

Student Council Minutes

Tuesday 20th March 2018 (17:15-18:40) EE1104

Agenda

| | |
|------------------------|--|
| 1. | Welcome and Apologies |
| 2. | Declarations of interest |
| 3. | Minutes of previous meeting |
| 4. | Matters arising |
| 5. | Institute of Health and Society Rep |
| Approval Items | |
| 6. | Co-option of new members |
| Reporting Items | |
| 7. | Update from Executive Committee |
| 8. | Update from the Board of Trustees |
| 9. | Officers' reports – questions/comments |
| 10. | SU KPIs |
| 11. | NUS National Conference |
| 12. | Update on Leadership Elections |
| 13. | Update on upcoming events 13.1 Celebration Week 13.2 Varsity 13.3 Sports Relief |
| 14. | Society advertisement |
| 15. | Promotion of Student Council members |
| 16. | Council tax eligibility |
| 17. | Date for next Student Council meeting |
| A.O.B | |
| 18. | Any other business |

Attendance

Student Councillors present:

| | | |
|--------------------------|---------------------|----|
| BUCS Clubs Rep | Alex Gardener | AG |
| Welfare Officer | Tapiwa Makaka | TM |
| LGBT+ Officer | Jordanne Wozencroft | JW |
| Sustainability Officer | Connor Egan | CE |
| President | Jade Haley | JH |
| Vice President Education | Euan Morrison | EM |

Also in attendance:

| | | |
|---|------------------|-----|
| Chief Executive | Sophie Williams | SW |
| Student Engagement Manager | Tim Hewes-Belton | THB |
| Student Voice Assistant (minute-taking) | Jodie Stilgoe | JS |

Apologies Received:

| | | |
|-----------------------------------|---------------------|----|
| Vice President Student Activities | Sophie Glenny | SG |
| Postgraduate Rep | Katherine Spicksley | KS |
| Women's Officer | Robyn Platt | RP |
| Worcester Business School Rep | Todd Stephens | TS |

Not Present:

| | | |
|---|----------------|-----|
| BAME Officer | Lexian Porter | LP |
| Mature Students' Officer | Lou Le Page | LLP |
| Non BUCS Clubs Rep | Alex Thomas | AT |
| Institute of Humanities Rep | Rhianna Levi | RL |
| International Students' Officer | Halide Aydin | HA |
| Institute of Sport and Exercise Science Rep | Hannah Barnett | HB |
| General Interest Societies Rep | Leanne Bowers | LB |

Minutes

| | |
|----|--|
| 1. | Welcome and Apologies |
| | EM welcomed all those present. Apologies were received from Sophie Glenny (Vice President Student Activities), Katherine Spicksley (Postgraduate Rep), Robyn Platt (Women's Officer) and Todd Stephens (Worcester Business School Rep). Due to a number of other absences, EM informed Council that they were not quorate and therefore would be unable to vote on approval items. |
| 2. | Declarations of interest |
| | EM asked those present if there were any declarations of interest for any agenda items. Councillors present confirmed that there were no declarations of interest. |
| 3. | Minutes of previous meeting |
| | The minutes were approved as an accurate record of the meeting |
| 4. | Matters arising |

| | | | |
|-----------------------|---|---|--|
| | Action 01 – JH to email Councillors the University’s response to the OfS consultation document | JH sent the University’s response to all councillors. | |
| | Action 02 – (everyone) to promote the Union Awards: Students’ Choice and Celebration Week to students | This action was completed. JH asked councillors to continue to share and promote Celebration Week (see agenda item 13). | |
| | Action 03 – (everyone) to share WSU Elections videos and promotional material on official social media platforms | This action was completed. | |
| | Action 04 – EM to report to Carolyn Nisbet about LP not being able to access CES | EM explained that he is currently waiting for more details from LP before he can report to Carolyn Nisbet. | |
| | Action 05 – EM to arrange a preliminary meeting with Aramark to discuss their minimum spend for card payments and then feedback response to SWig | EM affirmed that this action would roll over to the next Student Council meeting. Action 01: EM to discuss minimum spend for card payments with Aramark | |
| 5. | Institute of Health and Society Rep | | |
| | JH explained that Stuart Wiggins has resigned from his position as Institute of Health and Society Rep. JH updated Council that Stuart’s newly approved society, The Autistic Spectrum and Amateur Philosophers Society, has disbanded. | | |
| Approval Items | | | |
| 6. | Co-option of new members | | |
| | <p>JH explained that Council had received an application from Nicki Le Page for the position of Institute of Education Rep. EM read Nicki’s co-option application statement to Council.</p> <p>JH reminded those present that quorum had not been met. This meant that Nicki’s application could not be approved/disapproved at the meeting.</p> <p>Council decided that the room would hold a vote and the Councillors who were not present would vote electronically. JH agreed that she would send an email to the other Councillors asking them to vote electronically. The total number of votes (both from the physical meeting and from the electronic vote) would then be added together to reach quorum.</p> <p>Those present voted on Nicki Le Page’s application as Institute of Education Rep: For: 6 Against: 0 Abstentions: 0</p> <p>Action 02. JH to email Councillors who were not in attendance at Council to vote electronically for Nicki Le Page’s co-option application</p> | | |

