculties I appreciate and embrace the fact that each faculty has their own students with different individual needs. Bearing this in mind I would like to host monthly drop in sessions allocated to different key areas dependent upon which campus I am on. The chat would be a time where you could express questions, concerns, happiness or any other feelings regarding your course. I will do my best to improve and help change things that are widely and deeply felt by students within the FHSCE and FMS student body.

The drop in sessions would also be a time where students can come in and generally meet other students within their faculties and relax. I am aware that some students won't be able to make day time hours, due to this I will also try and host evening sessions so as it's more inclusive and accessible.

#### **Update 25/10/17**

- *Working with communications to get shareable images, dates and a little pop up poster to make them stick out and relevant to students.*
- *Will be working on an article to help promote the drop-ins to students.*

### **4. Cultural GIAG**

The idea behind this is that I was homesick and I thought that it would be great to have GIAG activities centered on learning about different cultures. Students teaching others about their cultures, doing some activities and enjoying great food from around the world. I thought it would be a great way for students to embrace where they are from and to share it with the ARU community.

**Update 25/10/17**

- *I've been working with communications to get the adverts together and the type of language we will use.*
- *Looking for authentic cuisine for the event so students truly are able to have a taste of "Home or Nigeria".*
- *Waiting on the budget to see how much money I will have for the event, food and activities. Thus determining the scale I am able to deliver at.*

**5. Family day: the one stop shop**

Work in progress, I will update better once I get the other campaigns rolling and out. From the talks I have had with different faculty members there is a major buy in to this and im really excited/ looking forward to working more on this to roll it out for term 2!

**Update 25/10/17**

- *Will begin looking over notes and contacting those whom have key interest in this to begin creating actions and next steps.*

**In progress****Day to day updates**

- I am working on developing a campaign that is an extension and continuation of BHM. Student services is keen to be involved in the three events planned under this campaign as well.
- I have also been meeting with more students and that has been the best part of my day!
- I have been officially elected as a National Conference Delegate which I am super excited about and looking forward to.





<b>Project name</b>	<b>Cultural G.I.A.G</b>
<b>Project manager</b>	<b>Eliza Torres, VP (Health, Social Care, Education and Medical Science)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

This project aims to bring about cultural awareness and a love for diversity. This would be an opportunity for students to be empowered to share their culture with the ARU student community and to allow others to learn more about their respective cultures. The students will pick up their boarding pass tickets for the event and have individual mock passports as well. The passports will be stamped upon entrance to the event once the student has attended all 3 events and received the respective stamps, they will be invited to attend a party in celebration of their completion. The certificates will declare that they are world travelers etc. At the start of the event there will be fact sharing, activities, learning of two phrases in the particular language, games and food.

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

The overall purpose of this G.I.A.G is to help international students and home students feel like they have been able to bring their culture and share in a love of their culture with other ARU community members. This project needs to be done because it perfectly fits in with goal four which is to proactively support students to thrive in an inclusive and welcoming environment and goal five which aims to create opportunities and deliver activities that make students proud to be part of the ARU community.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
	<b>Student involvement</b>	<b>Brief feedback survey</b>

Inclusivity and appreciation for diversity		

## Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication.

This section should clarify what is specifically excluded from the activity.

**This is a chance for cultural exchange, fun and a chance for students to feel empowered to share their culture. This isn't a diversity and inclusion workshop, although the aims of the event are to promote diversity and inclusion.**

## Deliverables

List the outputs of the project.

**Student engagement, student satisfaction, ARU pride, sense of community and diversity empowerment.**

## Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

**Sabbatical team, Melanie bird, some members from student services and other members of staff that I have met and spoken with.**

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
<b>Activities team</b>	<b>They run GIAG so their input and assistance would be needed and welcomed.</b>
<b>Representation coordinators</b>	<b>To ensure the students are a part of helping to create the event and that their voices are heard, through contacting various clubs and societies.</b>

<b>Sabbatical team</b>	<b>Provide help when they are able and I am in need of assistance and possible help running the event in Cambridge as well.</b>
<b>Communications team</b>	<b>They would help me create the boarding passes and passports to ensure ARU branding is all over it/ that it is fun and inviting! They will also ideally help with the creation of flyers to help promote the events.</b>

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

The impact that this project could have on students is huge! We are a part of a diverse community and as a university and union we aim to be inclusive and celebrate diversity. This would be a prime event to showcase just that and to all the while empower students to share their culture with the ARU community during a time other than Global week festivities. Also it could be a way for prejudice, barriers and stereo-typing of cultures could be broken down. We would be learning from each other creating an exchange of ideas and information.

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
<b>Food allergies</b>	<b>Take every precaution to ensure foods are properly labeled with any potential food allergens listed</b>
<b>Someone could trip and fall down the stairs in Tindal</b>	<b>Ensure that sign posts are in place for designated exit and entry points. As well as warning of the dangers of stairs and lifts.</b>
<b>Someone could be triggered by the event</b>	<b>Taking lots of student feedback into consideration and allowing students to play a direct role in creating these events so that cultural appropriation and stereo-types are not making others feel disrespected.</b>
<b>Someone could choke</b>	<b>Ensure that sign post are available showing the Heimlich maneuver and possibly having someone trained in first aide in attendance. Also tell people to take care when chewing and eating their food.</b>

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

**A guestimate approximation of how much the event would cost would be around five hundred pounds. Due to the fact that there will need to be at least two members of staff and the resources needed to ensure the event is ran well and to good quality standards. Some costs associated with the event would be food, drink and supplies for activities.**





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Inclusivity and appreciation for diversity		

## Scope

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## Deliverables

List the outputs of the project.

