

WSU Executive Committee Minutes

16th July 2020, 11:00-12:00 (Microsoft Teams)

Agenda

	Agenda Item	Owner	Timing
1.	Welcome and introductions	MP	11:00
2.	Apologies	MP	11:00
3.	Declarations of interest	MP	11:01
4.	Minutes of previous meeting	MP	11:01
5.	Matters arising	MP	11:02
Information and Discussion Items			
6.	What is Exec and What Does it Do	THB	11:04
7.	How we ensure Exec is transparent	THB	11:15
8.	Student Group Approval Principles	THB	11:25
Approval Items			
9.	Approving the Officer Team Annual Objectives	MP	11:40
Reporting Items			
10.	Campaign Updates	MP	11:42
11.	Active Policy and Ideas Updates	MP	11:48
12.	Officer Updates	MP	11:53
Any Other Business			
13.	AOB	MP	11:58
14.	Date of Next Meeting	MP	12:00

Attendance

Attending:

Megan Price	President	MP
Harry South	Vice President Education	HS
Tish Manning	Vice President Student Activities	TM

Also in attendance:

Sophie Williams	Chief Executive	SW
Tim Hewes Belton	Student Engagement Manager	THB
Robert Cox	Finance and Commercial Manager	RC
Abbie Banner	Student Voice Assistant (minuting secretary)	AB

Minutes

	Agenda Item
1.	Welcome and introductions
	MP welcomed all to the first Executive Committee with the 2020-21 Officer team.

2. Apologies	No apologies were received.				
3. Declarations of interest	There were no declarations of interest.				
4. Minutes of previous meeting	<p>Vote to approve the minutes of the previous Executive Committee held on 10.02.2020: For: 3 Against: 0 Abstain: 0</p> <p>The minutes of the previous meeting were approved.</p>				
5. Matters arising	<table border="1"> <thead> <tr> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Action 01: President to meet with the chair of the LGBTQ+ Staff Allies scheme to discuss rolling out the scheme to students.</td> <td>MP updated she is meeting Jennifer Hatley, head of the Staff LGBTQ+ Network along with the Chair of the LGBTQ+ Student Network regarding development of the Ally Scheme.</td> </tr> </tbody> </table>	Action	Update	Action 01: President to meet with the chair of the LGBTQ+ Staff Allies scheme to discuss rolling out the scheme to students.	MP updated she is meeting Jennifer Hatley, head of the Staff LGBTQ+ Network along with the Chair of the LGBTQ+ Student Network regarding development of the Ally Scheme.
Action	Update				
Action 01: President to meet with the chair of the LGBTQ+ Staff Allies scheme to discuss rolling out the scheme to students.	MP updated she is meeting Jennifer Hatley, head of the Staff LGBTQ+ Network along with the Chair of the LGBTQ+ Student Network regarding development of the Ally Scheme.				

Information and Discussion Items

6. What is Exec and What Does it Do	<p>THB updated Executive Committee on the overview, purpose and remit of Exec under the SU's new governance structure.</p> <p>6.1 Overview of Executive Committee:</p> <p>Members</p> <ul style="list-style-type: none"> • SU President (Chair) • VP Education • VP Activities <p>Invitees</p> <ul style="list-style-type: none"> • CEO • Senior Management Team <p>Minuting Secretary</p> <ul style="list-style-type: none"> • Student Voice Assistant <p>Quorum</p> <ul style="list-style-type: none"> • There must be at least two Officer Trustees present for a decision to be made except when a unanimous decision is required <p>Reduced Membership means we need this committee to be as transparent as possible and we need to think about how we do that.</p> <p>6.2 Purpose of Executive Committee:</p> <p>The overarching purpose of Exec is to oversee the representation and campaigning work of the Union, as well as the implementation of Policy passed by Student Council and the Ideas Forum process.</p> <p>Improving the lives of students</p> <ul style="list-style-type: none"> • overseeing and promoting the Union's campaigns • considering the day to day matters affecting students; • consulting with members, representing their needs and defending their rights; • overseeing the Ideas process and actions not sent to Student Council; • overseeing the implementation of passed Ideas and Policy from Student Council that have not been delegated to another committee, council or network;
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- agreeing and delivering the “Officers’ Annual Objectives” for the academic year;
- approving applications for new societies, sports clubs, networks, student-led services and any variations on their required membership for affiliation (societies and sports clubs only) as laid out in Bye Law 6 (Societies, Sports Clubs, and Student-Led Services);

Supporting the Functioning of the Union

- acting as a channel of communication between Student Council and the Trustee Board;
- working with the Chief Executive and Union staff team to formulate the Union's strategic and operational plans;
- carrying out decisions made by the Trustee Board, Student Council and referenda;
- taking responsibility for communication between members, the University, and other organisations;
- on behalf of the Trustee Board, determining the fees for Associate Membership of the Union and consider and approve applications for Associate Membership.
- producing an annual report of WSU affiliations to be sent to the Annual General Meeting (AGM);
- providing an update on their activities to the Trustees and Student Council at each of their respective meetings.

