Student Council Minutes

Monday 27th January 2020, 17:15-19:15 (EE G020)

**Agenda**

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|  | **Item** | **Lead Person** |
|  | Welcome and introductions | MP |
|  | Apologies | MP |
|  | Declarations of interest | MP |
|  | Minutes of previous meeting | MP |
|  | Matters arising | MP |
| Reporting Items | |  |
|  | Update from Executive Committee | HL |
|  | Update from the Board of Trustees | HL |
|  | Officers’ reports – questions/comments | MP |
| Information/Discussion Items | |  |
|  | Night Bus Withdrawal Update | HL |
|  | Retention Protocols | MP |
|  | SU Governance Review | THB |
|  | Graduation Costs Update | HL |
|  | NUS Conference | THB |
|  | City Campus Update | HL/MP/MH |
|  | Change Week | MP |
|  | Student Choice Awards Nominations | MP |
| Any other Business | |  |
|  | Any other business | MP |
|  | Date of next meeting:  Thursday 27th February, 17:15-19:15 | MP |

**Attendance**

**Councillors present:**

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| President | Harry Lonsdale | HL |
| Vice President Education | Meg Price | MP |
| Vice President Student Activities | Mike Harris | MH |
| International Students Officer | Samuel Kyei | SK |
| LGBTQ+ Officer | James Gould | JG |
| Non-BUCS Sports Clubs Rep | Luke Quinlan | LQ |
| General Interest Societies Rep | Danielle Jones | DJ |
| BUCS Sports Clubs Rep | Sophie Davies | SD |

**Also present:**

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| Chief Executive Officer | Sophie Williams | SW |
| Student Engagement Manager | Tim Hewes-Belton | THB |
| Student Voice Assistant (minute taking) | Abbie Banner | AB |

**Apologies Received:**

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| Student Council Chair | Katie Watts | KW |
| Student Disability Officer | Nadine Baxter - | NB |
| Sustainability Officer | Claudia Gutierrez - | CG |
| Welfare Officer | Amelia Price - | AP |
| Academic Societies Rep | Karl Stanfield - | KS |
| Postgraduate Rep | Afoma Obidinnu - | AO |
| School of Psychology Rep | Janne Vollan Tollefsen | JVT |
| School of Education Rep | Kelly Chamberlain - | KC |

**Not present:**

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| Women’s Officer | Alia Moorhouse | AM |

