

Executive Committee (FVC and LEDIC) Minutes; 1<sup>st</sup> October 2020

10:00-12:00

Item			Action																																																												
1.	<p><b>1.1 Attendance</b> P = Present, Ap = Apologies, A = Absent</p> <p><b>1.1.1 Members</b></p> <table border="1" data-bbox="233 701 1350 1554"> <tbody> <tr> <td>Izzy Woodcock</td> <td>Women's Rep (Cambridge)</td> <td>P (11am)</td> </tr> <tr> <td>Carla Straw</td> <td>Women's Rep (Chelmsford)</td> <td>Ap</td> </tr> <tr> <td>Fatima Lakhani</td> <td>Vice President: Arts, Humanities and Social Sciences</td> <td>P</td> </tr> <tr> <td>Omkar Singh</td> <td>Vice President: Business and Law</td> <td>P</td> </tr> <tr> <td>Rohit Dhyani</td> <td>International Students' Rep (Chelmsford)</td> <td>P</td> </tr> <tr> <td>Sara Hoxhaj</td> <td>B&amp;L Faculty Rep (Chelmsford)</td> <td>Ap</td> </tr> <tr> <td>Abdullahi Idris</td> <td>BME Students' Rep (Cambridge)</td> <td>P</td> </tr> <tr> <td>Avinash Miriyam</td> <td>President (CHAIR)</td> <td>P</td> </tr> <tr> <td>Olu Onasanya</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td>Ap</td> </tr> <tr> <td>Aina Bashir</td> <td>International Students' Rep (Cambridge)</td> <td>A</td> </tr> <tr> <td>Imogen Lay</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td>P</td> </tr> <tr> <td>Moh Sufyaan</td> <td>S&amp;E Faculty Rep (Cambridge)</td> <td>P (10:40am)</td> </tr> <tr> <td>Riya Gadhavi</td> <td>Vice President: Health, Education, Medicine and Social Care</td> <td>P</td> </tr> <tr> <td>Em Long</td> <td>Vice President: Science &amp; Engineering</td> <td>P</td> </tr> <tr> <td>Cristina Ionita</td> <td>B&amp;L Faculty Rep (Cambridge)</td> <td>P</td> </tr> <tr> <td>Bethany Miller</td> <td>HEMS Faculty Rep (Cambridge)</td> <td>Ap</td> </tr> <tr> <td>Matt Hayes</td> <td>AHSS Faculty Rep (Cambridge)</td> <td>P</td> </tr> <tr> <td>Shubham Singh</td> <td>Disabled Students Rep (Cambridge)</td> <td>P</td> </tr> </tbody> </table> <p><b>1.1.2 Observers</b></p> <table border="1" data-bbox="233 1641 1350 1727"> <tbody> <tr> <td>Emma Howes</td> <td>Engagement Manager</td> <td>P</td> </tr> <tr> <td>Rachel Wilkenson</td> <td>Democracy &amp; Campaigns Coordinator</td> <td>P</td> </tr> </tbody> </table> <p><b>1.2 Terms of Reference</b> There have been no changes to the terms of reference</p> <p><b>1.3 Minutes of the last meeting</b> The minutes were accepted as accurate.</p>		Izzy Woodcock	Women's Rep (Cambridge)	P (11am)	Carla Straw	Women's Rep (Chelmsford)	Ap	Fatima Lakhani	Vice President: Arts, Humanities and Social Sciences	P	Omkar Singh	Vice President: Business and Law	P	Rohit Dhyani	International Students' Rep (Chelmsford)	P	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	Ap	Abdullahi Idris	BME Students' Rep (Cambridge)	P	Avinash Miriyam	President (CHAIR)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	Ap	Aina Bashir	International Students' Rep (Cambridge)	A	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Moh Sufyaan	S&E Faculty Rep (Cambridge)	P (10:40am)	Riya Gadhavi	Vice President: Health, Education, Medicine and Social Care	P	Em Long	Vice President: Science & Engineering	P	Cristina Ionita	B&L Faculty Rep (Cambridge)	P	Bethany Miller	HEMS Faculty Rep (Cambridge)	Ap	Matt Hayes	AHSS Faculty Rep (Cambridge)	P	Shubham Singh	Disabled Students Rep (Cambridge)	P	Emma Howes	Engagement Manager	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	
Izzy Woodcock	Women's Rep (Cambridge)	P (11am)																																																													
Carla Straw	Women's Rep (Chelmsford)	Ap																																																													
Fatima Lakhani	Vice President: Arts, Humanities and Social Sciences	P																																																													
Omkar Singh	Vice President: Business and Law	P																																																													
Rohit Dhyani	International Students' Rep (Chelmsford)	P																																																													
Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	Ap																																																													
Abdullahi Idris	BME Students' Rep (Cambridge)	P																																																													
Avinash Miriyam	President (CHAIR)	P																																																													
Olu Onasanya	HEMS Faculty Rep (Chelmsford)	Ap																																																													
Aina Bashir	International Students' Rep (Cambridge)	A																																																													
Imogen Lay	HEMS Faculty Rep (Chelmsford)	P																																																													
Moh Sufyaan	S&E Faculty Rep (Cambridge)	P (10:40am)																																																													
Riya Gadhavi	Vice President: Health, Education, Medicine and Social Care	P																																																													
Em Long	Vice President: Science & Engineering	P																																																													
Cristina Ionita	B&L Faculty Rep (Cambridge)	P																																																													
Bethany Miller	HEMS Faculty Rep (Cambridge)	Ap																																																													
Matt Hayes	AHSS Faculty Rep (Cambridge)	P																																																													
Shubham Singh	Disabled Students Rep (Cambridge)	P																																																													
Emma Howes	Engagement Manager	P																																																													
Rachel Wilkenson	Democracy & Campaigns Coordinator	P																																																													