**Student engagement, student satisfaction, ARU pride, sense of community and diversity empowerment.**

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**A guestimate approximation of how much the event would cost would be around five hundred pounds. Due to the fact that there will need to be at least two members of staff and the resources needed to ensure the event is ran well and to good quality standards. Some costs associated with the event would be food, drink and supplies for activities.**

\*\*\*\* Met with comms and got the ball rolling, im looking at the first event to be on the 8<sup>th</sup> of December. To allow for time and planning to be properly done ☺



Eliza Torres  
Vice President of Health, Social Care, Education and Medical Science  
Budget Breakdown

What we still need for Black History Month:	The cost:	
Food from the jerk station	£250	*£200 covered by international office
Lionheartfelt Poet BME empowerment	£250	*Full amount covered by Student Services
Light refreshments for both speaker events	£ 60	
Catering sundries ( Paper plates, cups, cutlery and napkins)	£40	
Snacks for the themed movie night (More than 25 students expected to attend)	£30	
*	£42.26 Has been used to date Last thing to be purchased will be food/ drink for the BHM Networking event. £87.74 left	
What we need for Cultural GIAG: 30 people + will be expected to attend	The cost:	
Food	£150	
Drink	£ 50	
Communications (Posters, adverts, inflatables)	£ 150 adverts, £100 universal inflatables	
Monthly Destress events: These events are expected to have between 50+ student attending and this builds on from our overall Mental Health team Campaign.	The cost:	
Speed Friending	£0	
Fitness under the stars	£0	
Snacks on us	£300	Both campuses
Lush Bath bombs	£395	Both campuses
Fresh Check day	£500	Both campuses
Arts and crafts	£100*	Both Campuses
Art in mind	£100*	Chelmsford
Earth day celebration (Sustainability)	£100*	Both campuses
<b>Total estimated:</b>	£ 1495	

Green = Things that have been approved and are going forward

Red = To note

Yellow = is extra information

\*= Question I would like to raise



## CAMPAIGN UPDATE REPORT

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017
<b>Prepared by:</b>	Laura Douds	<b>Role:</b>	Vice President (Science and Technology)

**Summary:** *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

### Clubs and Societies Count

**Aim:** Improve the quality and membership of clubs and societies on campus

#### Objective(s):

1. Increase the amount of fundraising done by societies to £10,000	IN PROGRESS
2. Increase the amount of external volunteering done by societies	IN PROGRESS
3. Increase the number of clubs and societies by 33%	IN PROGRESS
4. Increase the number of societies achieving our highest level of award	IN PROGRESS
5. Have nominations and wins at the National Society Awards	NOT STARTED
6. Increase membership to 1 in every 3 students	IN PROGRESS

#### Updates:

1. Upon talking with staff members, I've decided to narrow my focus for the time being. The fundraising and volunteering aspects are taking priority. This will be reviewed after the December holiday period.
2. Despite this, I have spoken to many students about societies and how good they are, so have been actively advertising to attempt to increase membership numbers.
3. I have been promoting fundraising and volunteering to societies (mostly at Freshers Fair) outside of RAG soc in an attempt to get them involved with these things.

### Diversity Projects

**Aim:** To promote EDI on campus, and aid understanding of minority groups.

#### Objective(s):

1. Raise awareness of liberation group issues	NOT STARTED
2. Provide safe spaces for students	IN PROGRESS
3. Promote intersectionality	IN PROGRESS
4. Inform students of historical and present-day minority figures	IN PROGRESS

#### Updates:

1. Am narrowing the scope to three groups. Am currently focused on LGBT+ History Month, International Women's Day and academic issues affecting international students. (Project plans to follow at next FVC/LEDIC)
2. Happening during LGBT+ History month and through LTC policy.

3. Intersectionality is the theme for my LGBT+ History Month.
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4. See LGBT+ History Month plan
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<b>Other relevant updates:</b>
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- Verbal update to follow
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FVC/LEDIC are asked to **DISCUSS**



<b>Project name</b>	<b>Clubs and Societies Count</b>
<b>Project manager</b>	<b>Laura Douds, VP (Science and Technology)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

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The project will aim to increase the impact of clubs and societies upon students and the wider community.

It will:

- Increase the number of clubs and societies by 33% (40 clubs and societies)
- Increase membership to 1 in every 3 students
- Encourage societies to fundraise £10,000 for external charities, such that 40% of our charity fundraising is done by societies other than the dedicated Raising and Giving Society.
- Increase the number of societies achieving our highest level of award (what this award will be is yet to be decided as the bronze/silver/gold scheme is being re-done)
- Encourage societies to get involved with volunteering externally
- Ideally, have nominations and wins at the National Society Awards

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

Clubs and society members are generally some of the most engaged members within our union. Being members of clubs and/or societies teaches transferable skills which are invaluable within the workplace, and as Goal Two of the strategic plan is about helping graduates be more employable, getting them involved with extra-curriculars is key in achieving this. In addition, Goal Five of our plan is about helping students feel as though they are part of a community at ARU, and clubs and societies are often very much a part of feeling like you belong at university. It makes sense, then, that we should focus on getting as many people into these 'mini-communities' as possible.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Increase in membership numbers	Clubs and societies have more active members	Compare membership nos. with previous years
	Clubs and socs have more money due to more members	As above
	Students are more proud of being part of ARU community	Big 10 survey results
	Students are more employable	Big 10 survey results
Increase number of societies	More choice for students	Compare no. of socs with previous years
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
Societies fundraise more money	External charities get more money to work for the greater good	Ask for data on how much societies have raised and where they're donating it
	Students feel good about what they're doing	Feedback ?
More societies involved with external charities	External charities/services get additional help and are more productive	Ask volunteering service and the students for feedback
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
	Clubs and societies are recognised on a national level	No. of nominations/wins

Nominations at National Societies Awards	C+S get more recognition within the university	No. of attendees+ memberships of C+S

## Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

Project includes:

- Encouraging societies to advertise more, hold more events and fundraise more

Does not include:

- Running events FOR societies (as they are meant to be student led)
- 

## Deliverables

List the outputs of the project.

- More awareness of C+S
- More C+S with a higher average membership
- More fundraising
- More students more happy to be part of ARU community
- More students saying the SU has helped their employability skills
- Increased student satisfaction (and possibly retention)

## Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Officer Team

Exec Committee

Activities Team

Committee Members

Clubs+Soc Members

Other Students

Academics.



## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Laura	Managing the project, visiting c+s forums to talk to committee members about aims etc
Comms team	Help with phrasing, promoting C+S, emails etc
Activities team	Additional support with encouraging C+S, help organize daytime events
Commercial Services Team	Help societies organize evening events

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

- May help Activities team reach KPIs
- TBC

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Finance – grant pots – if there are more societies and members, there is a greater demand on our limited resources and more committees will be unhappy with allocations	Encourage societies to seek external sponsorship and/or fundraise, make grant funding explicit in all training and C+S forums

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

Costless – just taking up VP FSTs time to go to forums and speak to people etc.

