



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

5:00pm – 7:30pm, 27 November 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	
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 Miezah	Women's Rep (Chelmsford)	LEDIC	

In attendance

Daniel Login	Engagement and Volunteer Centre Manager	
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Megan Bennett	ARU London and Democracy Coordinator	
Jonathan Malton	Executive/Representation Assistant	

Agenda

Welcome, apologies and absences	Kirran Khan	<i>To note</i>	
Minutes of the last meeting	Kirran Khan	<i>To approve</i>	88/17
Actions and matters arising from last meeting	Kirran Khan	<i>To discuss</i>	89/17
Terms of reference	Megan Bennett	<i>To note</i>	90/17
Executive Officer work plans			
President	Kirran Khan	<i>To discuss</i>	91/17
Vice President (Arts, Law and Social Sciences)	Johanna Korhonen	<i>To discuss</i>	92/17
Vice President (Business)	Kirran Khan	<i>To discuss</i>	93/17
Vice President (Health, Social Care, Education and Medical Science)	Eliza Torres	<i>To discuss</i>	94/17
Vice President (Science and Technology)	Laura Douds	<i>To discuss</i>	95/17
FVC/LEDIC Reps update	All	<i>To note</i>	Verbal
	Kyia Thompson	<i>To discuss</i>	96/17
Policies			
Against cuts to education	Kirran Khan/Eliza Torres	<i>To discuss</i>	97/17
Against NHS cuts	Eliza Torres	<i>To discuss</i>	98/17
Gender neutral toilets	Michael Graham/Laura Douds	<i>To discuss</i>	99/17
Increased equality for vegan students	Johanna Korhonen	<i>To discuss</i>	100/17
KWAF	Stewart Watson/Jamie Smith	<i>To discuss</i>	101/17
Liberating the curriculum	Imogen Davnall/Laura Douds	<i>To discuss</i>	102/17
Save our space	Stewart Watson/Jamie Smith	<i>To discuss</i>	103/17
TEF	Laura Douds/Kirran Khan	<i>To discuss</i>	104/17
Trans not trans*	Michael Graham/Laura Douds	<i>To discuss</i>	105/17
Up your grants	Laura Douds	<i>To discuss</i>	106/17
Ideas	All	<i>To discuss</i>	107/17
Ideas paper	Megan Bennett	<i>To approve</i>	108/17
Budget			
Let's Be Honest	Kirran Khan	<i>To approve</i>	109/17
AOB			

Mental Health First Aid training funding	Kirran Khan	<i>To approve</i>	110/17
Date of next meeting(s)	TBC		