## 1.4 Actions Arising

ITEM	ACTION	WHO?	UPDATE
4.2	Members to meet and discuss options for sunflower lanyard project	AM, SH, BM, EL	Complete: 250 lanyards delivered for distribution from the welcome desks
10.1	All members to suggest an event or provision for Fresher's, by email to <a href="mailto:e.long@angliastudent.com">e.long@angliastudent.com</a>	All	COMPLETE
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	In progress: planning has started and some contacts have been made.
	On-Campus Farmer's Markets evidence gathering (Do students want it?)	AM, RG	On hold due to COVID restrictions
	On-Campus Farmer's Markets Plan	IL, RG	On hold due to COVID restrictions
	Short proposal for a 'hygiene rating' -style sustainability audit scheme	SH	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week plan	Officers	Ongoing
	Sustainability calendar; potentially using 'Monday'	Officers	Ongoing
	Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL	Ongoing
	Find out canteen plans for food waste	RNG	Ongoing: meeting scheduled
	Proposal for compost in nature/wellbeing project	EL	Complete - now awaiting funding info
	Send GSI resources over to exec	RG	Complete
	Find out about Monday licensing	RG	Complete
	Compose proposal to prevent conflict of interest on Board of Governors	AM, RG, BD	Complete: Board of governors staffing has changed
	Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space, available outside normal hours)	IW	Ongoing
	Updates from the Mental Health Steering Group	FL	Ongoing
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing
	Create timeline, format for receiving question, creating a database and video format for Mental Health Q&A Videos if determined to be viable	FL, RNG, IW, CS, RD, CI, OO, AI	Ongoing: working group created and research started

		Create team chat for this project (Mental Health)	FL	Complete	
		EL to see if FIKA app available. Trial FIKA app in Sept; review to see if useful for ARU students	EL & all	Ongoing: App is available. Review and discussion needed.	
2.	<p><b>2. Items for Discussion</b></p> <p><b>2.1 Bye Law Change Proposal – Mental Health Rep</b>  RW introduced proposal – a request to modify exec structure in the bye-laws to include a ‘mental health rep’ from March 2021 election.  MH: Concerns have been previously raised about the remit and a possible clash with the disabled student’s rep role and whether mental health is recognised as a disability or whether the current mental health crisis requires a dedicated role.  EL: students have told us that they want this rep role and voted on it in the Group Chat  IL: Is this a rep or officer role?  EL: Campaign Rep part time  Votes – The proposal passes.  For: IL, EL, SS, FL, AM, OS, CI, RD, RG  Against: MH, AI,  Abstained:</p> <p><b>2.2 Bye Law Change Proposal – Subcommittees</b>  AM introduced the paper.  EL: This is not to suggest that there are no officers on subcommittees – it is to remove the need for the president to be an additional attendee at every one of the meetings.  MH: We tried to pass this last year but were not quorate. As the previous president I am aware that this is a very time consuming aspect of the role – around a week for each round of meeting spent in prep and meeting attendance and it would be more positive to use this time more effectively.  AI: I think the president should receive all the papers, but not sit on all the committees.  Votes – the proposal passes  For: MH, AM, FL, EL, RNG, IM, SS, MS, AI, OS  Against:  Abstained: CI,</p>				
3.	<p><b>3. Faculty Rep Updates:</b></p> <p><b>3.1 AHSS Faculty Rep (Cambridge)</b>  MH: We had a successful FPT last week and started to build partnerships in the faculty. There are a lot of new staff and we are in a good position to make an early impression and for staff to be ‘pro-SU’. I will be organising a meeting with the new head of creative industries and recruitment is happening for a new head of art.  FL and MH aims are closely aligned and focus on employability and transitions from uni to working in the arts.</p> <p><b>3.2 HEMS Faculty Rep (Chelmsford)</b>  IL: Working with RNG and have been in a lot of meetings with faculty staff regarding timetabling; this has been resolved and is still being monitored.  Attending meetings with course reps and met with RNG to discuss course level feedback.</p>				