**Minutes**

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| **1.** | **Welcome and introductions** |
|  | MP welcomed all, explaining that she would be the chair of this meeting as KW was not attending. MP noted that Student Council was not at quorate for this meeting, but there were no approval items planned. |
| **2.** | **Apologies** |
|  | Apologies were received from Katie Watts, Afoma Obidinnu, Amelia Price, Claudia Gutierrez, Janne Vollan Tollefsen, Karl Stanfield, Kelly Chamberlain and Nadine Baxter. |
| **3.** | **Declarations of interest** |
|  | MH declared an interest in clubs and societies, so would be abstaining from voting on approval of clubs and societies. |
| **4.** | **Minutes of previous meeting** |
|  | Vote to approve the minutes of the previous meeting: For: 8 Against: 0 Abstain: 0  **The minutes were approved as an accurate record of the meeting.** |
| **5.** | **Matters arising** |
|  | Actions carried forward from 12/11/2019   |  |  | | --- | --- | | **Action** | **Update** | | **Action 01. MP to follow up on Women’s Network with Sarah Greer.** | MP arranged meeting with SG | | **Action 3a. MH to follow up with The Shout and work with them to develop a constitution** | Society is not responding to communication. Following one final email if no response is received the application will be deemed to have been withdrawn. Just before student council MH been in contact with committee – they are reviewing the committee structure |     Actions from 09/12/2019   |  |  | | --- | --- | | **Action** | **Update** | | **Action 01: MP to oversee the implementation of the UWIC pilot rep and their co-option to Student Council.** | Process with UWIC for co-option has been started. Due to UWIC term dates we expect candidates to submit applications and attend from the February meeting of Student Council  **ACTION 01 carried forward.** | | **Action 02: HL to prepare research paper to send to Fees, Scholarships and Bursaries Committee.** | Following conversations with the University they are now looking at the possibility of live streaming online. Update will be given in Graduation Costs agenda item. | | **Action 03. HL to talk to Matt Birbeck (Bar and Events Manager) with regards to JG’s idea of having picnic blankets to rent out from the SU.** | HL has discussed with MB who is looking into the possibility. Looking at possibility of Akuma producing them with the SU logo on. | | **Action 04. MH to ensure PTOs have a space at the Refreshers events.** | Complete | | **Action 05. MP to meet with SK to inform and update each other on progress with international student issues.** | Complete | | **Action 06. All Councillors to consider JG’s question below and send ideas to him via email ASAP /before end of this term.** (*What do you feel discourages people outside of the LGBTQ+ community from engaging with our open events? And how do you think this can be addressed?*) | Verbal update – ideas sent to JG included collaboration events with other societies, rolling out the staff Ally scheme to students and providing am open platform for anonymous questions, as well as an obvious “everyone welcome” approach advertised on promotional materials for events. | | **Action 07. HL to invite Katy Boom (Director of Sustainability at UoW) to a fair in Refreshers.** | Complete | | **Action 08. MH to meet with CG with regards to Clubs and Societies’ involvement in Go Green Week at University.** | Complete | |
| **6.** | **Update from Executive Committee** |
|  | HL noted that the last Executive Committee meeting planned was cancelled, and that this has now been rescheduled for 10th February. To update on discussion and outcomes at next meeting. |
| **7.** | **Update from the Board of Trustees** |
|  | SW discussed the updates to the Strategic Plan, an update on progress with the outdoor space, noted that the Governance Review draft is in the process of being written.  SW also noted it is coming round to the time of year when the SU must request the block grant from the University. Council were updated on plans for the negotiations for the coming academic year’s budget. SW noted she feels that the SU is doing more than we have ever done, continually improving on the value for money with 19 members in the core staff team. |
| **8.** | **Officers’ reports – questions/comments** |
|  | |  |  |  | | --- | --- | --- | | **Officer** | **Highlights** | **Comments** | | **HL** | Varsity 2020 is on 25th March to 1st April. Go Green Week is 10th – 14th February. Walk & Talk with the Chaplain at the University is 2-4pm on Mondays for the next 5 weeks being run through the SU, encouraged all officers to utilise this and share on social media. HL also noted that the SU is becoming more involved with the Fellows, explaining who they are and that HL and SW are creating a strategy for Fellows interactions, who can support the SU with volunteering and recreational sport. |  | | **MP** | Change Week is 3rd – 7th February, encouraged all councillors to get involved in this by volunteering and submitting ideas and voting. The University is working on their Graduate Attributes and MP may bring this to a Student Council meeting soon. Union Awards: Student Choice nominations now open, encouraged all to nominate and spread the word to others. |  | | **MH** | Student Volunteering Week is 10th – 14th February. Societies Week is 17th – 21st February, including Give It A Go sessions and the Murder Mystery Social on the Wednesday at City Campus. VolunTindr campaign launched to encourage students to volunteer and log their hours on the SU website. Varsity 2020 is 25th March to 1st April, T-Shirt designs completed. |  | | **SK** | International experience team invited SK to join student inductions. Collating feedback from students at the December event. Meeting with International Experience team to discuss future events. |  | | **JG** | JG warmly welcomed all councillors to come along to the event he is organising, noting that he should be told if there is anything that could be changed to make them more accessible, aiming to break down the barriers that could hinder non-LGBTQ+ individuals or allies from attending these events. | **SW noted that the Data Management Unit of the University provides the Student Union with a limited set of anonymous demographic data on protected characteristics twice per year on students in clubs, societies, volunteers and course reps. This showed more representation across the board on LGBTQ+ status in these groups than the average for the total student population.**  **MH noted that James was mentioned at the Inclusivity Rep Training, suggesting that he could drop a message into their Facebook group.**  **Action 02: JG to forward to councillors a list of LGBTQ+ related events to allow councillors to encourage their networks to join in.** | |
| **9.** | **Night Bus Withdrawal Update** |
|  | HL noted the Worcester News Article regarding the Night Bus included some inaccuracies, also noting that the Night Bus had only ever been in a Pilot Period up until ending in January, and that the decision to stop the bus was the Universities and not the SU’s.  HL explained that the cost of the Night Bus running was £360/night, which amounts to over £1000 per week between running on Wednesday, Friday and Saturday. The revenue from the bus each night amounted to an average of £104  HL noted there has been discussions around longevity of the service due to the University contributing £8000 to running the Night Bus service for semester 1. First Bus has made no official comments on the situation. Student feedback on the service noted they would prefer the running hours to be pushed back, so that the service is available until 4am instead of 3am.  There are lots of other ways in which the SU and University offer support to students to ensure their safety including signage on the pedestrian routes and on campus, the CallMy app, the PCSOs and the University Security team. HL also noted that the SU have negotiated with Cathedral Cars to secure a deal for students from City to St Johns Campus for a fixed charge of £8 or £9 after midnight.  HL is aware of 2 other SU’s who own minibuses, and that this could be an option for the SU to explore. SD noted that she and other students have said that they would be willing to pay more for the Night Bus, i.e. £2 per trip. HL also pointed out the aspect of the Night Bus that involved the Community as non-students used the service.  JG asked if the SU could put out an extra post on Facebook to explain to students why the Night Bus ended.  **Action 01: HL to ensure additional SU social media posts are created to explain the Night Bus ending** |