17Executive Committee Meeting Minutes

25/10/17 11:00-14:00

Ite m No		Action																																												
1	<p>Attendance</p> <p>1.1 Present</p> <table><tr><td>Jamie Smith</td><td>President</td></tr><tr><td>Laura Douds</td><td>VP (Science & Technology)</td></tr><tr><td>Kirran Khan</td><td>VP (Business)</td></tr><tr><td>Johanna Korhonen</td><td>VP (Arts, Law & Social Sciences)</td></tr><tr><td>Eliza Torres</td><td>VP (Health, Social Care, Education & Medical Science)</td></tr><tr><td>Grant Rose</td><td>Disabled Students’ Rep (Cambridge)</td></tr><tr><td>Gill Jacob</td><td>Disabled Students’ Rep (Chelmsford)</td></tr><tr><td>Christiane Kouassi</td><td>Black and Minority Ethnic Students' Rep (Chelmsford)</td></tr><tr><td>Imogen Davnall</td><td>LGBT+ Students’ Rep (Chelmsford)</td></tr><tr><td>Ben Morris</td><td>FMS Faculty Rep (Chelmsford)</td></tr><tr><td>Michael Turner</td><td>Trans* Students’ Rep (Cambridge)</td></tr><tr><td>Stewart Watson</td><td>FST Faculty Rep (Cambridge)</td></tr><tr><td>Bobby Hughes</td><td>FST Faculty Rep (Chelmsford)</td></tr><tr><td>Maggie Raleva</td><td>ALSS Faculty Rep (Cambridge)</td></tr></table> <p><i>In Attendance</i></p> <table><tr><td>Daniel Login</td><td>Engagement and Volunteer Centre Manager</td></tr><tr><td>Jonathan Malton</td><td>Representation/Executive Assistant</td></tr></table> <p>1.2 Apologies</p> <table><tr><td>Leigh Rooney</td><td>FHSCE Faculty Rep (Chelmsford)</td></tr><tr><td>Kyia Thompson</td><td>Women’s Rep (Cambridge)</td></tr><tr><td>Michael Graham</td><td>LAIBS Faculty Rep (Cambridge)</td></tr><tr><td>Joel Tyson</td><td>ALSS Faculty Rep (Chelmsford)</td></tr><tr><td>Kathryn Dunnill</td><td>FMS Faculty Rep (Cambridge)</td></tr><tr><td>Harsha Revanna</td><td>International Rep (Cambridge)</td></tr></table>	Jamie Smith	President	Laura Douds	VP (Science & Technology)	Kirran Khan	VP (Business)	Johanna Korhonen	VP (Arts, Law & Social Sciences)	Eliza Torres	VP (Health, Social Care, Education & Medical Science)	Grant Rose	Disabled Students’ Rep (Cambridge)	Gill Jacob	Disabled Students’ Rep (Chelmsford)	Christiane Kouassi	Black and Minority Ethnic Students' Rep (Chelmsford)	Imogen Davnall	LGBT+ Students’ Rep (Chelmsford)	Ben Morris	FMS Faculty Rep (Chelmsford)	Michael Turner	Trans* Students’ Rep (Cambridge)	Stewart Watson	FST Faculty Rep (Cambridge)	Bobby Hughes	FST Faculty Rep (Chelmsford)	Maggie Raleva	ALSS Faculty Rep (Cambridge)	Daniel Login	Engagement and Volunteer Centre Manager	Jonathan Malton	Representation/Executive Assistant	Leigh Rooney	FHSCE Faculty Rep (Chelmsford)	Kyia Thompson	Women’s Rep (Cambridge)	Michael Graham	LAIBS Faculty Rep (Cambridge)	Joel Tyson	ALSS Faculty Rep (Chelmsford)	Kathryn Dunnill	FMS Faculty Rep (Cambridge)	Harsha Revanna	International Rep (Cambridge)	
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	<p>1.3 Absent None</p> <p>1.4 Declaration of Interest None</p>	
1	<p>Congratulations were given to the new members of FVC & LEDIC Luca Girardi – LGBT+ Students’ Rep (Cambridge) Blessing Raimi - BME Students’ Rep (Cambridge) Anita Miezah – Women’s Rep (Chelmsford) Aysha Goodwin – LAIBS Faculty Rep (Chelmsford)</p> <p>Acceptance of Previous Minutes Members agreed minutes</p> <p>2.2 Matters Arising 4.5 LD has contacted JT but awaiting a response. 6.1 LR has had discussions with course mates, a lot have sourced their own placements. Education and Childhood Studies running out and being replaced by Primary Education Studies. 6.3 MG has e-mailed Director of Sport to have a gender neutral changing room and further discussion will take place.</p>	
2	<p>7.11 JS circulated an updated 3.1 On the agenda 3.1 Completed 5.3 No issues have been raised 5.6 DVC (Education) will start in December 5.8 Meeting being arranged 5.10 Completed 6 On the agenda 6 KK to write an update for website 7 Rainbow lanyards. Action: VPs to send follow up e-mails to their Deputy Deans -- 3.1 KK meeting BM on 26/10/2017. 3.1 Meeting arranged 3.1 Officers meeting MP for Cambridge on 05/12/2017 3.1 Action: ET to double check on DBS checks 3.1 KT working on a campaign plan 5.4 5.5 Complete 5.10 6 KK to do further work on this</p>	<p>MG/VP’s</p> <p>ET</p>

	<p>JS and KK will be involved in the recruitment of the new University Librarian</p> <p>Free Parking, rollover</p> <p>7. Rainbow lanyards, rollover</p> <p>Completed</p> <p>On the agenda</p> <p>Terms of reference</p> <p>Noted</p>	
3	<p>Permanent items</p> <p>3.1 Executive officer reports</p> <p>President</p> <p>Let's be honest project plan is not completed yet but is included. JS is working on it. It gives an outline of the priorities for this year which include the launch of the report. The launch date will be changed and is likely to be 8th December. Work is still to do but wanted to give an update to the FVC/LEDIC members.</p> <p>VP (ALSS)</p> <p>Suggestion period will take place for two weeks from 13th November. Recipes will be voted on and the 10 most popular will be trialled during January. Trialled in Cambridge, those that are successful will be made permanent and taken to Chelmsford. The suggestion card has been designed and gone to print.</p> <p>Officers to have a weekly show on CAM FM.</p> <p>Free printing. JK meeting with iCentre Manager. Free printer has not been followed up as there were a few issues and was only considered short-term option.</p> <p>Will be a priority for discussion with the new Director of Student Services. Current Director of Student Services has been against it being included within Books Plus.</p> <p>VP (Business)</p> <p>Funding for a role to support the personal tutoring system has been agreed, the role advertised and hopefully the successful candidate will be in place later in the year.</p> <p>15th November demo. KK looking to provide an opportunity for students to take place.</p> <p>BM updated that Dean of FMS is looking at reducing the time students should expect to hear from staff within 24-48 hours.</p> <p>JS suggested KK contacted people that he needs to speak to via e-mail.</p>	

