

WSU Executive Committee

Thursday 26/08/2021 at 12:30pm (Online via MS Teams)

Members	In Attendance:
- Liam Lees (President) - LL	LL
- Ragnar Mularczyk (VP Education) - RM	RM
- Neve Ricketts (VP Student Activities) - NR	NR
- Sophie Williams (CEO) - SW	SW
- Tim Hewes-Belton (Student Engagement Manager) - THB	THB
- Rob Cox (Finance & Commercial Manager) - RC	RC
- Jack Appleby (Student Voice Assistant) - JA	JA

	ITEM	Timings	Owner
1.	Welcome & Introductions	12:30	LL
2.	Apologies	12:31	LL
3.	Declaration of interest	12:32	LL
4.	Minutes of previous meeting	12:33	LL
5.	Matters arising	12:35	LL
Approval Items			
6.	-Reapproval of Student Group Approval Principles	12:40	THB
Reporting Items			
7.	Active Policy & Ideas Updates <ul style="list-style-type: none"> • Recycling programme for hard to recycle waste (LL) • Create a student medic volunteer (NR) • Create a bookshelf swap on campus (LL) 	12:50	Officers
8.	Officer Objective Update	13:00	Officers
9.	Additional Campaign Updates	13:15	Officers
Discussion Items			
10.	Black History Month	13:20	LL/THB
11.	Managing Projects and Discussions with the University	13:30	SW
Any Other Business			
12.	AOB	13:50	LL
Date of Next Meeting: Friday 17 th September at 13:30pm			

Minutes

1.0 Welcome & Introduction

LL Welcomes and thanks the team for attending the meeting. Welcomed JA as the new minuting secretary.

2.0 Apologies

No Apologies - Full Attendance

3.0 Declaration of Interest

No declarations made

4.0 Minutes of Previous Meeting

The committee reviewed the minutes of the previous meeting and then took a vote to approve:

For - 3

Against - 0

Abstain - 0

The minutes from the Executive Committee on July 22nd 2021 were approved.

5.0 Matters Arising

Actions Carried Forward from Previous Meetings:

<p>Action 1: May Exec - VPE to work with and maintain liaison with Caryn Thorogood around a new Fit to Study policy. THB to ask Kate Gynn to go through Fit to Study Policy with RM</p>	<p>Previous Update: Ongoing awaiting CT, carry over.</p>	<p>New Update: THB confirmed that Kate Gynn has gone through policy with RM. University keep pushing aside, RM to push as high priority. Carry Over</p>
<p>Action 2: May Exec - Student Engagement to develop an action plan in liaison with the relevant Schools to increase engagement with the SU from health based professional courses.</p>	<p>Previous Update: Ongoing, feeding into development of Operational Plan 2021/22, Carry Over.</p>	<p>New Update: Ongoing, LL to email Liz Davis-Ward to get an update. THB agreed LL is going to commit to all School of Nursing & Midwifery inductions. THB & LL to meet with Sethu Sundari every 2 months to build & maintain working relationship. Ongoing development into Operation Plan. Carry Over</p>

<p>Action 3: May Exec - THB rework the proposal for associate membership for August exec meeting over summer.</p>	<p>Previous Update: Ongoing, to be presented in August, carry over.</p>	<p>New Update: THB informed the committee that this has been de-prioritised due to upcoming welcome week. Carry Over</p>
<p>Action 4: June Exec - THB to look into including student groups that don't agree with trans-right into the policy to approve student groups at Executive Committee.</p>	<p>Previous Update: No Progress, carry over</p>	<p>New Update: I've had a look into this. Principles are on the agenda for review. We do have a line which I think covers this but given the recent court ruling I think we need to be careful r.e. Freedom of Speech at a time when we are coming under increasing pressure on the issue. Suggest discussion as part of the review.</p>
<p>Action 5: June Exec - THB to add attendees to the template for the Executive Committee to include attendees and add attendees to previous minutes.</p>	<p>Previous Update: Completed for minutes going forward. Gemma Allcott has been tasked with going back and updating previous minutes, carry over.</p>	<p>New Update: LL stated 2 bookshelves were secured thanks to a donation, unfortunately due to transport issues these items have not be claimed. LL acknowledges he needs to plan the process more to achieve end goal. LL Stated that an Ideas Forum Plaque is being created once book swap is complete to show the impact that Ideas Forum can have. LL wanted to highlight that getting a 2nd hand bookcase is his commitment to following</p>