Reporting Items

7. Update from Executive Committee

JH explained that Executive Committee had not met since the last Student Council meeting. JH will email Council the minutes from Executive Committee following the next meeting.

8. Update from the Board of Trustees

SW explained that WSU's KPIs were approved at the Board of Trustees (see agenda item 10).

SW explained to Council that the SU receives a block grant from the University each academic year. This year, the SU put in an early submission for a block grant. The SU have requested a 5-10% uplift within the budget for reasons such as transforming the SU website and retaining the position of Sports Administrator to help balance the workload of the Sports Coordinator when they return from maternity leave.

JH updated Councillors on the Board of Governors and then updated Councillors on the Trustee Board. JH explained to Council that the University is expecting a decrease in first year students in the 18/19 academic year. There is a nationwide issue as we approach the peak of a demographic dip where there are less 18 year olds than there have been in previous years. Nationally, there has also been a $\frac{2}{3}$ decrease in mature students (over the age of 35) since 2010. This might be because of national Higher Education issues around the uncertainty of fees and value for money.

The Board of Trustees are currently looking to recruit 3 student trustees and 1 external trustee. Final year students cannot apply to become student trustees. SW informed councillors that students could apply for the role of student trustee.

9. Officers' reports – questions/comments

| Officer | Question | Response/Additional Comments |
|---------|-----------------------|--|
| JH | No questions received | JH wanted to draw attention to Varsity, SCAs and Celebration Week. See agenda item 13. She also reminded Councillors that it is Sports Relief this week. She encouraged students and staff to come in on Friday wearing their favourite sports kit. |
| EM | No questions received | No additional comments |
| SG | N/A | SW explained that SG did not complete a report for Council because she has been unwell and absent from work |
| JW | No questions received | Action 03. JH to liaise with Chris Greaves to see how many LGBT+ cocktails were sold during LGBT+ month |
| LP | No questions received | No additional comments |
| CE | No questions received | JH and CE will begin to work together on Green Impact soon |

| | | | |
|------------|---|---------------------------|--|
| | RP | No questions received | RP and LLP are hosting an Easter Food and Period Hygiene Product Drive on Thursday 22 nd March from 10am-3pm. Councillors present were encouraged to share this event with students |
| | LLP | No questions received | LLP added item 14 and item 15 to the Agenda. |
| | TM | No questions received | No additional comments |
| | HA | No report received | No report received |
| 10. | SU KPIs | | |
| | <p>SW explained that, as Chief Executive, she ensures that the SU have long-term objectives in order to measure performances. In February, SU staff and the SU officer team worked together to create and edit KPIs (Key Performance Indicators). SW presented the SU's list of KPIs to Councillors and talked through each one in turn.</p> <p>SW explained that the SU are beginning to work on creating different methods to measure and monitor certain objectives, such as an SU Survey and an online Ideas Forum.</p> <p>JH reiterated that the Trustee Board approved these KPIs.</p> | | |
| 11. | NUS National Conference | | |
| | <p>JH explained that the SU are sending three Delegates to attend the NUS's National Student Conference in Glasgow next week to represent Worcester:</p> <ul style="list-style-type: none"> • Jade Haley (WSU President) • Euan Morrison (NUS Delegate; elected in the Autumn Elections 2017) • Maryam Nasir Ali (NUS Delegate; elected in the Autumn Elections 2017). <p>At the Conference, the Delegates will be voting on motions and will be voting in the Officer Elections to decide the leadership of NUS for the next academic year. JH asked Councillors to read NUS manifestos and to let her know their preferences by Friday 23rd March.</p> <p>Action 04. Councillors to email JH their opinions on NUS Officer Elections manifestos by Friday 23rd March.</p> | | |
| 12. | Update on Leadership Elections | | |
| | <p>THB announced that the new FTOs for 18/19 are Lucy Conn (President), Euan Morrison (VP Education) and Harrison Jarrett (VP Student Activities). In total, 1844 students voted in the Elections and there was a good balance of votes from across different demographic groups. THB explained that he will be writing a report on the Leadership Elections soon and this will be circulated with Councillors.</p> <p>SW added that if Councillors would like to write an article about what it is like to campaign in the Elections, they could submit an article to JH and this would feature in Worc Hard Play Hard. This article would need to be submitted by 26th March and should be no longer than 300 words.</p> | | |