	<p>VP (HSCEMS) ET outlined the costs that she would request and they would be considered later in the meeting.</p> <p>VP (ST) LGBT History Month project plan has been developed and is included. LD to attend C&S Forum to discuss ideas.</p>	
4	<p>Appointments None</p>	
5	<p>Policies</p> <p>5.1 Against cuts to education No update</p> <p>5.2 Against NHS cuts Ongoing</p> <p>5.3 Gender neutral toilets LD wants them in Helmore and will chase up. Apparently there is one in P'boro</p> <p>5.4 Increased equality for vegan students Vegan pledge from 20th November. Vegan options have increased and are selling well.</p> <p>5.5 KWAF Will ask VC for the timetable and identify which course have scheduled commitments on a Wednesday afternoon. Course Reps will be contacted for feedback. SW has been affected and is currently unable to play sport. Timetable review is also due to take place.</p> <p>5.6 Liberating the curriculum Emailed Essex SU who have also implemented a similar policy. Partially waiting for the new DVC (Education). BM added that the topic is being discussed at the national Paramedic Science Conference at the weekend.</p> <p>5.7 Save our space Bar is still on the long term agenda. Space has improved with the move to PTH and the re-development of Tindal.</p> <p>5.8 TEF KK will aim to have a definition within a month.</p> <p>5.9 Trans not trans* Ongoing. LD to write an article for the website.</p> <p>5.10 Up your grants JS to meet with Finance Manager</p>	<p>LD</p> <p>LD</p> <p>JS</p>
6	<p>Ideas</p> <p>SU permanent bar in Cambridge – Ongoing.</p> <p>Books Plus card used for printing – JK asked that it is raised in SSLCs.</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>Accessible microwave – Risk assessments and PAT testing were needed before these could</p>	

	<p>be in use.</p> <p>Free graduation guest fee – JS to chase feedback from graduations</p> <p>Halal food and prayer room – ongoing</p> <p>Free parking – KK to add update to the website</p> <p>Jacket potatoes – Part of the Better Food campaign/Recipe suggestion</p> <p>Cheerleading - ongoing</p> <p>Food in Library – ongoing</p> <p>Lab coats – Completed</p> <p>Money money money – MR to work with JK and Campaigns and Education Enhancement Coordinator to deal with issue of students who are having to travel in to hand in work.</p>	<p>JS</p> <p>KK</p> <p>MR/JK</p>
7	<p>Any other business</p> <p>MT has been meeting with trans students to understand their access needs at ARU. Posters will be redistributed.</p> <p>Toilet signs at PTH will be changed and tampon dispenser will be removed. Free sanitary products will be available.</p> <p>LR suggested that MT meet with staff from Facilities and Estates. Campaigns and Education Enhancement Coordinator to organise.</p> <p>JS presented a paper on Student retention</p> <p>Budgets</p> <p>Let's be honest launch £470 approved</p> <p>JK £50 approved</p> <p>KK £150 approved</p> <p>ET £505 approved</p> <p>JS £300 approved</p> <p>MT £30 approved</p>	
	<p>Date and Time of Next Meeting:</p> <p>TBC</p>	

Actions and matters arising from last meeting

25th October 2017

ITEM	ACTION	OWNER	UPDATE
Carried over			
7	Rainbow lanyards – VPs to send follow up e-mails to their Deputy Deans	MG/VP's	LD- Luca followed up on my behalf
3.1	Family Day – DBS checks might be required, ET to check	ET	
5.3	Gender Neutral Toilets: LD to follow up with Estates re: GNT in Helmore	LD	Have emailed Sandy Lynam 16/11/2017
5.9	Trans not Trans* LD to write article for the website	LD	In the process of being written
5.10	Up Your Grants: JS to meet with Finance Manager	JS	
6	Free Parking: KK To add update to the website	KK	
	Free graduation guest fee – JS to get feedback from graduations	JS	Ongoing
	Money money money: MR/JK to work with Campaigns and Education Enhancement Coordinator to deal with issue of students who are having to travel in to hand in work	MR/JK	

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

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
Prepared by:	Jamie Smith	Role:	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
2. Collect Data and analyse
3. Create Report
4. Use Recommendations to Create Working Group

COMPLETE

NOT STARTED

NOT STARTED

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 2nd – 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**