		sustainability pledges to upcycle and reuse. Carry Over
Action 6: LL to begin conversations with relevant departments about getting the bookshelf/book swap being installed on campus.	Previous Update: Bookshelf to be installed in SU. LL working with THB to source shelf and upcycle.	New Update: LL stated 2 bookshelves were secured thanks to a donation, unfortunately due to transport issues these items have not be claimed. LL acknowledges he needs to plan the process more to achieve end goal. LL Stated that an Ideas Forum Plaque is being created once book swap is complete to show the impact that Ideas Forum can have. LL wanted to highlight that getting a 2 nd hand bookcase is his commitment to following sustainability pledges to upcycle and reuse. Carry Over
Action 7: June Exec - THB to organise a meeting with NR to discuss including Social Secs as a core committee role further and investigate potential student consultation.	Previous Update: Meeting scheduled 16/08/2021, carry over.	New Update: Meeting held, decided to maintain social secs as non-core roles with additional support from the SU.
Action 8: July Exec - NR to ensure that the Wheelchair Basketball Club is included on the Adopt a Club list.	No Previous Update	New Update: This action has been completed by SS & NR.
Action 9: July Exec - SW to make changes to the Wufoo Form for the	No Previous Update	New Update: This action has been completed by SW.

process of Complaints against committee members.		
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6.0 Reapproval of Student Group Approval Principles

THB looked into original court case and how potentially this document could be strengthened, unfortunately THB didn't think this was possible at this time.

THB suggests that the words 'Gender Re-assignment' be added to the document but no further changes to be made at this time. THB stated that the free speech law is currently being reviewed and if/when changes are made, we will have to review and alter a lot of our policies, so there is no worth in attempting to make changes at this time.

SW added that the amendments THB makes must follow same wording that is found in WSU EDI policy.

Exec agreed to approve Student Group Approval Principles on and only on the basis that THB adds the wording 'Gender Re-assignment and follows the wording in which the WSU EDI policy is worded. **APPROVED**

7.0 Active Policy Updates

Recycling programme for hard to recycle waste - LL feels that at this current time he cannot commit the attention and resource to this with welcome week around the corner.

ACTION - LL to pick back up post welcome week.

Create a student medic volunteer programme - NR met with JM and contacted the student leading the project. A meeting was held, and they will create as a society. Progress has been delayed due a separate issue that impacted the students setting up the society, through which they were supported by the SU.

ACTION - NR & JM to reach back out to them.

LL - thanked all involved in resolving paramedic course issue.

Create a bookshelf swap on campus - LL reiterated what was spoken about bookshelf swap in previous Action 05. LL assured all not to worry it will go ahead in due course.

8.0 Officer Objective Updates

Objective	Action/Update
<p><u>Objective 1</u> - LL stated that no progress had happened on Mental Health support. LL is working with RM and hopefully University will be on board. RM highlighted that the Course Rep handbook is currently being edited and if LL wants to add to content it needs to be added ASAP.</p>	<p>LL to contact Claire Knealds about wider mental health provision.</p>
<p><u>Objective 2</u> - LL is not satisfied with level and procedures that University adopts, so is going to contact more SU's and Universities to get an understanding of how they operate. THB spoke about use of pronouns, including it on officer photos, emails and presentations as an initial step.</p>	<p>LL to contact Sabrina Jones at Staffs SU about potential workshops for this year if not planning for next year.</p>
<p><u>Objective 3</u> - LL is in the process of setting up working groups to get the ball rolling.</p>	
<p><u>Objective 4</u> - LL stated that all officers are ensuring they are available during welcome week to be able to speak to students, officers are being more proactive on social media to get their faces seen and share relevant content prior to welcome week. ALL OFFICERS going to as many induction talks as possible.</p>	
<p><u>Objective 5</u> - LL eager to help support networks grow. LL stated every network has a committee member so is happy. LL is working closely with HB to meet and greet as many of the networks prior and during welcome week so they know who they can contact.</p>	
<p><u>Objective 6</u> - LL & RM is being pushed back as they need more time. Both LL & RM want to look at other university research and how they are operating. LL & RM have met with Ann Jordan.</p>	