Additional tasks

- Consider appeals by Committee Members (societies, clubs and networks) removed from their position due to a failure to attend training or low engagement with the role.
- Oversee the Vote of No Confidence procedure for networks, clubs and societies and be able to reject petitions for a Vote of No Confidence if all other avenues have not been pursued.
- Consider appeals by Committee Member of SLS removed by the Interview Panel.
- Have the final say on any contracts entered into by affiliated Union societies, sports clubs and student-led services (unless referred to Trustee Board).
- Consider any action that needs to be taken against student groups regarding inappropriate conduct concerning kit and equipment.
- Approve all external affiliations by Networks, SLS, Societies and Clubs.
- Consider appeals against network applications that have been declined by Student Council.
- Decide on and inform Networks of their delegate entitlement to NUS Liberation Conference (in line with NUS guidance).

6.3 Processes relating to Executive Committee:

Ideas process:

- Any full member of the Union may submit an Idea for change through the Union's online 'Ideas Forum'. This cannot be done anonymously.
- Each Idea will state what the member wants to change and why.
- Student Engagement Team will manage the day to day admin of the process and approves Ideas before they are visible online.

- Students can up vote and down vote ideas as well as discuss them. If the Idea reaches 25 votes, it will go to Executive Committee for consideration. Students will have 90 days to get 25 votes for their idea.
- Any Idea that relates to an operational matter of the Union or the University and is **unanimously** agreed to be uncontentious will be actioned by the Executive Committee.
- It will not become Policy but as a committee you will be committing to working on it
- You should not work to action ideas until they have reached 25 votes but as members you can of course encourage students to vote up ideas if you wish.
- No Idea that is essentially the same in content can be submitted more than twice in one academic year.
- When you pass and Idea we have 5 days to inform the student body and we must keep them up to date on progress

Club Society and SLS approvals

- Suggest this is done at weekly meetings and then minuted in monthly meeting.
- We need to need to agree some principles for approving student group
- We need to consider the impact of any groups on those that are already affiliated (e.g. we wouldn't have two societies with the exact same aims)
- We need to ensure that we are in lines with freedom of speech laws and guidelines
- Exec can approve a reduced affiliation number for the following:
 - Academic societies representing small courses
 - Societies that face challenges in being able to establish e.g. due to a protected or demographic characteristic
 - If a club entered into BUCs has less than 12 members but is able to compete

Associate Memberships

- Open to University and Union Staff and Alumni
- Other Unions allow students at other universities that live locally to join but we did not include in our Bye Laws
- Needs to be reapplied for annually
- Allows you to join societies and clubs but not networks
- Does not give you voting rights
- Associate Members are subject to our Code of Conduct.

THB explained that the Trustee board have delegated authority to Exec to set a fee for Associate memberships and this does not need to be approved by Student Council. THB noted Exec can choose either a flat fee or differential fees for staff vs alumni etc. A proposal will be submitted to the next Exec meeting in August.

SW updated that she met with HL, Alumni Coordinator under a 3-month contract who is focussing on creating a package or offering for 2020 graduates, noting that offering Alumni associate memberships to clubs and societies would be a great addition from the SU to this package.