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
Prepared by:	Johanna Korhonen	Role:	ALSS Vice President

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

BETTER FOOD – INCREASED FOOD VARIETY

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

Objective(s):

1. Analysis of catering survey and agreement of the process with the head of Catering (Terry Hope)
2. Recipe suggestion website is set and in action!
3. Recipe suggestion period is happening from 13th-24th November
4. Collate the recipes into categories/recipes that students can vote – top 10 will be presented to the catering team to trial
5. Recipe trial dates: 29th January - 9th February
6. Collect feedback during 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

IN PROGRESS

IN PROGRESS

NOT STARTED

Updates:

1. Recipe Suggestion is happening right now
2. Comms material for Recipe Trial needs to be requested asap – same design
3. I will have/had student staff promoting the Recipe Suggestion

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

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. University Comms and Marketing teams have put together 'a student applicant journey' with an aim to make communication with students clearer
2. University Comms, Marketing and Student Experience staff are running an experiment to make the application process easier

COMPLETED

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. She will keep me updated in the process	IN PROGRESS
4. I have put together an Actions list of Comms for Andrea Turley to take in a meeting with her (coherent information about the SU across university platforms, Comms plan for the Uni to promote the SU, clear distinction between Uni and SU Comms)	IN PROGRESS
5. I met Kate Powell (project manager for LMS – Canvas) to see where SU would fit in: Canvas is for educational purposes and is not a communication platform as such but Andrea Turley is conducting a project regarding the University Intranet so I will find out if that would be useful for the SU	IN PROGRESS
6. SU will have a weekly show on Cam FM with Johanna and Laura presenting – it has been paid for and we are waiting to get trained	
7. I will set a SU Comms Focus group on Facebook before Christmas	NOT STARTED
Updates:	
1. Meeting Andrea Turley before Christmas to discuss comms	
2. SU Comms Focus Group will be set on Facebook before Christmas	
Budget: Cam FM membership £50 has been approved	
FREE PRINTING	
Aim: 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	
Objective(s):	
1. ALSS Reps have responded to a Printing Survey Maggie sent out	COMPLETED
2. Iain Martin said that we can do a University wide push for moving to online submissions but he did not know how much leg work this would require – finding out what the next steps are	
3. Met Chris Whellams (iCentre Manager) regarding online submissions – iCentre is ready for more courses to be moved online	IN PROGRESS
4. I have requested contact details for the Faculty Admin Managers who submit all the information regarding online submissions so they will have the data I need	
5. Free Printing campaign prompt is in SSLC Agendas - reps have already given us some feedback about printing and a Faculty specific survey will be sent out this month	
6. Free Printing 'This costs me and the Earth!' stickers will soon be ordered – first submissions will be on 8 th December and the iCentre will hopefully assist us!	
Updates:	
1. I am sending out a printing survey to all reps in each faculty to gather course specific feedback	
2. Iain Martin agreed that the University should move towards online submissions – I'm figuring out the practicalities	
3. I've contacted Chris Whellams to get contact details for Faculty Admin Managers to get submission data	

4. Sticker campaign is happening (8th Dec dissertations and 9th Jan for other submissions) – need to get the iCentre to collaborate

5. Once data is gathered (student survey and submissions) I will write a paper to LTASC as a proposal to have new modules with a default online submission and get this agreed with academic registry

Budget: Sticker Campaign budget request £150

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. Committee is together and the society is set!

COMPLETED

2. I will soon meet the Committee to see how I can support and how the International Office can support (Caroline Shanahan is happy to help with events and activities)

IN PROGRESS

3. I'm planning a Speed Friending event for February where international and home students can make friends

4. Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done

Updates:

1. International Society is set up

2. We are looking for international reps for both Cambridge and Chelmsford

3. Speed Friending event is being planned before Christmas

Other relevant updates:

Vegan Policy:

1. 30 days Vegan Pledge will happen again, starting on 20th November, kick started by an event the Vegan Society has organised and a screening of the Land of Hope and Glory documentary, Comms is going out regularly and we have some sign ups!
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 – have not received a reply
2. Halal food came up in Fairtrade, Sustainable Purchasing and Food Group - I will continue the discussion with Nigel Cooper and Terry hope after talking to students

FVC/LEDIC are asked to **DISCUSS**

Executive Committee Request For Funds

Name	Johanna Korhonen
Position	VP ALSS
Date Of Request	15/11/2017
Name Of Campaign	Increased Food Variety - Recipe Trial
Date Of Campaign	29/1/2018-9/1/2018

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Comms material	£200.00	Feedback cards to collect feedback of the trial meals, signs to signpost the trial meals and a correx board to signpost the feedback cards		
Student staff to help promote	£200.00	Student staff to be in the canteen 2 hours per day for two weeks		
Total Requested	£400.00		Total Allocated	£0.00