## Timescales TBC

*An estimate of when project activities will happen.*

[illegible]



<b>Project name</b>	<b>Diversity Projects (to be renamed)</b>
<b>Project manager</b>	<b>Laura Douds, VP (Science and Technology)</b>
<b>Project sponsor</b>	TBC
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

### The LGBT+ projects will achieve the following:

- **Raise awareness and promote understanding of LGBT+ issues** with a particular focus on the marginalised communities within the LGBT+ movement, such as women who like women (or 'wlw'), asexual and aromantic people, trans people and bisexuals.
- **Inform students of LGBT+ figures throughout history**, and of the history of gaining the same rights as cisgender, heterosexual people.
- **Provide LGBT+ students with safe spaces** to be themselves
- **Provide non-LGBT+ students with safe places to ask questions** and broaden their understanding.
- **Promote intersectionality** within the LGBT+ community (ie including, and focusing on, LGBT+ people who fall into other liberation groups such as – but not limited to - people of minority ethnicities or who have a disability).
- **Make people aware of systemic barriers** to participation of LGBT+ students
- **Other issues which our LGBT+ and trans reps want to address.**

### **The disability projects will achieve the following:**

- **Raise awareness of disabilities and chronic health conditions**
- **Provide able students with spaces to ask questions** and become informed, to break stereotypes and aid inclusion
- **A disability audit** of spaces, clubs and societies protocol, and anything else deemed necessary, to ensure they're accessible
- **Spaces for disabled people to meet others** and talk about their experiences
- **Other issues/ideas that our disability reps want to address.**

### The women's projects will achieve the following:

- **Raise awareness of issues** that *typically* (but not exclusively) affect women, such as sexual assault, and health issues
- **Provide women-only events** (such as continuing the gym hours)
- **Make people aware of the systemic barriers** that face women in their day-to-day lives
- **Anything else the women's reps want to address**

### **The BME projects will achieve the following:**

- **Raise awareness of issues** that face minority ethnicities, such as racial stereotyping
- **Make people aware of the systemic barriers** that BME people face
- **Provide safe events for BME people** to celebrate their cultures and backgrounds eg Black History Month (in conjunction with Eliza)
- **Anything else the BME reps want to address**

### The International Student projects will achieve the following:

- **Raise awareness of issues** that face minority ethnicities
- **Make people aware of the difficulties international students face**
- **Provide safe events for students and encourage them to get involved with** activities that celebrate their cultures and backgrounds eg Global Week
- **Anything else the international reps want to address**

## **Project overview**

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

Minority groups are, as stated, minorities. The majority groups do not always understand the needs and wants of these groups, and it's important that we address these needs. It's particularly important that we look at and address the places where these minority groups intersect as they often face very different issues than when someone is only in one of these groups.

Understanding and inclusion are at the heart of our SU and it's vital that we have events where our students can be proud of who they are. Raising awareness of these minority issues will be vital to reducing the negative stigma associated with some of them and creating a safer campus for everyone.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Increased equality for LGBT students	Increased attendance and membership of LGBT+ societies and events	Compare numbers attending in 16-17 to 17-18.
	Increased reporting of LGBT-phobic language and acts – leading to an eventual decrease as students realise this behaviour won't be tolerated.	Compare reported numbers in 16-17 to early 17-18 and then late 17-18
	Increased awareness of lesser-known LGBT terms eg aromatic, asexual, pansexual	Hits on website
Increased equality for disabled students	Clubs and societies and relevant spaces will be more disability-friendly than they are currently.	No. of clubs and societies attending equality training or who have active measures in place
	Increased attendance at disabled society etc	Compare membership numbers 16-17 to 17-18
	More students seeking help for their conditions	Compare no. of students granted extra time etc in 16-17 to 17-18
	Increased awareness of chronic conditions and living with a disability	Hits on website
Increased equality for women	Increased attendance at femsoc etc	As above re societies
	Reduce instances of sexual harassment etc on campus and increased reporting of sexual harassment etc on campus	

	Increased awareness of women's issues	Hits on website content
Increased equality for BME students	Increased attendance at representative societies eg African Society	Compare membership numbers 16-17 to 17-18
Increased equality for international students	Increased attendance at international society etc	Compare membership numbers 16-17 to 17-18
	Improved study help specifically aimed at international students and students who don't speak English as a first language	Compare number of academic offense hearings in 16-17 to 17-18

## Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The project is:

- To facilitate and improve diversity and inclusion of minority groups on campus
- Encouraging intersectionality (ie looking at where minority groups intersect and how that affects experiences and perceptions)
- To work in *conjunction* with the campaign reps

The project is **not**:

- Going to provide any new channels of reporting hate crimes
- Excluding 'simple' minority students, ie students who are in one of these minority groups and not the others
- Going to take responsibility for the projects of the campaign reps – though we will work together on several issues.

## Deliverables

*List the outputs of the project.*

- Improved awareness of minority group issues
- Minority students feel safe and supported on campus
- Minority students are not disadvantaged as a result of their minority status

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

- Campaign reps (LGBT+/Trans/BME/Womens)
- Officer team
- Anyone who falls into these minority groups
- Certain areas of Student Services

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Laura	Coming up with and researching ideas, overall management of the project
Activities Team	Help organize daytime activities
Communications Team	Promotion of events and help creating website content
Commercial Services Team	Organise evening activities
Campaign reps	Ensure Laura is being representative (particularly surrounding minority groups she is not a part of), help plan events in conjunction with Laura
Eliza	Help plan Black History Month events

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

TBC

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
People who are bigoted towards these minority groups making hurtful comments or threatening violence etc at events	Ensure staff are trained on how to deal with this situation, know how to contact security, let students know how to report hate crimes
Finance	If the events aren't successful there may be a financial detriment to the SU
Misinformation being spread	Research to ensure all info we give is up to date and accurate

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

Will be stated project plans for individual projects.



## Timescales - TBC

*An estimate of when project activities will happen.*

[illegible]





<b>Project name</b>	<b>LGBT+ History Month</b>
<b>Project manager</b>	<b>Laura Douds</b>
<b>Project sponsor</b>	
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

The purpose of the work is for us to play a part in the worldwide event of LGBT+ History Month. We are focusing on the subject of intersectionality within the community (by which I mean that we are focusing on the idea that social identities and systems of oppression intersect to create a whole that is different than the singular identities themselves – i.e the experiences of a white lesbian are more than just the issues of being ‘not straight’ or the issues of being a woman – they combine in such a way as to create new issues).

