

Student Council Minutes

Tuesday 1st November 2016, 17:15-20:15 EEG-164

Agenda

1.	Welcome and introductions
2.	What is Student Council?
3.	Apologies
4.	Declarations of interest
5.	Minutes of previous meeting
6.	Matters arising from the minutes/action points
7.	Approval of new SU clubs/societies
8.	Update from Executive Committee
9.	Update from the Board of Trustees
10.	Officers' reports – questions/comments
11.	Students' Union Governance Review <ul style="list-style-type: none"> • Governance meetings and structure • Elections and part time officer and reps roles • Annual general meetings • Bye-laws
12.	Any other business

Attendance

Student Councillors present: Jade Haley (JH), Hemaka Pathirana (HP), James Gunther (JG (Chair), Kirk Wood (KW), Danny Gregory (DG), Janna-Carla Niemi (JCN), Euan Morrison (EM), Verity Postlethwaite (VP).

Also in attendance: Sophie Williams (SW (Chief Executive), Tim Hewes-Belton (THB (Student Engagement Manager, minute-taker)

Minutes

<p>1. Welcome and introductions JG welcomed everyone, to the meeting and explained that he would be chairing, due to the failure to elect a Student Council Chair in the Autumn Elections. He invited everyone to introduce themselves. The role of the staff members present was explained.</p>
<p>2. Apologies Apologies for absence were received from Alexandra Wells, Carwen Davies, Fran Storey and Matthew Sargeant.</p>
<p>3. What is Student Council JG invited THB to deliver a short presentation outlining; what the meeting is and what it does, how councillors should prepare before attending the meeting, useful meeting terms and their meanings, the structure of the meeting, how the voting works and what happens to decisions made by Student Council.</p>

4. Declarations of interest

There were none

5. Minutes of the previous meeting held on Wednesday 4th May 2016

JG invited SW to explain that the minutes for the May Student Council would be presented at the next meeting due to the absence of the staff member who took the minutes. When they return from annual leave these will be circulated.

6. Matters arising from the minutes/action points

Due to the situation above JG explained that these would be discussed at the next meeting

7. Update from Executive Committee

JG updated councillors that the first Executive Committee of this academic year had taken place prior to this meeting and that they would continue to meet fortnightly. During this meeting the Executive Committee focused on discussing Officer Manifestos and objectives and ensuring that all members understood the core values of the Union and its strategic goals.

JG also updated that the Executive had discussed the Union's Annual General Meeting (AGM). SW was invited to explain the purpose of the AGM. JG informed the councillors that the Executive had agreed that it will take place, later than planned, in late January/early February following the approval of the Union's accounts for 2015-16 by the University's Audit Committee. James informed the councillors that the Executive had also agreed to look at how we can increase attendance at the AGM. VP offered to add the AGM to the calendar of events for the Postgraduate Research Society. JG asked all councillors to send in other ideas to the Union: **see Action 01.**

JG also informed the councillors that the University has asked the Union to feedback on proposed changes to the academic calendar. JG gave an overview of the proposed changes and circulated the Officer Trustees initial comments. Councillors will be sent the consultation document and will be invited to send feedback and comments to THB by 15th November so that he can collate a report to send to the University; **see Action 02.** JG advised councillors that at this stage the consultation document is strictly confidential and that they should not share it with other students. Several councillors expressed that they would like to ensure that, following this initial consultation, the wider student body is consulted.

8. Update from the Board of Trustees

JH informed the Council that the Trustee Board has met once this academic year during which they met with the Union's auditors to receive their report and approve the accounts for 2015-16. JH invited SW to explain the remit, structure, sub-committees and membership of the Trustee Board. SW also explained the Union's current financial situation and the reasons for the transfer of the Campus Shop to the University. SW was also invited to explain the block grant that the Union receives from the university.

The councillors were also informed that at the last Trustee Board; the supervising trustee who oversees staff and student disciplinarys was appointed and that they had agreed not to recruit the current student trustee vacancy. SW also reported that the board had not decided not to incorporate at the current time.

EM asked how our current block grant compares with other universities. SW was invited to explain that we will not know exactly where we sit until NUS has published the results of their SU survey in November/December 2016. The council noted that we had received an increase this year and that the University had paid for the refurbishment of the SU building.

9. Officers' reports

These had been circulated in advance of the meeting. The Chair asked if there were any questions or comments. There were no comments or questions for the Vice-President Education or Vice President Activities.

VP noted that JH (President) had mentioned the poor engagement in this year's Autumn Election and asked for more context. JH clarified that she wanted to note that engagement both in terms of voting and the numbers of councillors was poor and needed to be looked at. The Council discussed the impact of the lack of a single sign on system to the Union's website and the impact that could have on turnout.