Funds Authorised By	
Date Authorised	

Executive Committee Request For Funds

Name	Johanna Korhonen
Position	VP ALSS
Date Of Request	15/11/2017
Name Of Campaign	Free Printing
Date Of Campaign	8th December and 9th January

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Stickers and signage	£150.00	Stickers that students can put on their cover sheet as they submit their work to raise awareness amongst university staff of the impact that hard copy submissions have on students and a correx board sign to signpost the stickers		
Total Requested	£150.00		Total Allocated	£0.00

Funds Authorised By	
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Date Authorised	
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CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
Prepared by:	Kirran Khan	Role:	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.

4. We have successfully recruited for the role, starting on the 20th November. This person will then begin to do a literature review, whilst simultaneously conducting focus groups of staff and students.

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

3. We have set a date of Friday 2nd February for PTJF on both campuses simultaneously. In the process of contacting companies to see interest – thinking about retail companies in particular

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
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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
5. 27/11 No Update

FVC/LEDIC are asked to **DISCUSS**


Vice President Health Social Care, Education and Medical Science

For the attention of:	FVC/LEDIC	Taking place on:	November 2017
Name:	Eliza Torres	Action:	To note/ request

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!

Update November

- "Snacks on us" was a great success we gave out fruit and water to 120plus students! I was also £21.57 under budget.
- Students are looking forward to the December LUSH cosmetics distress event. Please do continue encouraging people to sign up online as there is a 60 person limit for the activity.

In progress

- I am requesting money for the next two de-stress events that are occurring in January and February. Budget for the **Fresh Check day** on both campuses is 220£ (Mab foyer/ hel street) student services, student money advice, international office it will offer a fair like vibe with music, games, giveaways. All aimed at checking in with our current students and connecting with our second intake of students, whilst shouting about our services in an informal way. £110 budget will be given to each campus to pay for the free tea, coffee, snacks, games and giveaways. For the Paint night event 6 canvases for £9.35 (6x4=24=37.4) (£74.80) little glass of non-alcoholic wine/finger food treat (£15) (£30 paint) Request £120. The paint cost will go towards providing anything if needed that the arts and crafts soc does not have within their supplies.

-

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 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.*

Update November

- *As I promised students BHM will not be contained to one month it is a continued celebration and as such the 3V's (Voice, Visibility,*

Validation) Campaign is continuing its work. The three main events for this campaign will roll out during Global Week😊

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.*

Update November

- *Still working with comms to get this shareable image done. I have been meeting with lots of students and am collaborating with a few of them on upcoming campaign events.*

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.*

Update Nov 17

<ul style="list-style-type: none"> - Cultural GIAG inflatables budget ran over by £40 due to shipping. I ask that the £40 be taken out of my communications budget to pay it back. - Teaser videos and most of the communications has also been done. Passports and boarding passes look amazing! - The event is now live on the website as well as on Facebook. So please feel free to share that! - I am contacting the Jerk station to have them cater the event and am asking for an extra £50 for food. The projected £150 would not be enough to cover the service charge for food service. - 	
<p>5. Family day: the one stop shop</p> <p>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!</p> <p>Update 25/10/17</p> <ul style="list-style-type: none"> - <i>Will begin looking over notes and contacting those whom have key interest in this to begin creating actions and next steps.</i> <p>Update November</p> <ul style="list-style-type: none"> - <i>Contacting relevant university staff to try and get this rolling for the third trimester.</i> 	In progress
<p>Day to day updates</p> <ul style="list-style-type: none"> - I am working on developing a campaign that is an extension and continuation of BHM 3V's. I can share a exemplar of what global weeks events will look like as this is the role out for my campaign. - I have also been meeting with more students, collaborating on ideas and that has been amazing! - I have been officially elected as a National Conference Delegate which I am super excited about and looking forward to. 	



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
Prepared by:	Laura Douds	Role:	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. Promoted RAG week activities every day they happened
2. Have been actively promoting societies on social media and through face-to-face interactions with students
3. Have been encouraging societies to think about external volunteering that's appropriate to their society

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. See LGBT+ History month projects – budget is beginning to finalise
2. Working with Kyia on International Women's Day projects
3. Have spoken with Kyia, Kayleigh Tonkins and Katie Pether regarding a campaign to end violence against women.
- 4.

Other relevant updates:	
-	
-	
-	
-	

FVC/LEDIC are asked to **DISCUSS**



Project name	LGBT+ History Month
Project manager	Laura Douds
Project sponsor	
Date agreed	TBC
Agreed by	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.