## Project overview

*A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?*

The project is time sensitive as LGBT history month is in February and we cannot move this. It is important that we acknowledge LGBT students as they are an important part of our university and are more likely to have a difficult time at university, feeling less likely to fit in and more likely to drop out (<https://www.nus.org.uk/Global/lgbt-research.pdf>). If we can actively show that we care about including them, we can help them feel like they fit in and therefore less likely to drop out.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
LGBT+ students feel like they have and are able to build a community	Movie nights held on both main campuses. To include a comedy movie night and a serious night followed by a discussion.	Attendance, active/engaged discussion, feedback forms

	Evening event in Academy	Attendance, sales on bar
	Society involvement with the month	Building society events into the calendar
All students will be educated on LGBT+ issues (particularly with respect to intersectionality)	Panel discussion regarding the 'lesser known letter'	Feedback, attendance etc
	Article on the website/blog post	Hits, comments and shares of article
Students educated on the history of the community.	Twitter campaign – with a different celebrity who is in the LGBT+ community for each day of the month.	Shares, comments, likes, consistency of updates
Outreach events	Collab with Eliza on her 'irreplaceable' bracelets – hand them out on Random Acts of Kindness Day in LGBT+ colours if possible	How many we hand out
	Potentially a Valentine's Day event – hand out 'valentinesgrams' with (ideally) heart-shaped lollipops and some poetry by an LGBT+ poet.	How many we hand out.

## Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The project does not include:

- Writing policies for student council or for the university regarding LGBT+ students and their treatment

## Deliverables

*List the outputs of the project.*

- Students feel part of a community
- Students feel like they fit in
- Students are less likely to drop out
- Raised awareness of LGBT+ issues
- An evening event in the Academy
- A Valentine's event
- A Random Acts of Kindness Day event

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Officer Team

Communications team

Activities team

Commercial Services team

LGBT+ community

LGBT+ reps

Trans rep

Trans community

EDI Group

Student Retention Working Group

Psychology department – Daragh McDermott and Ashley Brookes both have an interest in LGBT issues and offered to help

## Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Laura	Main organizing/choosing dates

	Finding guest speakers
Comms	Advertising, emails, etc
Activities	Help planning and organizing daytime events
Commercial services	Help organizing/planning evening events

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

Boost our reputation as an inclusive organisation

Increase workload for certain teams (see above table)

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Financial – evening events may make a loss	Heavy advertising to bring people in, ensure enough money to pay the bar staff regardless
Some people may be heavily opposed to the idea of LGBT+ people celebrating their history and launch protests/come and harass students trying to take part in events	Increase security on the day of the events, know how to contact them if necessary. Try to educate rather than argue if it comes to it.

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

TBC – Itemised list to follow – seeking external funding for speakers etc

## Timescales

*An estimate of when project activities will happen.*

[illegible]







## AGAINST CUTS TO EDUCATION POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 06/02/2018
<b>Prepared by:</b>		<b>Role:</b>	
<b>Summary:</b> <i>This paper provides an update on the implementation of the policy</i>			
1. To stand and campaign against all proposed cuts to the education field.			IN PROGRESS
2. To support student campaigns against cuts to prospective education and teacher training students.			NOT STARTED
3. To support local community campaigns against cuts to education.			NOT STARTED
4. To liaise with local teacher's union groups to strengthen the knowledge base.			NOT STARTED
<b>Updates:</b>			
1. In progress			
2. Not started			
3. Not started			
4. Not started			

FVC/LEDIC are asked to **DISCUSS**

30/08 - In about a week a survey poll will go out to get everyone's availability to get this rolling.  
ET

30/08 –NO UPDATE KK

25/10 – KK is working with CUSU to see if we can split the cost of a coach to transport students to London for the Free Education Demo on 15<sup>th</sup> November



## AGAINST NHS CUTS POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 16/11/2017
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1. To stand and campaign against all proposed cuts to NHS services	<b>IN PROGRESS</b>
2. To support student campaigns against cuts to the Nursing and Allied Healthcare students	<b>IN PROGRESS</b>
3. To support local community campaigns against cuts to NHS services.	<b>IN PROGRESS</b>

**Updates:**

1. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4<sup>th</sup> March 2017 in London.
2. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4<sup>th</sup> March 2017 in London.
3. Need to further liaise with local campaigns to support any local action they are taking.

FVC/LEDIC are asked to **DISCUSS**

30/08 - My only update is that closer to the time that people are back at Uni and off of holiday I will schedule a meeting so we can begin coming up with ideas and things. ET



## GENDER NEUTRAL TOILETS POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 06/02/2018
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1. To campaign to Estates and Facilities to create university regulations which ensure that all university owned buildings have at least one accessible GNT.	IN PROGRESS
2. To encourage Estates and Facilities to not only develop GNTs in the future but create or convert toilets that are gender neutral as appropriate.	IN PROGRESS
3. To proactively encourage or co-ordinate a Gender Neutral Toilets Audit of ARU core campuses (Cambridge, Chelmsford and Peterborough) to look into the practicality of converting any gendered toilets to become GNTs.	IN PROGRESS
4. To actively review, amend and change policy on GNTs for future developments such as gendered/non gendered signage of toilets and expanding this policy to accommodate gender neutral single cubical changing room facilities for the gym.	IN PROGRESS

### Updates:

1. Laura has emailed Sandy Lynam (Director of Estates and facilities) about making sure that regulations include a guarantee that GNTs will be included in new builds and that old buildings should be updated appropriately. Response was that design guides for contractors are in place and that the requirement for GNTs will be highlighted in this document.
2. This was discussed in the audit with Estates and Facilities and will remain to be considered. The university are considering adding GNTs to Tindal ground floor. They will be included in the new SU space in Peter Taylor and the new School of Medicine.
3. Coslett GNTs are finished and open for use meaning that both Mumford and Coslett have GNTs.
4. The policy does not exist.  
Laura and Michael met on 16/10/17 to discuss how to get neutral changing rooms in Active Anglia

FVC/LEDIC are asked to **DISCUSS**



## INCREASED EQUALITY FOR VEGAN STUDENTS POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 16/11/2017
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1. More vegan options will first be provided in the existing catering services around university.	COMPLETED
2. All clubs and societies will be required to provide vegan alternatives at any event they hold or, if not possible, to inform their attendees that vegan options will not be available.	
3. Vegan options within the catering services at university will be placed separately from the non-vegan options – this is to allow ease of access for vegan students.	NOT STARTED
4. (If possible) Separate catering services will be provided at the University for Vegan Students, such as a “Vegan Café” – this will prevent any cross-contamination of food due to their being produced separately. It will also mean that vegan students have a safe space to go to where they will not risk being called out for being vegan. This could be implemented by changing one of the many existing catering services around university into a “Vegan Space”.	IN PROGRESS
5. Vegan options will be widely advertised and actively promoted throughout university.	NOT STARTED
6. The University’s Environment Team will be encouraged to consider the impact of meat, dairy and egg consumption on the environment and to take steps to address this issue.	IN PROGRESS
7. All catering services around university will be required to participate in “Meatless Mondays”.	IN PROGRESS
8. 30 day Vegan Pledge will be advertised throughout university	IN PROGRESS