	<p>Working on project plans for campaigns. Working with volunteering teams in Chelmsford. Considering how a Christmas event might be possible (despite COVID) following last year's success.</p> <p>3.3 B&amp;L Faculty Rep (Cambridge) CI: Working with OS on timetabling issues – attending meeting with faculty and we think this is now resolved. Also changes to modules and IT issues affecting students engaging with learning. Have set up a project group for the money festival and considering a January event.</p> <p>3.4 S&amp;E Faculty Rep (Cambridge) MS: Spoke to Cambridge Uni re: the carbon mapping app. We have made links between ARU and Cambridge Uni teams to move this forward. Noted some issues with lecturers not uploading materials on time and raising this with EL / faculty. Hoping to send a reminder to lecturers and students about online interactions and organisation of materials for student accessibility. Considering offering study skills advice to support students to access learning online.</p>	
4.	<p><b>4. Campaign Rep Updates:</b></p> <p>4.1 BME Rep (Cambridge) AI: Currently trying to engage students with Black History Month which starts today! Also sustainability fashion week.</p> <p>4.2 Disabled Students Rep (Cambridge) SS: Update provided via google docs.</p> <p>4.3 International Rep (Cambridge) RD: Working on a chat bot with information about scholarships for international students and it is 50% complete.</p>	
5.	<p><b>5 Executive Officer Reports</b></p> <p><b>5.1 President</b> AM: Working with RW on access to facilities and with EL to take this forward. Course rep communication project – I would like to attend faculty forums to help develop communication with reps. Thanks to RW helping with campaigns. We have successfully campaigned to support trans students to get their correct names on their documents / canvas etc. SS: How do you change your name through the SU? AM: I will share this information with you. RW: We will be communicating with all students for this.</p> <p><b>5.2 VP: Business and Law</b> OS: Working on 'incubation centre' looking at placements, internships and start ups and hoping to create something separate / alongside the uni. First meeting is next week with faculty to discuss possible structures. I am also working with imperial college to understand how they delivered a similar project.</p>	

Plagiarism awareness project has a comms brief in place and is a priority for the university as well. Aiming to launch at the beginning of November.

Prayer spaces project needs ongoing work to make sure that clean, adequate spaces are provided. I am working with ARU and societies to make this happen. COVID is impacting this project.

Cross campus communication project; I have created a page for community sharing in B&L and our comms team are helping to monitor and respond where needed. We also have my monthly updates on the faculty newsletter and my #omkarupdates online.

The Faculty Reps are collating student issues and we are working on raising them as soon as possible. The timetable problems are still ongoing and I have raised this with the VC as the uni have publically apologised to students.

I have worked with faculty to support late arrival students who have missed freshers and need a better intro to ARU; the faculty are now handling these enquiries and supporting them.

Issues are often being resolved in the 'rapid response' meeting which include OS, RNG and JV.

Employability project will be a focus and we have just created a linked in group for B&L reps.

I have been creating videos on sustainability.

There was an issue with international fees and we have worked to address this and a payment plan option has been created.

### 5.3 VP: Arts, Humanities and Social Sciences

FL: Working with OS and Oli (societies coordinator) to increase course based societies and show the clear link to employability.

Working to link up employability services and signpost (eg: ARU Temps / Employability).

Thinking about BAME employability – meeting with employability team this week to discuss and what we might be able to do, based on NUS data on employment rates.

Working on knowledge packs to guide students on their local area – Chelmsford and Cambridge. Currently collecting resources and will be working with societies and student groups to gather student led information.

Working on Black History Month and will use this as a base to gather feedback.

Late arrival inductions are happening in AHSS and I am attending. Also welcome week events, care leavers events etc.

We are developing the AHSS newsletter to give it a more community / student voice focus and bringing in student editors and I am part of the editorial team.

FPT meeting seemed a positive meeting and I meeting with staff to build relationships for campaigns support.

IW: When is interfaith week?

FL: not yet fixed but working towards this – I will update when possible

### 5.4 VP: Health, Education, Medicine and Social Care

RNG: Working on a journal for HEMS. Intended to highlight student work and research to share with the faculty. Should be an encouraging and collaborative project and the deputy dean is on board. Next month we should be ready to seek submissions.

Gathering data and feedback on accommodation issues for Jan intake students and in contact with the residential team.

Lobbied ARU catering to increase awareness of halal food on Chelmsford campus – I hope to expand the vegetarian and vegan options and encourage 92 as well as ARU to do this.

Working with IL on timetabling – IL has been patient and helpful gathering and sharing feedback.