WHAT?	HOW MUCH?	GRANTED?
ACADEMY NIGHT BOOKING	£345+VAT (£414) Note: Greg runs the Academy on a sliding scale, reducing the hire price based on how much profit is made on drinks. If £800 spent on drinks will be free.	
ACADEMY NIGHT PROMO	FLYERS: £50 STUDENT STAFF: £80	
OVERALL MONTH PROMO	1000 FLYERS: £50	

	100 A3 POSTERS: 35 6 A2 POSTERS: ~£50 STUDENT STAFF: £120	
VALENTINE'S DAY EVENT	CRAFT MATERIALS: ~£50 GIFTS WITH CARD (Rainbow rock candy): ~£45	
MOVIE NIGHT(S)	CAMBRIDGE: POPCORN KERNELS: £9 (will last for both nights) DRINKS: ~£10 DVD (if necessary): ~£8 CHELMSFORD: POPCORN: £5 DRINKS: ~£10 DVD (if necessary): £8 PLASTIC CUPS: ~£3 (50 per campus)	
AFTERNOON LGB'Tea'	verbal update- meeting with Tom M on Friday 17/11/2017	
Irreplaceable bracelets	Waiting on info from Eliza	
TOTAL:	Total: 947	

Timescales

An estimate of when project activities will happen.

[illegible]

EVENT	WHAT COMMS ARE NEEDED	COSTS	STAFF COSTS?
ENTIRE MONTH	FLYERS - INCLUDE CAMBS/CHELMS ON ONE FLYER - 1000	£50	£120 (3x4 hours)
	INFOSCREENS	0	
	SOCIAL MEDIA	0	
	A3 POSTERS	£35	
	WEBSITE BANNER - LINK TO A PAGE OF EVENTS/ARTICLE?	0	
	A2 POSTERS	£50	
SPEAKER	FB EVENT/HEADER	0	
	SOCIAL MEDIA	0	
	EVENT ON WEBSITE	0	
	INFOSCREEN	0	
ACADEMY NIGHT	FLYERS x 200 CAMBS?	£50	£80 (2X4 hours on the day)
	INFOSCREEN	0	
	SOCIAL MEDIA	0	
	FB EVENT	0	
	WEBSITE EVENT	0	
	FOLLOW UP ARTICLE	0	
AFTERNOON LGBT'EA'	SOCIAL MEDIA	0	
	FB EVENT	0	
	WEBSITE EVENT	0	
	FOLLOWUP ARTICLE - GET STUDENT TO WRITE	0	
VALENTINES CARDS	SOCIAL MEDIA POSTS	0	
IRREPLACABLE BRACELETS	SOCIAL MEDIA POSTS	0	
		£185	160

February 2018: LGBT+ Month

Wk	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5	29	30	31	1	2	3	4
				Launch Day - guest speaker - Cambs. Minibus or movie night for Chelms			
6	5	6	7	8	9	10	11
		Collab with Film Viewing society in Cambridge - movie night in Chelms too.	Valentines craft session	LUCA - Student LGBT 'lesser known letters' panel			
7	12	13	14	15	16	17	18
			valentinesgrams - Arts and Craft and LGBT societies to design cards to hand out on this day		collab with eliza on 'irreplaceable' bracelets - random acts of kindness day	RAoKD	
8	19	20	21	22	23	24	25
	LUCA - Academic panel on LGBT experiences/research	Film night with Film Viewing society in Cambs			Club night celebration/party - Greg has this booked in the system - Dan Fow offered to DJ		
9	26	27	28	1	2	3	4
			Closing day - KWAF - afternoon tea with LGBT + trans reps - both campuses - try and collab with T+HC				

Executive Committee Request For Funds

Name	Laura Douds
Position	VP FST
Date Of Request	16/11/2017
Name Of Campaign	LGBT+ History Month
Date Of Campaign	Feb-18

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
1000 Flyers	£50.00	Comms to promote entire month of events		
100 A3 Posters	£35.00	Comms to promote entire month of events		
6 A2 Posters	£50.00	Comms to promote entire month of events		
Student Staff promotional team (for overall month)	£120.00	Team to promote entire month of events		
Academy Night Booking	£414.00	This will be the closing event for LGBT+ History Month - Note: Greg runs the Academy on a sliding scale, reducing the hire price based on how much profit is made on drinks. If £800 spent on drinks will be free.		
Academy Night Promotional Comms	£50.00	Flyers to promote event		
Academy Night promotional team	£80.00	Student staff costs		
Craft materials	£50.00	For Valentine's Day event (card making)		
Sweets	£45.00	For Valentine's Day event (to hand out with cards)		
Popcorn Kernels	£14.00	For Movie Night events (Cambridge and Chelmsford)		
Drinks	£20.00	For Movie Night events (Cambridge and Chelmsford)		
DVDs	£16.00	For Movie Night events (Cambridge and Chelmsford)		
Plastic Cups	£3.00	For Movie Night events, 50 per campus (Cambridge and Chelmsford)		
Total Requested	£947.00		Total Allocated	£0.00