| | |
|------------|--|
| | |
| 13. | Update on upcoming events |
| | <p><u>13.1 Varsity</u> JH explained that Varsity would officially begin on 11th April. JH asked Councillors to share Varsity posts on social media and to encourage students to attend events. JH confirmed that non-students are able to purchase tickets to Varsity events.</p> <p><u>13.2 SCAs</u> Students have until Friday 23rd March to submit their nominations for outstanding teaching or support staff in The Union Awards: Students' Choice.</p> <p><u>13.3 Celebration Week</u> Councillors were reminded about The Union Awards (22nd May) and Colours Ball (23rd May). Students can buy tickets to these events through REACH www.worcester-reach.co.uk. All full-time (home and EU) students who pay tuition fees receive £50 accredited to their REACH account.</p> |
| 14. | Society Advertisement |
| | <p>This agenda item was requested by LLP in her Officer Report. LLP wanted to discuss ways that societies could better advertise their events in Welcome Week to ensure the societies can reach maximum student engagement.</p> <p>THB explained that the SU have not been able to promote societies' events on flyers and posters due to various issues such as not being able to confirm room bookings early enough and therefore not being able to print room locations on flyers.</p> <p>THB explained that he would work closely with the SU's Student Engagement Coordinator, Sports Coordinator, and Marketing Team to discuss how the SU might be able to improve society event promotions for the 18/19 Welcome Week.</p> |
| 15. | Promotion of Student Council members |
| | <p>This agenda item was requested by LLP in her Officer Report. LLP wanted to discuss ways to promote student council members. She suggested that councillors could be made visible during Welcome Week at the Sports and Societies Fairs.</p> <p>Council agreed that it would be sensible for the SU to have an additional stand at the Sports and Societies Fairs to raise awareness of PTO/Student Councillor roles. Council also agreed that there should be more space on the SU website dedicated to PTOs and Councillors. JH suggested that the SU could request to include information on Student Councillors and PTOs on MyDay during important weeks such as Welcome Week and the Elections. THB suggested that the SU could start to utilise the new Officer Vlogs to promote Student Council, for example Councillors could do a 'This is what happened in Student Council in 60 seconds' video.</p> |
| 16. | Council tax eligibility |
| | <p>EM explained that JH and himself have recently been made aware, through the SU's Academic and Welfare Advice service, that some students are not listed as exempt from paying council tax in cases where they could be exempt. For example if a student completed their 3-year undergraduate degree but completed retakes or unfinished modules in their 'fourth year', they would be registered as a part-time student and would no longer be listed as exempt from paying council tax.</p> |

| | |
|--------------|--|
| | <p>EM informed Council that he would investigate this issue further by bringing it to the University's attention. He explained that he expects that it will be a straightforward and solvable issue.</p> <p>Action 05: EM to continue to update Council on council tax eligibility</p> |
| 17. | Date for next Student Council meeting |
| | <p>JH explained that the date for the next Student Council meeting will be rearranged for late April or early May.</p> <p>She explained that this item was added to the agenda so that Council could each discuss their availability and offer times and dates that suit them. However, due to limited numbers at Council, JH decided that she would arrange the next meeting via email.</p> <p>Action 06: JH to email Councillors about their preferences for the date of the next Student Council</p> |
| A.O.B | |
| 18. | Any other business |
| | <p>Councillors present did not have any further points of discussion.</p> <p>EM thanked all Councillors for attending and closed the meeting at 18:40.</p> |

Action Points

Action 01: EM to discuss minimum spend for card payments with Aramark

Action 02. JH to email Councillors who were not in attendance at Council to vote electronically for Nicki Le Page's co-option application

Action 03. JH to liaise with Chris Greaves to see how many LGBT+ cocktails were sold during LGBT+ month

Action 04. Councillors to email JH their opinions on NUS Officer Elections manifestos by Friday 23rd March.

Action 05: EM to continue to update Council on council tax eligibility

Action 06: JH to email Councillors about their preferences for the date of the next Student Council