<p><u>Objective 7</u> - Need to have a team meeting about how we can do this with members of staff. LL has managed to get into heads of school meeting with Sarah Greer to meet them all and to invite them to a 'Who are the Union' event which is still to be planned</p>	
<p><u>Objective 8</u> - RM has emailed Elaine Swift, this objective was brought up. ALTSEC agreed an OPT IN policy but RM wants to change this to an OPT OUT policy then staff to be surveyed why they opted out. This can be achieved by forming a report with student stories about how recorded lectures have or will benefit them. RM spoke he was confident this will happen.</p>	
<p><u>Objective 9</u> - RM stated that 2 students had already been in contact about timetabling issues. RM has arranged a meeting with JA to discuss a plan of action.</p>	
<p><u>Objective 10</u> - RM stated that Study Skills check have already launched on study skills portal, so is unsure what course of action is best. SW suggested RM to contact Sarah Pittaway, who is on the board of governors.</p>	<p>RM to contact Sarah Pittaway on how he can be involved or promote as VP Education.</p>
<p><u>Objective 11</u> - NR stated that the logo has been created. NR has decided to make the WorcStar initiative open to all students not just those in sports and societies and that anyone can nominate anyone. NR stated that this was going to be a monthly to ensure that the recognition initiative stayed prestigious. NR mentioned that if initiative doesn't have uptake, they hope they could link it into the current TeamWorc points (this is to be discussed at a later date. THB expressed concern that the panel who pick the monthly WorcStar should be a diverse panel, opposed to having 3</p>	<p>NR to contact Alannah & Clement about associating the 2 together.</p>

<p>activity background members. SW stated that this could be tied into the Worc Hard Play Hard.</p>	
<p><u>Objective 12</u> - NR contacted Gabbi from Talk 20s who specialises in give life skills workshops to young adults, unfortunately this fizzled out due to significant cost implication. NR suggested an internal version could be an option. NR has submitted a media request to create a survey to go out in October to find out what kind of life skills do our students want to learn.</p>	
<p><u>Objective 13</u> - NR thanks SS for being an angel in creating an intramural sports league proposal in collaboration with Dean Blake the director of men's basketball as a pilot for this year. NR, SS and DB have worked collaboratively to get this written, the proposal has been sent to the sports development board, unfortunately most of that board is on annual leave. NR looks forward to them getting back and implementing the proposal. NR wanted to acknowledge how fantastic SS & DC have been.</p>	
<p><u>Objective 14</u> - NR & SS have met with clubs that are directly affected by the 3G to discuss if the union would have their support with writing an open and or campaign to start the conversation with the university. NR said that all teams are happy to sign and for the union to pursue.</p>	
<p><u>Objective 15</u> - NR stated that she has looked into previous campaigns ran with reference to NUS' 'I Heart Consent' campaign, although that particular campaign is slightly dated. NR mentioned the idea of a #NeverOkay campaign with focus on a TeamWorc says #NeverOkay. NR wants</p>	<p>LL & SW to chase the university on progress and the best way to follow up with Tim Jones.</p>

to do a pledge signing where teams and socs do pledge, promotional videos etc. SW wanted to include and promote the Report & Support by the university.	
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LL wanted to mention he is impressed with FirstPoint's new website to report both anonymously or not for both staff and students. There is also lots of advice and support tips.

9.0 Additional Campaign Updates

RM has booked a meeting with JA to organise all and future campaigns, following a recent email from Clement about media requests and the turnarounds for media.

LL stated that in association with Black History month which he is speaking about next that he wanted to pursue a #ProudToBe campaign

10.0 Black History Month

LL & THB been working hard together. LL stated that the Nigerian Network seem really organised and that they want to take lead on 1st as it is Nigerian National Day. LL wants to ensure they can offer all support they may need. THB expresses concerns that networks have mentioned loads of plans but the SU are yet to have seen these plans. **ACTION** - LL to share his BHM research. **ACTION** - LL to email networks stating when they want to run events at the bar, they need to give ample notice. **ACTION** - LL to chase networks on their ideas by end of week 03/09/2021. **ACTION** - LL needs to form working group, potential members could include Clement, Helen, Matt, Tim & Liam. LL stated that in association with Black History month which he is speaking about next that he wanted to pursue a #ProudToBe campaign, this is exciting as it is a multi-use initiative not just BHM based.

11.0 Managing Projects & Discussions with the University

SW - wants to start documenting each time the university wants the officers and or the union to be involved in a university driven project. This document is to include the nature of project, who from the university is requesting the union to be involved, when the project is going to take place and upon completion evaluate time and resources gone into it. SW stated that all current and past projects do not need to be documented now but all future ones do, this will act as a reminder to what we've signed ourselves up for. **ACTION** - JA to add to Exec Committee's standard agenda. **ACTION** - JA to add this document to the pre-existing Feedback & Intelligence document.

12.0 AOB

AOB 01: SW asked for World Mental Health Day to be a discussion point on the next exec agenda. **ACTION** - JA to add WMHD to agenda.

AOB 02: RM asked about progress with the international students and the plans around their early arrival. LL stated that international department are not being very responsive, so is unsure what involvement the SU currently have with welcoming them to campus. NR added that the welcome goodie bags for international students were completed and due to logistics will be left with the residential life team to distribute to international students.