It was suggested that this issue be raised by the Union at the University's Board of Governors. The Council also discussed the need for candidates to actively campaign and the reasons why Part Time Officers are elected in October rather than in the elections in March.

10. Approval of New Clubs and Societies

HP was invited to give an overview of the 2 societies that were seeking approval to affiliate with the Students' Union:

Mathematics:

HP gave an overview of this new academic society's, aims and objectives and explained some small changes that the Union had made to the constitution. The Council discussed the change that the Union was requesting the society make to their budget sheet including a £4 increase in membership fee to £5 and the need to balance societies' grants from the Union with the need for societies to seek their own funding. It was also noted that the society had added 2 additional committee positions: Social Secretary and Mathematics Support Officer.

The councillors were then asked to vote to approve the Mathematics Society:

For: 8

Against: 0

Abstentions: 0

Society approved

Tabletop, D&D and MTG:

HP gave an overview of the proposed society's aims and objectives clarifying that it was different from the gaming society in that it aims to focus on table top gaming rather than computer gaming. KW was concerned that there still may be some conflict between the two societies as Gaming does do some table top gaming. This concern was noted and it was decided that, on approval, HG is to inform committee that they should look at working together with Gaming, when appropriate. It was also noted that the society had added 3 additional committee positions: Vice Chair, Members Representative and Socials Representative.

The councillors were then asked to vote to approve the Tabletop, D&D and MTG Society:

For: 8

Against: 0

Abstentions: 0

Society approved

HP reminded councillors of the deadline (1 week before Student Council) for new societies to submit their forms for approval.

See Action 03

11. Students' Union Governance Review

The Chair invited THB to inform the Council of the Union's plans to undertake a wide-ranging governance review. THB explained that under Charity Commission guidelines it is recommended that charities undertake a review every 3 to 5 years. THB informed the Council that it was intended to

review the following areas of the Union's governance:

- The governance structure; including meetings, representatives and Part-Time Officers
- The Union's governance documents including the Constitution and Bye-laws.
- The rules and regulations for student groups
- Elections

It is not proposed that there is any significant review of the 3 Officer Trustee positions.

THB explained that this would be a large piece of work and that it could take up to 2 years to fully implement. Tim explained the background to undertaking such a large review, explaining that the Union wanted to ensure that it had robust processes and documents, that engaged as many students as possible and that truly reflected the needs of students at the University of Worcester. THB outlined how other Unions had changed their processes but stated that it was important that the Union created a bespoke system that worked for Worcester.

THB explained the process informing the council that the Union intended to ensure that students were wholly involved in the review process and that there would be opportunities for councillors to help take the lead in any consultation processes. THB explained that the following methods (amongst others) would be used to review:

- Student consultation on the various elements of the review
- Research on innovative practice in the sector.
- Consultation with key partners like the university.

THB clarified that any final decision on a new governance structure would be taken by Student Council and the Trustee Board and that the final framework would have to be approved by the University. THB asked if there were any questions at this time, there were none.

12. Any other business

VP explained that the Research Student Society had been approached by the University to set up a mentor scheme, where postgraduate research students mentor undergraduates who are thinking of progressing on to research degrees. VP explained that this was beyond the role of the society and some postgraduate students. The council discussed briefly the whether an ambassador role would be more effective and whether coordination of such a scheme was better placed within the staff team in the Research School. VP asked if this could be discussed at the next meeting.

VP would like to explore having separate PTOs for taught and research postgraduates. She would like to have this added to the agenda of the next Student Council. **See Action 04**

JG discussed the option to co-opt students in to the vacant roles on the Council. JH explained that we particularly need a Sustainability Officer if we are to achieve Green Impact accreditation. JH will oversee the creation of an application form and will aim to have a publicised recruitment campaign so that positions can be filled at the next Student Council. The Council discussed the possibility of also co-opting positions at the Student Council in February, if necessary. **See Action 05**

Chair thanked all those in attendance

Meeting closed at 18:51

Action Points

Action 01:

- All councillors to send ideas on how the Union could increase attendance at its AGM to Tim Hewes-Belton

Action 02:

- THB to send consultation document to all councillors.
- All councillors to send comments and feedback to THB by 15th November.
- THB to compile report.

Action 03:

- HP to contact both societies and notify them of their approval.
- HP to communicate the concerns of duplication to the Tabletop, D&D and MTG society and request that they seek to work with the Gaming Society when appropriate.

Action 04:

- JH to source motion template and send around to Student Councillors.