| **10.** | **Retention Protocols** |
|  | MP ran through the document explaining the University’s new retention protocol that had been shared with Student Council. MP asked councillors if they had any experience of this or feedback they would like to share.  DJ noted that she had not heard of or had any experience of the new retention protocols. MP explained what Retention rate means, noting that this has knock-on effects on other areas of the University.  Attendance visible on SOLE  Comments included that it was useful to have attendance visible on SOLE, that it is unclear the process for or who you should contact if you are unable to attend a lecture.  MP mentioned Change Week happening on 3rd-7th February, and the ideas forum is available to all students as an online platform alternative, in which students can give feedback on anything including this topic.  There was also reports of lectures scheduled for the day before an exam being changed to an ‘optional’ workshop, but that not attending this would lead to an unauthorised absence and be recorded in students’ attendance records. Council also discussed registers, with several different methods being used for this including paper online, mobile quiz, verbal and this was dependent on individual lecturers, but that there is inconsistency. There was discussion around expectations of what is acceptable for students’ attendance to lectures and how this is communicated to students.  Others noted these expectations are communicated in the generic module outline or in the module guide at the beginning of the semester. |
| **11.** | **SU Governance Review** |
|  | THB noted that Student Council had been consulted on the Governance Review before at the October 2019 meeting. The consultation has been ongoing for 2 years, with 320 students (members) consulted thus far, with an aim to reach 800 before the consultation closes.  THB summarised results of these consultations, noting that the vast majority are in favour of the proposal, that the networks will be a challenge to set up, but the SU recognises this and some clarification is required on how they operate. The Residential Life Team member sitting on Student Council would cause potential conflict as the University employs them, and this leads to a conflict of interest.  **Action 03: AB to share a link to the SU Governance Review Network Consultation survey.** |
| **12.** | **Graduation Costs Update** |
|  | HL noted he has spoken to the Academic Registrar of the University and has managed to secure a link to the livestream on the website, which will be available for all to access for free worldwide. Council requested if they could be reassured that there is no profit from the event with evidence of this.  **Action 04: HL to liaise with University to gain reassurance for Student Council that no profit is made from graduation and evidence this.**  HL noted that the cost covers the external live-streaming company. JG suggested the University could sell the recordings of the Live Stream to generate a revenue stream which could be sued to reduce the cost of tickets. |
| **13.** | **NUS Conference** |
|  | THB explained the recent changes to NUS conference, explaining that it seems to be somewhat complex as it is a new system. Each SU can submit one idea/policy before the deadline of 25th February 2020 and then must submit amendments and go through the prioritisation process (up/down vote ideas) before 3rd March. There will only be 8 motions discussed at the conference, as opposed to dozens or hundreds at previous years’. Other topics discussed at Conference include an online question time and the candidates for NUS Officer elections.  HL requested Councillors to speak to any of the Full Time Officers if there is anything they would like to submit, particularly if they are experiencing an issue that could be formed into a proposal.  Council will look at prioritising and making amendments to other’s proposals once past the submission deadline.  **Action 05: AB to circulate link to NUS National Conference webpage for all councillors to read over before next meeting.** |
| **14.** | **City Campus Update** |
|  | MP noted that the Senior Management at the University are aware of some of the student feedback on student experience at the City Campus and that with Change Week coming up this will be a great chance to gather even more concentrated feedback on this to gain a full picture of what changes and solutions students would like to see.  **Action 06: MP to forward student feedback about the student experience and facilities at City Campus to councillors.  Action 07: HL to forward collated student feedback from general City Campus consultation sessions to councillors.** |
| **15.** | **Change Week** |
|  | MP: Change week is approaching the week after Student Council on 3rd-7th February. This will be a great opportunity for all students to have their voice heard by the University. MP encouraged all councillors to get involved by submitting ideas and up-voting and down-voting ideas throughout the week, but also to volunteer and help the SU to run the Change Week stands. In the post-Change Week process MP explained that she would also like to invite councillors to come along to the student-staff working groups, as representatives of the students on particular topics. |
| **16.** | **Student Choice Awards Nominations** |
|  | MP mentioned the Union Awards are at the end of the year, which includes the Students’ Choice Awards. These awards are a chance for all students to tell us about the very best of your educational experience at the University. Nominations are now open and will close on Friday 27th March, with categories as follows:  -Outstanding Lecturer Award  -Module Excellence Award  -The Extra Mile Award for Support Staff (Non-Teaching)  -Sustainability Award – Individual or Departmental Achievement  -Award for Exceptional Personal Academic Tutor (PAT)  -Excellence in Doctoral Supervision Award  MP asked all councillors to complete the nominations and to share this with their networks and friends.  Nominations can be made here: <https://www.surveymonkey.co.uk/r/SCAs2020> |
| **17.** | **Any other business** |
|  | THB noted if anyone is interested in becoming the third delegate for the NUS National Conference in Liverpool in March to please contact him before the end of this week.  THB also asked if any councillors would like to be part of the SU Elections Committee for the Leadership Elections 2020 then to contact him asap as two more members are required for these positions. To be eligible students must be both not standing for a position themselves or on the campaign team of another student running for a position.  HL noted there would be a decision on the SU Outdoor wellbeing space by the end of the week. SW noted that the updated SU Strategic Plan will be sent round to all Councillors after the meeting and any questions on this can be directed to Sophie.  **Action 08: AB to circulate the Student Union’s updated Strategic Plan to the Student Council** |
| **18.** | **Date of next meeting: Monday 30th March 2020, 17:15 – 19:15** |