7. How we ensure Exec is transparent

	<p>THB explained that Exec members are required to provide a report to publish on the website prior to Student Council, noting this could be a written report or a video update</p> <p>MP noted that students should understand the structure behind Exec, as she feels the transparency is irrelevant if students do not first understand where Exec sits. In monthly updates</p> <p>SW and THB discussed that students can be invited to Exec meetings, for example if a Chair of a Network is passionate about an idea, noting they should be given clear guidance on being invited to talk through their idea to council, and that this helps to improve transparency by talking face-to-face.</p> <p>THB also noted if the SU recruits Student Network and Volunteering Assistant, they could be invited to Exec meetings to provide a short update on the implementation of Networks.</p>
8.	Student Group Approval Principles
	<p>THB explained that Executive Committee can create a set of principles on which the group approve or decline clubs and societies applications. THB had done some research on other SUs principles around this, but noted that he felt more research is required to create a proposal for a set of principles.</p> <p>Action 01: THB to research best practice in other SUs and bring a proposal for Student Group Approval Principles to the next Exec Committee.</p>
Approval Items	
9.	Approving the Officer Team Annual Objectives
	<p>THB outlined that the Bye Laws require the Executive Committee to approve the Officer's Annual Objectives.</p> <p>SW noted that this means the Officers are approving their own objectives, and suggested Student Council also approve them. SW noted that an amendment to the Bye Law could be made to change this process and would require approval at the next Student Council.</p> <p>Action 02: THB to make an amendment to the Bye Laws to shift the responsibility for approval of the Officers' objectives from the Executive Committee to Student Council.</p> <p>The Officer Reports to Student Council could update directly on progress on their annual objectives. It was suggested that amendments to the Bye Laws could be a standing item on the agenda for 2020-21 since they are new. MP noted this would be positive in terms of transparency to the student body, and accountability of the SU and Officers to Student Council.</p> <p>Action 03: AB to produce a document to track updates and amendments to Bye Laws to ensure they go, as appropriate to Student Council and the Trustee Board in a timely manner, and for Bye Law Amendments to become a standing agenda item for Student Council.</p>
Reporting Items	
10.	Campaign Updates
	<p>TM updated on the Consent Campaign that the three Officers are working on together. They met to discuss and decided this will be a year-long campaign</p>

	<p>Include in sports and societies training</p> <p>TM noted that the Officers are aware they are not experts in this field and so they are in contact with Student Services. Clare Neald, from the University's Counselling Services is getting involved and supporting this campaign.</p> <p>Throughout the first semester, there will be opportunities for students to anonymously submit questions around sex, relationships, and consent, which will be answered by the Officers and Clare. This allows the SU to gain a feel for the knowledge that students might be lacking and focus on creating a campaign based around this feedback to be implemented in Semester 2.</p> <p>TM noted that she and SS, the Sport Development Coordinator are looking at producing a campaign relating Body Image to participation in sport.</p> <p>Action 04: THB to send to TM other SU's campaign materials relating to Body Image.</p> <p>SW noted in a recent BUCS Senior Manager call, SW found that the British Active Students Survey, showed Body Image was in the top 3 motivations for students to exercise, encouraging that this would be a great campaign to run.</p>
11.	Active Policy and Ideas Updates
	<p>THB noted that the Officers have been introduced to the process of creating policy within the SU and been updated on all the current active policies they are responsible for within their roles.</p> <p>11.1 Discount on Clubs for Placement Students</p> <p>TM updated there has been some confusion since the creation of this policy, and some more information is required to gain clarity on which courses are eligible for the discount.</p> <p>Action 05: THB to follow up with Carolyn Moir to find out which courses have compulsory placements and feedback to TM regarding placement discount policy.</p>
12.	Officer Updates
	<p>THB explained that these monthly meetings provide an opportunity for the Officer team to update each other and the SU SMT on progress with their objectives. THB noted that since this is the first meeting of the year, the Officers have just set and finalised their objectives.</p> <p>Action 06: THB to produce and circulate a template agenda of standing items for Exec Committee before the next meeting.</p> <p>Action 07: MP as Chair to ensure decisions on society approvals (or otherwise), as well as other relevant decisions, made at weekly meetings with Officers and SW are communicated to AB as minuting secretary within 3 working days.</p> <p>Action 08: THB to meet with MP to brief as Chair of Executive Committee prior to the next meeting.</p>
Any other business	
13.	AOB
	No other business.
14.	Date of next meeting
	The next Executive Committee meeting will be held on Tuesday 25 th August at 10:00, via Microsoft Teams.

Actions:

Action 01: THB to research best practice in other SUs and bring a proposal for Student Group Approval Principles to the next Exec Committee.

Action 02: THB to make an amendment to the Bye Laws to shift the responsibility for approval of the Officers' objectives from the Executive Committee to Student Council.

Action 03: AB to produce a document to track updates and amendments to Bye Laws to ensure they go, as appropriate to Student Council and the Trustee Board in a timely manner, and for Bye Law Amendments to become a standing agenda item for Student Council.

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