Funds Authorised By	
Date Authorised	



Women's Rep (Cambridge) Update

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
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Kyia Thompson (Women's Rep, Cambridge), Kayleigh Tonkins, Laura Douds (Vice President for Science and Technology) and Katie Pether (Student Opportunities Coordinator) have been planning a number of events for the week commencing the 5th February 2018 (Sexual Abuse and Violence Awareness Week).

Some of these events include:

1. An academic panel titled 'The Talk.' The panel will discuss sexual violence and the student experience, with possible questions about student sex workers - Kyia Thompson to host this panel.
2. Sexual health drop ins and sexual education - Kayleigh Tonkins to lead on this!
3. The promotion of Sexual Violence Liaison Officers.

We have a few more events in mind, but would like to bring this information to the meeting to take opinions and suggestions in regards to the week in question.

Kyia Thompson
Women's Rep (Cambridge)



AGAINST CUTS TO EDUCATION POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 06/02/2018
Prepared by:		Role:	
Summary: <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
Updates:			
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 15th November

27/11 – Arranged a coach to take students from Cambridge to London for the demo, but unfortunately no students turned up for the coach – despite a number having signed up online. In Chelmsford, the student action day comprised of students writing the reasons why they wanted Free Education on a banner. A number of students did just this and then took a photo with the banner outside the MAB building.



AGAINST NHS CUTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 16/11/2017
Prepared by:		Role:	

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

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

Updates:

1. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4th March 2017 in London.
2. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4th 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

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 06/02/2018
Prepared by:		Role:	

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.	NOT STARTED
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. University regulations are in place that all new builds have GNTs. Emailed Sandy RE converting Helmore and other buildings.
2. See 1.
3. Not started.
4. Emailed Active Anglia, myself and MG will be organising a meeting with Estates and AA.

FVC/LEDIC are asked to **DISCUSS**



INCREASED EQUALITY FOR VEGAN STUDENTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 16/11/2017
Prepared by:		Role:	

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 20th, comms material needs to be submitted asap

FVC/LEDIC are asked to **DISCUSS**



KWAF POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 16/11/2017
Prepared by:	Jamie Smith	Role:	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

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 03/04/2018
Prepared by:		Role:	

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 complete: will be read in full and appropriate data used to support arguments that we need better curriculum. |
| 6. Not started |
| 7. See 1 |
| 8. See 1 |

FVC/LEDIC are asked to **DISCUSS**



SAVE OUR SPACE POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 06/02/2018
Prepared by:	Jamie Smith	Role:	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

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 06/02/2018
Prepared by:		Role:	

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. Spoke with Nicola Dandridge when she visited RE the TEF and our stance on it.
3. None planned as of yet.
4. No update.
5. KK and Jonathan Malton tried to arrange a meeting but he's not getting back to us.
6. No update.

FVC/LEDIC are asked to **DISCUSS**



TRANS NOT TRANS* POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 03/04/2018
Prepared by:		Role:	

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.

Spoke to Michael Graham on 16/11/2017 about submitting the bye-law change to council.

FVC/LEDIC are asked to **DISCUSS**



UP YOUR GRANTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017 Due to lapse 16/11/2017
Prepared by:	Laura Douds	Role:	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.

Spoke to Alexis Mannion (Finance Manager) in early November regarding Up Your Grants. She was not optimistic that we would be able to secure extra funding from other budgets to finance this. The policy has lapsed and Laura is resubmitting to council.

FVC/LEDIC are asked to **DISCUSS**



IDEAS

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	27/11/2017
Prepared by:	Executive Officers	Role:	

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 16th 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 8th 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 8th 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

16/11/17 Still waiting to hear from Islamic Societies

Free parking

Stephen Adeyemi

IN PROGRESS

IN PROGRESS

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).

-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.

22/11/17 See Policy submitted to Council

Jacket Potatoes to be available in the canteen all day

Adele Grant-Johnson

Leigh arranged a forum which took place cross campus on Wednesday 8th 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

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

16/11/17 This will be brought up at the same time with recipe suggestions in the beginning of December

IN PROGRESS

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

IN PROGRESS

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:

IN PROGRESS

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.

COMPLETED

-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.

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.

Laura and Imogen to meet in the near future to discuss.