Actions carried forward from 12/11/2019

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| **Action** | **Update** |
| **Action 01. MP to follow up on Women’s Network with Sarah Greer.** | Verbal update |

Actions carried forward from 09/12/2019

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| **Action** | **Update** |
| **Action 01: MP to oversee the implementation of the UWIC pilot rep and their co-option to Student Council.** | Process with UWIC for co-option has been started. Due to UWIC term dates we expect candidates to submit applications and attend from the February meeting of Student Council. |

Actions from 27/01/2020

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| **Action** | **Update** |
| **Action 01: HL to ensure additional SU social media posts are created to explain the Night Bus ending** | HL and marketing pushed “How you are you getting home?” campaign on social media as an alternative message as this is a complicated issue |
| **Action 02: JG to forward to councillors a list of LGBTQ+ related events to allow councillors to encourage their networks to join in** | Forwarded promotion materials |
| **Action 03: AB to share a link to the SU Governance Review Network Consultation survey** | AB shared link |
| **Action 04: HL to liaise with University to gain reassurance for Student Council that no profit is made from graduation and evidence this** | HL contacted finance dept, this info to be pulled together and sent through by the end of February |
| **Action 05: AB to circulate link to NUS National Conference webpage for all councillors to read over before next meeting** | AB shared link |
| **Action 06: MP to forward student feedback about the student experience and facilities at City Campus to councillors** | Student Councillors invited to the post-Change Week working groups with University staff |
| **Action 07: HL to forward collated student feedback from general City Campus consultation sessions to councillors** | Student feedback from these will be involved in part of the post-Change Week process. Councillors invited to working groups |
| **Action 08: AB to circulate the Student Union’s updated Strategic Plan to the Student Council** | AB shared Strategic Plan |