AOB 03: SW asked the exec about if there are any current major issues that are facing students. LL mentioned about supporting the Archaeology course that is closing down, LL told the exec that he and RM are in contact with the current 2nd & 3rd year students to ensure they're receiving the right support and that their studies will not be affected by the course closure and what happens if those students needed to defer a year. **ACTION** - Current students' issues to be added to the standard agenda.

AOB 04: THB requested that it be recorded in the minutes that paramedic admission issues had been successfully resolved.


AOB 05: SW requested that it be recorded in the minutes that we keep an eye on the situation around nurses. The course is potentially oversubscribed, so as union we need to keep on top of that to ensure their student studies are not affected. Additional support needed to help international nursing students where their different styles of learning may hinder their learning.

AOB 06: NR wanted to ask THB about what the plans were organised by Matt & Jenko in relation to hosting an event for international students on the 5th September. THB noted that an event has been organised as this is the first day post isolating. The bar is open with a quiz and music on the 5th, with a member of SU staff working from the SU Welcome Desk. NR asked what time the music would start THB said that he would find out and update the group outside of the meeting.

AOB 07: LL & Exec wanted to thank RC for sorting the cost-of-living increase so quickly, especially after not feeling well.

AOB 08: SW asked if THB would help JA in deciding where the new standard agenda points will fit into the agenda.

LL asked if there were any final comments. No additional comments were made so LL thanked the group for a productive meeting and brought the meeting to a close.



Carried Over Actions	Responsible
<p>Action 1: May Exec - VPE to work with and maintain liaison with Caryn Thorogood around a new Fit to Study policy. THB to ask Kate Gynn to go through Fit to Study Policy with RM</p>	KG/THB/RM
<p>Action 2: May Exec - Student Engagement to develop an action plan in liaison with the relevant Schools to increase engagement with the SU from health based professional courses.</p> <p>Update: Ongoing, LL to email Liz Davis-Ward to get an update. THB agreed LL is going to commit to all School of Nursing & Midwifery inductions. THB & LL to meet with Sethu Sundari every 2 months to build & maintain working relationship. Ongoing development into Operation Plan.</p>	LL
<p>Action 3: May Exec - THB rework the proposal for associate membership for August exec meeting over summer.</p> <p>Update: THB informed the committee that this has been de-prioritised due to upcoming welcome week.</p>	THB
<p>Action 4: LL to begin conversations with relevant departments about getting the bookshelf/book swap being installed on campus. Bookshelf to be installed in SU. LL working with THB to source shelf and upcycle.</p> <p>Update: LL stated 2 bookshelves were secured thanks to a donation, unfortunately due to transport issues these items have not be claimed. LL acknowledges he needs to plan the process more to achieve end goal. LL Stated that an Ideas Forum Plaque is being created once book swap is complete to show the impact that Ideas Forum can have. LL wanted to highlight that getting a 2nd hand bookcase is his commitment to following sustainability pledges to upcycle and reuse.</p>	LL
Actions From This Meeting	Responsible
<p>Action 5: LL to pick back up Recycling Programme for Hard to Recycle waste post welcome week.</p>	LL
<p>Action 6: NR & JM to reach back out to students about creating student medic volunteer programme.</p>	NR/JM
<p>Action 7: LL to contact Claire Knealds about wider mental health provision (relating to officer objective 1).</p>	LL
<p>Action 8: LL to contact Sabrina Jones (Staffs SU) about potential pronoun workshops for this year if not for future planning.</p>	LL
<p>Action 9: RM to contact Sarah Pittaway on how he can be involved in promoting study skills check.</p>	RM
<p>Action 10: NR to speak with Alannah & Clement about associating/combining both WorcStar & Work Hard Play Hard together.</p>	NR

Action 11: LL & SW to chase the universities progress on Report & Support initiative and the best way to follow up with Tim Jones	LL/SW
Action 12: LL to share his BHM research	LL
Action 13: LL to email networks stating when they want to run events at the bar they have to provide bar ample notice.	LL
Action 14: LL to chase networks for their ideas by end of week 03/09/2021 for BHM.	LL
Action 15: LL to form working group, invite members to group.	LL
Action 16: JA to add managing university projects & discussions to Exec standard agenda.	JA
Action 17: JA to add managing projects to pre-existing feedback & intelligence log.	JA
Action 18: JA to add World Mental Health Day to Exec agenda.	JA
Action 19: Current students' issues to be added to the standard exec agenda	JA