### Updates:

1. Catering have added two weeks to their menus (was 4, now 6 week rolling menu) ensuring that there is a vegan option every day
2. This will be implemented into clubs and societies emails, training and literature
3. To be brought up again in a meeting with Terry Hope
4. Johanna has contacted Jamie Carson regarding vegan food van that was in Chelmsford Freshers Fair
5. Will be combined into one campaign ran by Sarah and the Vegan Society with our support.
6. Johanna will chase if catering have monitored the sales of vegan and vegetarian meals.
7. This is part of the 30 Day Vegan Pledge.
8. 30 days Vegan Pledge happening from November 20<sup>th</sup>, comms material needs to be submitted asap

FVC/LEDIC are asked to **DISCUSS**



## KWAF POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 16/11/2017
<b>Prepared by:</b>	Jamie Smith	<b>Role:</b>	President

**Summary:** *This paper provides an update on the implementation of the policy*

1. We will lobby the University to make an ongoing commitment to avoid the scheduling of lectures for all courses after 12pm on a Wednesday.	IN PROGRESS
2. We will lobby the University to commit to support students to change teaching times and assessed sessions after 12pm on a Wednesday where possible and provide alternative methods for affected students to access materials or resources.	IN PROGRESS
3. We will ensure students are informed of their responsibility, where lectures are still in place, to receive permission to be absent from their Course Leader as early as possible.	IN PROGRESS

### Updates:

1. I have attended an NUS campaign planning day and created a report which I took to the Vice Chancellor. He expressed his support in the principle of KWAF and has provided valuable information on the current lecture scheduling on a Wednesday afternoon. I will now be contacting students on courses where lectures fall at this time to see how they would like me to take this forward.
2. The Vice Chancellor has signed my KWAF pledge (and took a cute picture with me) committing to keeping Wednesday afternoons free for undergraduate students. I'm intending to discuss with postgraduate reps how we can best support them if they feel Wednesday Afternoons Free isn't applicable to them.
3. Ongoing

FVC/LEDIC are asked to **DISCUSS**



## LIBERATING THE CURRICULUM POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 03/04/2018
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1.Lobby the university to increase representation of lecture content from the perspectives of liberation and protected groups.	IN PROGRESS
2.Lobby the university to make sure that all modules should make sure that they strive to be inclusive of all liberation groups particularly within modules that mention terms to do with liberation within their names.	NOT STARTED
3.Further lobby the university to particularly focus on the improvement of Trans experiences within modules themed around LGBT+ experiences.	NOT STARTED
4.Lobby the university to make sure that within the life sciences and other areas of the curriculum more studying that can resonate with disabled students occurs.	NOT STARTED
5.That once these changes are implemented the Students Union must investigate data from the Let's Be Honest report that focuses on liberation groups in the coming year. Liberating the curriculum may help this due to the fact liberation groups will feel better represented.	IN PROGRESS
6.Work with NUS, who are running a national campaign on liberating the curriculum, to support and advise us in implementing these changes.	NOT STARTED
7.That all appropriate faculties, such as the Faculty of Health, Social Care, & Education and the Faculty of Medical Science should provide compulsory lectures that include information on trans healthcare. These lectures would provide information on some of the issues that transgender people may face in the healthcare system. These might include: pronouns (and the importance of respecting them), gender dysphoria, hormone therapy, urological care, surgical complications, birthing for transmen/non-binary individuals, and cancer screening techniques in transmen/transwomen/non-binary individuals. These lectures would be particularly important in courses such as Midwifery but also Nursing, Surgical Care, Public Health, Mental Health, etc.	NOT STARTED
8.That appropriate online resources regarding LGB and transgender issues are made available to faculty members. This would mean that faculty members have more support and direction in modifying the lectures to introduce such issues.	NOT STARTED

**Updates:**

- |                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Waiting on Aletta Norval to begin as she has experience in this very policy at her previous institution. Have emailed the University of Essex SU regarding this policy as they have successfully implemented a similar one. |
| 2. See 1                                                                                                                                                                                                                       |
| 3. See 1                                                                                                                                                                                                                       |
| 4. See 1                                                                                                                                                                                                                       |
| 5. LBH report is steadily approaching completion. Once finished work can begin further.                                                                                                                                        |
| 6. Not started                                                                                                                                                                                                                 |
| 7. See 1                                                                                                                                                                                                                       |
| 8. See 1                                                                                                                                                                                                                       |

FVC/LEDIC are asked to **DISCUSS**





## SAVE OUR SPACE POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 06/02/2018
<b>Prepared by:</b>	Jamie Smith	<b>Role:</b>	President

**Summary:** *This paper provides an update on the implementation of the policy*

1. To lobby the institution for new multipurpose recreational spaces on campus and to prioritise student-led activities.	IN PROGRESS
2. To lobby the university to actively seek spaces (on or off campus) for clubs/societies to undertake activities to fulfil their aims and objectives.	IN PROGRESS
3. To lobby the institution to guarantee that any space that becomes available will be discussed with the Students' Union as to what its purpose will be.	IN PROGRESS
4. To gather and use student feedback when making decisions on the use of new space.	IN PROGRESS

### Updates:

1. In progress. There is recent news that there will be a Dance studio reinstated on the Cambridge campus from December 2017. LR/JS are due to have conversations with the Director of Student Services to decide who will facilitate/take ownership of the space.
2. In progress
3. This could be stronger. JS role as a Governor will allow these kinds of conversations to happen at early stages.
4. In progress. The student consultation for Peter Taylor House and Tindal is complete. This will inform the kind of furniture that is sought for the spaces.