Action 05:

- JH to work with THB to set up and publicise the application process for co-option to Student Council

Officer Reports

Students' Union President

Officer Name: Jade Haley	Role: President
Date of report: 25/10/16	
What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.	
<ul style="list-style-type: none"> • Organising Student Minds training so we can run Look After Your Mate Campaign • Planning and preparation for the housing campaign (nov) and housing fair (jan) • Working on social media coverage and introduction of snapchat (also video promotion , induction video) Have also made a WW video. 	
What progress have you made on actions you have been mandated by Student Council to carry out?	
N/A	
List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students.	
<ul style="list-style-type: none"> • World Mental Health Day – provided some resources around the union for students to do some colouring in • Met with the city council to have a wider understanding regarding accommodation • Attended Shelter student housing accommodation training – both of these will help my understanding and allow me to advise students better. 	
What are the 5 key tasks you aim to get done before the next meeting?	
<ul style="list-style-type: none"> • Have housing campaign running and supported by all staff • Have clearer dates of when running MH campaigns and what they will be • More communication with the employability staff within the uni to start working on 	

employability aims
<p>What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).</p> <ul style="list-style-type: none"> • Poor elections – both candidates and voting turnout. • What we can do about the empty roles within council and exec • Opinions on date for housing fair.

Vice-President Education

Officer Name: James Gunther	Role: VP Education
Date of report: 25/10/2016	
<p>What work have you been undertaking towards your objectives since the last meeting?</p> <ul style="list-style-type: none"> • I have progressed my PAT campaign. Designs are being printed and campaign aimed to start mid-November and run until Christmas. This will gather evidence and feedback around students' knowledge of PATs and what they would like them to do. • It has been decided we will re-run the degree classification campaign; due to the successes of last year. • Online booking of tutorials. This has been discussed by senior university staff and is a target area of their own. • StAR awareness and training. We have produced an informative video to recruit StARs for lecturers to roll out at the start of the year. From here we have revamped our training, introducing new journal entries and a new on line training resource to be released mid-November. 	
<p>What progress have you made on actions you have been mandated by Student Council to carry out?</p> <p>N/A</p>	
<p>List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students.</p> <ul style="list-style-type: none"> • Many students have come to the SU regarding issues around timetabling, this being classrooms not suitable or poor timing of lectures. I have relayed this to University senior staff and this has been looked into and actioned. • In September I attended a Festival of Higher Education, based at the University of Buckingham. 	
<p>What are the 5 key tasks you aim to get done before the next meeting?</p> <ul style="list-style-type: none"> • Deliver PAT campaign • Begin to redesign degree classification campaign • Research other Universities practise around PAT and technology enhanced learning • Continue to record and relay student feedback to key University members of staff 	
<p>What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).</p> <ul style="list-style-type: none"> • Poor turnout at elections this year. What is student's impressions and how can this be improved? • Furthermore, what about available student council positions • New journal entry format, key way of identifying issues within the SU and invaluable resource. • Plans for University Court, students first impressions and if they think it will benefit the University? Also is there anything in particular you feel could benefit the SU? • SU charities for the year. Smile for Joel (Victim Support), Mind, we are awaiting the third 	

Vice President Student Activities

Officer Name: Hemaka Pathirana	Role: Vice President Student Activities
Date of report: 25/10/2016	
<p>What work have you been undertaking towards your objectives since the last meeting? Please limit this to 5 items.</p> <ul style="list-style-type: none"> • Art and culture development meeting with University • Working closely with sports centre and Bar to get a calendar for intra mural events • Working with Student Engagement Coordinator to collate data for student magazine • Working closely with university to get NGB help to student sports • Working with Student Engagement Coordinator to develop the fundraising/ RAG throughout the year. Working with Business school module to get more students to fundraise and get help from the students' union. 	
<p>What progress have you made on actions you have been mandated by Student Council to carry out?</p> <p>N/A</p>	
<p>List up to 5 other duties of note have you been carrying out within your role and state how has this been benefitting students.</p> <ul style="list-style-type: none"> • Give It a Go week – to increase the sports and societies membership • Monthly Sports and Societies meetings and awards 	
<p>What are the 5 key tasks you aim to get done before the next meeting?</p> <ul style="list-style-type: none"> • Finalising magazine collate discussions • Develop a RAG week and fundraising events • Further discussions about art and culture around campus 	
<p>What, in particular, do you want to draw to Student Council's attention? (This might include events/activities you're planning, feedback from meetings you've attended or something you'd like Student Council to discuss or debate, for instance).</p> <p>Welfare and Inclusivity committee member to all sports and societies</p>	