Laura has been given feedback about this issue by paramedic students in Chelms.

IN PROGRESS

FVC/LEDIC are asked to **DISCUSS**

Ideas Scheme – One Year Review

Introduction

In September 2016 we relaunched the Idea's scheme, a platform for students to submit ideas for change, campaign for student backing, and work with the Executive Committee to implement these changes together. This platform is also designed to assist departments within the Union, to ensure we are constantly reviewing what we are doing and listening to and acting upon student feedback. It is crucial students see that their Union is acting on what they need us to. They lead the Union, they are why we exist and it is what separates us from other University services.

One year on

Since its launch it has been well used by students, with 48 ideas submitted and our current top three ideas at 203, 109 and 61 likes, the minimum needed for it to be taken forward as a Big Idea is currently 25. We ask students to gain the support or backing from 25 fellow students to ensure that what we are doing is as representative of the student body as we can, rather than using resource to implement big changes for one opinion.

Any Big Ideas are then taken to the Officer team to implement and update. The progress of these are then held to account at monthly Executive Committee meetings and Student Council.

Challenges

Initially the scheme was designed to act as a catalyst for improving the everyday issues faced by our students. We had hoped this would be a way for students to achieve "quick wins" and have a better overall student experience. However, the ideas that are being submitted are more complex than we had first anticipated and so have required a lot of work from the Officer Team and the Executive Committee.

In addition to this, due to the lack of deadline to achieve the 25 likes, most ideas will eventually reach the required amount to be taken forward. This has meant many ideas are unlikely to have been a priority for the majority of students.

Finally, aesthetically and operationally the webpage is not fit for purpose. The progress of ideas needs to be clearer and a process for the submitter of an idea to be initially contacted or notified should they receive comments or reach 25 likes. We can however download a list of students who have engaged with an idea.

Recommendations

Moving forward there are a number of changes we are able to make to improve both the user experience but also the implementation of the ideas;

- To create clearer guidelines and key messages for promotion
- To implement a 2-week time limit to reach 25 likes ensuring more representative ideas are prioritised
- To input a 'share to facebook' button enabling students to share theirs and others' ideas easily
- To work with MSL to improve the usability for both students and staff, including opt in/opt out email notifications and more flexibility in the design of the widget
- To consider an approval process before ideas are live on the webpage
- To work with the Communications team to create a communications plan to improve how the student body is updated on the progress of ideas

We are in a great position to be able to offer quick solutions to students compared with many university services and the ideas platform is an ideal way to achieve this. Although unrealistic to aim for all ideas to be achieved, we should be looking at the root of these suggestions and doing all we can to address them.

Megan Bennett

ARU London & Democracy Coordinator

September 2017

Executive Committee Request For Funds

Name	Officers' Team Campaign
Position	Officers
Date Of Request	17-Nov
Name Of Campaign	Let's Be Honest
Date Of Campaign	

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Let's Be Honest Report	£200.00	Costs for printing 30 copies of Let's Be Honest Report, coming after a quote from printers indicating the price was more expensive than previously expected.		
Total Requested	£200.00		Total Allocated	£0.00

Funds Authorised By	
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Date Authorised	
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Mental Health First Aid Training

As part of the priority Let's Be Honest campaign, we have a commitment to improving mental health at ARU through a variety of approaches. Last year, we offered Mental Health First Aid training for elected representatives and club and society committee members. Following the success of this training session, we want to run the Mental Health First Aid training sessions again, which has been built into the Let's Be Honest project plan for the academic year. This training will take place in January 2018 over the course of two days and there are 16 places available. It will be an incredible learning opportunity for those student leaders who want to play an active role in improving mental health resources and becoming part of a peer support network.

The cost to book the sessions and instructor has already been supplied, but there is a supplementary cost for course materials at £25 per attendee. To assure attendance, we will ask attendees to give a £5 deposit when they book. As the two-day course involves full days (9am-4:30pm), we also want to provide the attendees with refreshments at a cost of £50.

Executive Committee Request For Funds

Name	Officers' Team Campaign
Position	Officers
Date Of Request	21-Nov
Name Of Campaign	Let's Be Honest - Mental Health First Aid Training
Date Of Campaign	Jan-18

Item Description	Cost	Why You Need This	Web Links To Product	Amount Given
Cost of course materials (16 places @ £25 cost)	£400.00	Costs for materials for student Mental Health First Aid training. Total cost is £25 per attendee for course materials with 16 places available - students will be asked to pay £5 deposit to assure attendance.		
Refreshments	£50.00	To provide lunch for those in attendance on both days		
Total Requested	£450.00		Total Allocated	£0.00

Funds Authorised By	
Date Authorised	