FVC/LEDIC are asked to **DISCUSS**



## TEACHING EXCELLENCE FRAMEWORK POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 06/02/2018
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1. To lobby ARU to create a definition and internal benchmark of teaching quality informed by staff and student opinion.	NOT STARTED
2. To campaign to local MPs to stand against the TEF with us.	IN PROGRESS
3. To hold events which inform students of what the TEF is and how they can take action to encourage genuine teaching quality while standing against harmful metrics.	IN PROGRESS
4. To stand in opposition to the metrics used in the TEF and to decide each year what our relationship to these metrics will be.	IN PROGRESS
5. To work together with ARU's UCU branch against the TEF if they want to join us.	NOT STARTED
6. To empower student reps to influence the educational direction of ARU on this level.	IN PROGRESS
7. To raise awareness of tuition fee increases.	COMPLETED
8. To lobby the Vice Chancellor to not raise fees for students after they have started their degree.	COMPLETED

### Updates:

1. Not started
2. GA has spoken to Daniel Zeichner (MP for Cambridge) about the amendments to the HE bill we would like to see passed. DZ is also against the TEF.
3. GA ran a session during the recent Rep Conference "You're just a number and your opinion doesn't count" with the aim to inform students about the TEF, the effects it could have and the Students' Union stance.
4. GA submitted a statement which was included in Anglia Ruskin's TEF submission on our stance against the metrics used. GA also supported a student in writing policy to allow the option of boycotting the NSS (one of these metrics). GA will release a statement regarding ARU's Silver Award status
5. Not started
6. Ongoing, see 3.
7. Completed. The House of Lords passed through several amendments to the HE policy in which TEF was included. One of these amendments was to sever the ties between the TEF and student tuition fees, meaning fees would not increase/decrease depending on outcomes of the TEF.
8. Completed. The House of Lords passed through several amendments to the HE policy in which TEF was included. One of these amendments was to sever the ties between the TEF and student tuition fees, meaning fees would not increase/decrease depending on outcomes of the TEF.

FVC/LEDIC are asked to **DISCUSS**

30/08 – KK: NO UPDATE



## TRANS NOT TRANS\* POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 03/04/2018
<b>Prepared by:</b>		<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of the policy*

1. That we should stop referring to Trans students as Trans*	IN PROGRESS
2. That the title of Trans* Rep should be changed to Trans Rep	IN PROGRESS

### Updates:

1. Verbally this is happening, this will require a change in our bye laws to become official in writing.
2. This will require a change in our bye laws which cannot happen until October.

To note: the purpose behind removing the star is as follows:

1. Trans\* was **originally** used as a method to include ALL gender non-conforming identities
2. This means that trans (no asterisk) was originally intended for people who were actively identifying as the gender 'opposite' to their assigned one
3. However, this has now led to discussion within the trans(\*) community about whether two labels are needed
4. And the consensus seems to be that anyone who does not fully identify with their assigned gender is trans
5. Therefore using the asterisk is now deemed to be telling people who are genderfluid or otherwise nonbinary that they are 'not trans enough'
6. Therefore the policy is intended to be more inclusive by including all trans identities under one label.

16/10/17 Just need to update bye-laws and submit to council.

FVC/LEDIC are asked to **DISCUSS**



## UP YOUR GRANTS POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017  Due to lapse 16/11/2017
<b>Prepared by:</b>	Jamie Smith	<b>Role:</b>	President

**Summary:** *This paper provides an update on the implementation of the policy*

1. To increase the grant pot by 15% each year for both Cambridgeshire and Chelmsford campuses.	COMPLETED
2. For this money to be sought from Union budgets that do not relate to Clubs and Societies activities and Extra-curricular student experience.	IN PROGRESS
3. To lobby the University to continue to fund off campus facility hire.	IN PROGRESS
4. We will still actively encourage clubs and societies to fundraise to increase the resources being put into their societies to reach their aims and objectives.	IN PROGRESS

### Updates:

1. This was accepted by the board and will be implemented as of next year.
2. To be approved by the Trustee Board/CEO/relevant senior managers.
3. Ongoing.
4. Ongoing. In committee training/1-1's with coordinators and Activities Officers/Part of the Bronze, Silver, Gold accreditation scheme/SU Awards (Fundraising Group of the year)  
JS is also looking into restructuring the grants procedure to compliment this, a presentation is being taken to forum and then to a Students' Union Activities meeting following on from this.

Laura, Jamie and Alexis to meet 26/10/17 to discuss.

FVC/LEDIC are asked to **DISCUSS**

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/10/2017
<b>Prepared by:</b>	Executive Officers	<b>Role:</b>	

**Summary:** *This paper provides an update on the implementation of ideas*

### **SU permanent bar on Cambridge campus!**

Amanda Campbell White

- This was taken to our Union Steering Group (Exec Officers and SU Management Team). Officers will be collating all evidence from NSS results, comments on the ideas page, comments and feedback from the current space consultation and a proposal will be written and taken to the Deputy VC with responsibility for estates.

-Being taken forward by LR & JS TM.

-LR and JS have a meeting with HV on 16/03/17.

-Conversations have been positive and the general need for an SU ran social space has been widely accepted by the university. Currently the SU is undergoing multiple developments and it was agreed that we would revisit the conversation when we were 'settled' with our current ventures.

*28/06 UPDATE: JS brought the paper to the university and it was acknowledged that it would be a priority in the future. Considering the SU have got a few projects currently ongoing with space it was agreed it would be too overwhelming to attempt to implement this right now. JS will keep this at the forefront and continue to push as a priority.*

IN PROGRESS

### **Books Plus card funds should be allowed to be used for printing**

Johanna Korhonen

- See campaign plan update for Free Printing for details

IN PROGRESS

### **Graduation Ceremonies in Summer and October**

Leigh Rooney

Leigh has gone through all comments and has created a draft report/proposal to take forward to the Vice Chancellor on Monday 16<sup>th</sup> Jan, encompassing feedback from students over the last two years.

-The team had a meeting with the Vice Chancellor on 16/01/17, he agreed with the idea in principle, but a conversation around the logistics and how it can be done well and affordably needs to be had. Leigh will request a meeting with the graduation team to discuss further.

- LR has met with the Graduation Team regarding this. Currently it is impractical to have 'summer' ceremonies because there is no time of year in that bracket that will suit the entire student body. The current ceremonies in October does suit everyone, albeit it isn't the most desirable to everyone, particularly international students whose Visas run out beforehand. There are future opportunities to continue to talk about this, with the potential of the academic calendar being altered etc. LR will keep this on the SU's radar until there is a reasonable solution. LR has written a detailed update on the website:

COMPLETED

<https://www.angliastudent.com/news/article/Representationpage/Graduation-ideas-update/>

**Update: Completed**

### **Stop charging for hot water**

Andrene Love Sutherland

28/06 UPDATE: The head of catering said no to this. He expressed that it would cause a deficit in the budget and is not feasible. I would suggest escalating this to more senior members of staff to see if anything can be done.

23/10/17 Kettle will be provided in the new Students' Union space in Peter Taylor House!

IN PROGRESS

### **Therapy Dogs**

Marissa Lewis

UPDATE: We will be including this in our de-stress events we are holding during exams season in May as part of the Let's Be Honest campaign, which are being led on by Thea (Environmental and Community Rep, Chelmsford). Leigh is in the process of contacting other Unions for recommendations as to how best take this forward.

-Leigh has contacted guide dog charity again and is awaiting a reply.