Working with faculty and then establishing a rapid response meeting which has resolves a lot of issues.

	<p>HEMS have been ranked highly in the Guardian tables and we are proud of this.          Visited Peterborough and engaged with students and want to increase activity and inclusion there (where COVID allows)          Enjoyed Fresher's week!          MH: The Journal sounds really good. I would just say, don't rush to have it ready by December. It sounds like a big piece of work that will be 10000x better if you take your time to perfect it.</p> <p><b>5.5 VP: Science and Engineering</b>          EL: Will be attending the NUS event for sustainability: Eventbrite is great for these type of activities and I would recommend all take a look.          I am pushing staff including heads of schools to use our Recommend a Friend for the elections which are currently open.          Athena Swan award for women in STEM – working with the faculty on this and am now part of the committee – there is an option for others to attend if interested.          Sustainability strategy following on from FLY's work last year. CMT have not yet approved the new strategy and amendments were needed – it will be reviewed again on Monday and will push the university to make positive changes and collaborate with us. I will bring this to an exec workshop.          Sustainability fashion week is next week and suggestions, top tips etc would be welcomed using our hashtag.          Met with the operations officer in FSE to establish a calendar combining SU and faculty and ARU events in one place and share more widely.          Our FPT will be restructured slightly to allow the VP to co-chair the meeting with the faculty Dean (alternating chair). We are also trialling a standing invite for course reps to attend if they wish, based on the agenda set by the VP and Dean. Setting up a town hall style event within the faculty for students to raise issues directly with their schools.</p> <p>(revisit) 4.4 Womens' Rep (Cambridge)          IW: Met with CS and sexual violence officer to establish what processes currently exist. Planning to meet with David Walmsley to discuss further.          An organisation called our streets now are seeking ambassadors to help run workshops and PSHE – I will be meeting with them to discuss their project.          Working with RNG to work on an interfaith sharing project for women to share faiths.          Working with EL to attend women in STEM meetings.          IL: A good resource in Essex is CARA (Centre for Action on Rape and Abuse). They run workshops and training.          IW: I have already met with them and have distributed leaflets on their work with CS.</p>	
6.	<p><b>6 Budgets</b>          RW: We have received no budget requests – Please contact RW if you need support with campaigns budgets.          Update, the total budget for the year is £5000. As a reminder all faculty and campaign reps have £40 that can be spent without formal approval by the other executive committee members. You just need to send your request to me directly.</p>	
7.	<p><b>Campaign Ideas</b>          RW: No campaign idea were submitted to be discussed. As a reminder, please send <a href="mailto:r.wilkenson@angliastudent.com">r.wilkenson@angliastudent.com</a> ideas you would like to be included in the campaigns workshop. I</p>	

	will send an email requesting this when I send out information about the date of the next workshop.	
8.	<p><b>Policy Implementation</b></p> <p>RW: No papers or updates were submitted. However, in this meeting, the vote to approve the addition of the Mental Health Rep that passed is an update to the Mental Health Rep Policy.</p>	
9.	<p><b>9. Any other business</b></p> <p>9.1 FIKA</p> <p>EL: Have exec downloaded the FIKA App and do you have any feedback? I have been using it myself – it is useful but takes commitment to use effectively.</p> <p>SS: noted in the chat that the app is excellent</p> <p>EL: Please could all exec email any further feedback</p> <p>9.2 Exec Committee</p> <p>EL: Considering Exec Campaign Workshops I think we should have the first 15 minutes for administrative work and that we should all be updating the google docs for all meetings.</p> <p>IL: It's a worry that you could wait 2 months for something that may be more urgent.</p> <p>EL: Updates should be written for each meeting</p> <p>EH: We will be including a review of actions in both workshop and administrative meetings but operationally going through each update would be very time consuming.</p> <p>RW: We do not need to wait for updates to be communicating, working on projects or asking questions. We will move to put a short admin section at the beginning of workshop style meetings.</p> <p>9.3 Course Approval Event</p> <p>RW: We have a course approval event and need a rep to read the new course info and be part of the panel discussing and approving the course. It pays £100 and takes a full day. The course in question is: BSc (Hons) Embedded Computing and Machine Learning (top-up, L6) and MSc Applied Data Science. Priority will go to whoever is in a course most similar but please let me know if you're interested as soon as possible.</p> <p>9.4 Staff Update</p> <p>RW: RG will be moving to a new role in the SU. As a result, please come to me if you have any campaigns questions or projects you want to work on. We are currently seeking her replacement and I will update you all as soon as I can as to who will be working with us this year.</p> <p>EH: Please use the wider staff team and mentors to support you in the interim.</p> <p>9.5</p> <p>AM: We will send a doodle poll for the October Workshop meeting next week to set the date of the next meeting.</p> <p>Thanks to all for attending and updating.</p>	All