- As part of Destress Fest, led by the Chelmsford Environment and Community Rep and supported by the Officer Team, we brought a mobile zoo of therapy animals onto the Cambridge campus to help student mental health difficulties. This was originally for both campuses however there was a last minute cancellation for Chelmsford. This did not feature dogs, as the price of this was too high, but there were a variety of animals and we had positive feedback from students who came along.

UPDATE: Completed.

COMPLETED

### **Accessible microwave**

Victor Clemente Junior

Leigh arranged a forum which took place cross campus on Wednesday 8<sup>th</sup> Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

In the meantime Leigh is looking into the feasibility of the Students' Union Lounge in Chelmsford providing a microwave for student use and also whether this could be included in future building plans.

-Leigh has completed the risk assessment for a microwave in the Student Lounge in Chelmsford. Awaiting relevant union staff to edit/approve and then buy the microwave ready for use.

-LR is working with SU staff on how this will be done. We will have a microwave in the new SU spaces.

UPDATE: Completed. Risk assessment currently being approved by internal commercial services staff. To be implemented ASAP.

23/10/17 A microwave will be provided in the new Students' Union space in Peter Taylor House!

COMPLETED

### **Free graduation guest fee**

Precious Nwanze

Precious has been speaking to Officers from other Universities to see how their graduation ceremonies work and compare ticket prices vs what's included.

This will then be taken forward to the next meeting with the Vice Chancellor.

IN PROGRESS



-This will be taken to the Graduation team along with the timings of ceremonies to explore possible alternative prices.  
 -LR met with the Graduation Team to discuss this. They expressed that they currently don't make any profit on the event through the guest ticket fee. This year they will not be able to reduce the price of the guest ticket but they are making improvements to ensure the event is better value for money. PN will be compiling feedback on what would make this more value for money to give to the Graduation Team.

28/06 UPDATE: Leigh met with the graduation team and it was made clear that: •The price of the standard graduation guest ticket is £25. This has remained the same for the past 6 years.

•Graduation team colleagues claim to research other institutions and they have found that ARU is in line, if not slightly cheaper than others' fees.

•They are constantly looking into how they can make the event better value for money, as they have received informal feedback to say that currently it is not. Keep eyes peeled for new things introduced this year.

•For the first time, this year they are actively gathering feedback from students and guests after 2017's ceremonies have taken place. I endorsed this as this data can be used to actively plan the following year's ceremonies, responding directly to student feedback.

In summary;

•They expressed that they currently don't make any profit on the event through the guest ticket fee. This year they will not be able to reduce the price of the guest ticket but they are making improvements to ensure the event is better value for money.

<https://www.angliastudent.com/news/article/Representationpage/Graduation-ideas-update/>

## HALAL FOOD & PRAYER ROOM

Ashraf Adnan Mohammed

Leigh arranged a forum which took place cross campus on Wednesday 8<sup>th</sup> Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

Kat has created a survey for prayer room feedback, to take the chaplaincy who are now looking at how they can make improvements to these areas. This survey has been sent to students and Kat will now be taking this forward.  
 -KY will be sending this survey to another group of students.

23/10/17 UPDATE: Johanna has arranged to meet Islamic Society to hear their views to clarify the objectives for this idea

Terry Hope and Nigel Cooper met regarding halal food:

- The poultry is already Halal. Terry will arrange for a mark to appear against this on the digital menu and monitor responses  
 - It is only the red meat that is non-Halal and Muslim students can eat the vegetarian and vegan hot meals and soups as well as all the salads and fish

IN PROGRESS

## Free parking

Stephen Adeyemi

Leigh will be raising this with the University's Secretary & Clerk, the Deputy Vice Chancellor and also contacting Cambridge University Students' Union and Daniel Zeichner (Cambridge MP).

IN PROGRESS

-Leigh has raised with CUSU and had a response, she is yet to respond.  
 Leigh will also be raising this with Helen Valentine.  
 -LR has spoken to Helen and will update further soon.  
*30/08 UPDATE: KK is going to meet with Julie Walkling (Director of Student Services) in early September to discuss why this can't be done further and to write an article for the website for future reference*

### **Jacket Potatoes to be available in the canteen all day**

Adele Grant-Johnson

Leigh arranged a forum which took place cross campus on Wednesday 8<sup>th</sup> Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

-LR has met with the Head of Catering and will update further in the meeting.  
 28/06- I forgot to add this to the meeting with catering (sorry!) but they expressed that students should contact the head of catering directly with feedback: [terry.hope@anglia.ac.uk](mailto:terry.hope@anglia.ac.uk)

30/08 UPDATE: JK will bring this up when I next meet catering about recipe ideas and suggestions.

*23/10/17 UPDATE: JK has arranged for a recipe trial in the Cambridge canteen as part of the Better Food campaign*

### **Make Cheerleading an Active Anglia sport!**

Laura Douds

Jamie and Leigh are contacting both Cheer committees to arrange a meeting to discuss this further and decide the best next steps.

-Leigh and Jamie are currently in communications with Active Anglia about our strategic partnership and Leigh has developed a document which outlines what is considered an SU club and an AA club. Once this document has been signed by both parties; we can then revisit the cheerleading discussion.

*28/06 UPDATE: No update currently*

### **Allowing food in the library**

Katie-Rose McGuire

Grace has since met with the Head of the Library who explained why currently this is not an option. Grace is requesting a copy of their policy on this and will be arranging a focus group for any students to attend to discuss recommendations for the library on this matter.

The Officers are researching other institutions to see what their policies on food consumption in their libraries.

-Grace has received a copy of the policy and will now be looking to arrange the focus group.

-GA has met with the library staff. They are still hesitant about allowing food into the library even if it's just snack food/cold food.

*28/06 UPDATE:*

### **Washing the lab coats**

Gemma Twinn

-Grace is contacting Ruth, FST Faculty Rep and Linda King to take forward.

-Grace is arranging a meeting with Gemma and Matt Bristow to see if this is a quick thing to sort out or what the next steps are.

-FST now have more funding to wash lab coats more regularly. The longest any lab coat will be in use without being washed will be 4 weeks.

*UPDATE: Completed.*

IN PROGRESS

IN PROGRESS

IN PROGRESS

COMPLETED



**Money, money, money!!**

Shannon Williams

*Grace has contacted the Deputy Dean of FMS and is meeting them about the constraints currently stopping this and what we can do going forward.*

*-Because of the funding scheme that some students in FMS are on, it is not possible for travel costs to be reimbursed. GA is writing to the Department of Health to query this and looking into potential carpooling schemes.*

*-GA is chasing Health Education England to ask for further funding as directed by the Department of Health. GA has also found a carpool model that ARU could set up and will be presenting this to FMS.*

**28/06 UPDATE:**

IN PROGRESS

FVC/LEDIC are asked to **DISCUSS**

<b>Project name</b>	<b>Bathroom Inclusivity</b>
<b>Project manager</b>	<b>Michael Turner</b>
<b>Project sponsor</b>	<b>Rose Williamson</b>
<b>Date agreed</b>	TBC
<b>Agreed by</b>	TBC

## Project brief

*The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.*

This project aims to make university bathrooms more inclusive for trans students and the wider community by making bathrooms more gender-neutral. This will include having menstrual products and bins available in designated bathrooms (eventually to include all bathrooms) and refreshing the awareness posters. This is something that the trans community has raised and wants because they feel that, in particular, the men's bathrooms could be a more inclusive and accessible space.

## Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
University bathrooms are more inclusive for trans students	Update the design and content of current bathroom posters	Posters will be in all toilets and informal polls during Trans Coffee will help to gauge trans student response to changes.
	Provide menstrual hygiene products in all toilets regardless of gender	All toilets will have access to menstrual hygiene products
	Provide lidded bins in all toilet cubicles regardless of gender	All toilet cubicles will have lidded bins.

## Scope

*Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.*

This campaign aims to improve the bathroom experience for the trans community. This particular campaign does not campaign for further diversity policy regarding trans students.

## Deliverables

*List the outputs of the project.*

Clear posters updated from those produced last year.

Bins in toilets.

Menstrual hygiene products in toilets.

## Key stakeholders

*This should list all parties (internal and external) with an interest in this piece of work.*

Michael Turner, trans rep

Officers, especially Laura Douds who has taken on LGBT+ campaigns

The Students' Union

Equality, Diversity, and Inclusion team at ARU

Trans community

## Project team: roles and responsibilities

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<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Michael Turner	To advocate for these changes, to design and put up posters
Laura Douds/Rose Williamson	To support campaign

## Implications for the organisation

*Include here any impact this area of work may have on other parts of the organisation.*

To improve the University's image as a trans-friendly space.

## Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Calling negative attention to the trans community who are using the menstrual products/bins in the toilets	Providing products in a discreet place, ensuring bins have lids to keep sanitary waste discreet

## Costs

*As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.*

£30	Printing posters
-----	------------------

## Timescales

*An estimate of when project activities will happen.*

I would like to implement this campaign in full by March 2018. Posters should be available for all bathroom spaces before the end of 1<sup>st</sup> semester, December 2017.

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## How does the Students' Union impact on student retention?

Aim – Does involvement with the SU correlate with good student retention/continuation rates?

- Can we link involvement with the SU and SRU retention?
- Ensure the removal of other factors

Who are you analysing?

- Non-continuation of first year, full time students

What data do we need?

- SID's of students involved in the SU
- SID's of all first year students
- Non-continuation data (for that same year)

What do we want to do with this?

- Messages – ARUSU supports students which improves retention
- Outcomes – further trust from the institution, more students joining, Students' Union working on recommendations to improve where needed
- Create focus groups to gather student case studies and experiences

What do we mean by involvement?

- At what level of engagement do we consider the SU to have contributed to good retention?

What is the universities aim?

Follow up questions?



An estimate of when project activities will happen.

<i>What</i>	<i>When</i>											<i>Who</i>
	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	
Set out what data is needed and delegate who will be working on what												JS/SMT/RT/U
Set up meeting with key stake holders and collect date												JS
Analyze data & Student consultations												*Delegated member of staff
Create report												*
Soft launch report (internally) & Set up working group based on recommendations												JS/SMT
Hard launch												Union
Working group to begin completing actions												JS/SMT

Actions –

Speak to Dan L about Roses workload & time frames

Book in meetings with key stake holders

## Executive Committee Request For Funds

Name	
------	--

Position	
----------	--

Date Of Request	
-----------------	--

Name Of Campaign	Safer Taxi Scheme
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Date Of Campaign	
------------------	--

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Till Float	£300.00	To launch the safer taxi scheme in Cambridge		
Total Requested	£300.00		Total Allocated	£0.00

Funds Authorised By	
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Date Authorised	
-----------------	--

# Safer Taxis Scheme

## What?

A scheme that allows students to pay for a taxi ride home with their student ID card, which is returned to the SU, and students can pay for their card back with us.

## Why?

Nights out are a staple of student life, more often than not encouraged by the SU itself. Obviously as well as nights out being fun, there are often negative consequences of running out of money, finding yourself stranded...anything.

So, having seen a number of other institutions operate schemes like this, I thought it would be interesting for us to try one out. It's a fairly different way of supporting students, even a small minority, that might find themselves in trouble and need a quick exit.

My ideas on the scheme have developed over the year but ultimately, we're in a place now where this can go ahead and will need to be evaluated around December/January time.

## Who?

Tom Manville. Tom wants to work on a Welfare Week and as this relates largely to late night events, he is the man to talk to, as well as Tony Bickley, Asst. Manager Venues, Events and Sales.

**Marius Buruiana.** Key contact for us at CamCab, really excited to work with us, as an ARU alumnus, and provide a great service for students. Really passionate about night time safety.

**Chris Whellams, Manager of the iCentre (across all campuses).** Key to the administrative side of this working for us.

# Moving Forward

## Is £300 too much in the float?

Originally secured £300 from campaigns to provide a float for the scheme. Theoretically, that should cover thirty journeys at £10 each (the max cap) at any one time. However, interest in these types of schemes aren't generally as high as that, so there may be scope to reduce the amount of money in the float.

## Expanding to Chelmsford (and beyond???)

Currently, the scheme will only be operating in Cambridge. Conversations with Chelmsford firms never really got anywhere, so hopefully with Cambridge set up, there's more time to develop relationships in Chelmsford.

Returning to the above question, if there is an interested firm in Chelmsford, perhaps splitting the float between the two campuses rather than reducing the overall amount of money could work.

## Developing our local relationships

The core that holds this entire scheme together is having a good relationship with CamCab. So, building on the original objectives of providing a safer way home for students should they need it, there is also something to be said about developing a good business relationship that can develop our links with the local community, our reputation and potentially serve as a new revenue stream.

We advertise CamCab exclusively and encourage students to download their app. In turn, if CamCab make enough money (through students that book journeys with them through the app), they will agree to pay us 10p of every £1 they make.

Even if this scheme fell through, I would expect there to be a scope for us to benefit from our relationship with CamCab through these means.