

WSU Executive Committee Minutes

Friday 20th November 2020 at 10am on Microsoft Teams

Agenda

	Agenda Item	Owner
1.	Welcome and introductions	MP
2.	Apologies	MP
3.	Declarations of interest	MP
4.	Minutes of previous meeting	MP
5.	Matters arising	MP
Approval Items		
6.	Society and Sports Club Approvals: <ul style="list-style-type: none"> Arts Collective Computing 	TM
7.	Ideas Approval <ul style="list-style-type: none"> More Diverse Food Range Start a student medic program for medical student to provide first aid to other students 	THB
Reporting Items		
8.	Active Policy and Ideas Updates <ul style="list-style-type: none"> Sunflower lanyards (HS) Rainbow Crossing (MP) Recycling programme for hard to recycle waste (MP) Dance Mats in the SU (TM) Bring Back Breakfast Wraps (MP) 	Officers
9.	Campaign Updates	Officers
Discussion and Information Items		
10.	Engagement with Students in December and over Christmas	Officers
11.	Network Implementation Update	MP
Any Other Business		
12.	AOB	MP

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
Jack Moore	Student Engagement Coordinator (minuting secretary)	JM

Minutes

Agenda Item							
1.	Welcome and introductions						
	MP welcomed all to the November Executive Committee meeting.						
2.	Apologies						
	No apologies were received.						
3.	Declarations of interest						
	TM declared an interest in sports clubs and society approvals.						
4.	Minutes of previous meeting						
	<p>Vote to approve the minutes of the Executive Committee meeting held on 20/10/2020</p> <p>For: 3 Against: 0 Abstain: 0</p> <p>The minutes of the October Executive Committee were approved following the action below being completed.</p> <p>Action- THB to adjust minutes to reflect university dates around closure dates of Halls of Residence and Campus Services.</p>						
5.	Matters arising						
	<table border="1"> <thead> <tr> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>THB to research what system other SUs use for identifying associate members.</td> <td> <p>Was posted on NUS workplace and had various responses. THB to continue to investigate it as an ongoing project.</p> <p>Action 01- THB and RC to move forward and look to set up processes for associate memberships.</p> </td> </tr> <tr> <td>MP and SW to raise idea of Rainbow Crossing in meeting with Lucy Blunt.</td> <td>Completed – directed to the city council awaiting response</td> </tr> </tbody> </table>	Action	Update	THB to research what system other SUs use for identifying associate members.	<p>Was posted on NUS workplace and had various responses. THB to continue to investigate it as an ongoing project.</p> <p>Action 01- THB and RC to move forward and look to set up processes for associate memberships.</p>	MP and SW to raise idea of Rainbow Crossing in meeting with Lucy Blunt.	Completed – directed to the city council awaiting response
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		Action 02- MP to chase up council for response
	HS to meet with Ross Renton with Kate to discuss implementing a Fit to Study policy.	Incomplete – Action 04-action carried forward.
	TM to ensure Sports Clubs application form and constitution is updated to include cost of membership.	Completed.
	MP to ensure final decision on approval of St John First Aid Society is taken at the informal weekly exec catch-up.	Completed.
	MP to discuss the Black Lives Matter idea with the student who submitted the idea and progress idea before next Exec Committee meeting.	MP has spoken to student and has agreed a process to move forward with the idea. Completed.
	THB and AB to make changes to Ideas Forum online format and process for ideas passed through.	In progress. Action 04- THB to discuss with the Officers how to increase traffic on the Ideas Forum.
	SW to take forwards student feedback from Student Council to the University's next Reoccupation Group meeting.	Completed.
	MP, HS and TM to look at progress week, events on for students and the SU's communications around Progress Week.	Completed.
Approval Items		
6.	Society and Sports Club Approvals:	
	6.1 Arts Collective	
	6.2 Computing	
	<p>6.1 Arts Collective</p> <p>TM went over the application. Executive Committee discussed how this society was different from previous Arts Collective societies that have now folded but noted it would be a good addition to the Union's societies. TM also explained how she had already held several meetings with the committee and academic members of staff from the University and the Executive Committee agreed that the Union would support the society in running an opening event.</p> <p>Executive Committee discussed the societies application for a lower affiliation number and decided that the society did not meet the criteria in the Bye Laws and therefore did not approve the request for a lower affiliation number.</p>	

	<p>Action- TM to meet with the Society to discuss a opening event to attract possible members and to feed back to the society around the lower affiliation number.</p> <p>Vote to approve Arts Collective Society. For: 2 Against: 0 Abstain: 1 The Arts Collective Society was approved by Executive Committee.</p> <p>6.2 Computing TM went over the application. Executive Committee noted it would be a good addition to the Union's societies. There was a brief discussion on the possibilities for the society to collaborate with other Sports Clubs and Societies and TM reiterated that the main aims of the society were to support computing students with their academic societies and enhancing their portfolios and CV's.</p> <p>Vote to approve Computing Society. For: 2 Against: 0 Abstain: 1 The Computing Society was approved by Executive Committee.</p>
<p>7.</p>	<p>Ideas Approval 7.1 More Diverse Food Range 7.2 Start a student medic programme for medical students to provide first aid to other students</p>
	<p>7.1 More Diverse Food Range Executive Committee discussed the policy and HS noted that this is something that the Officers had already began conversations with the University and Chartwells in order to try and provide more catering options for Vegetarians and Vegans and will continue to lobby the University.</p> <p>Action 05- MP to continue to lobby the University and Chartwells for more Vegetarian and Vegan options for students.</p> <p>Vote to pass a more diverse food range at the University. For: 3 Against: 0 Abstain: 0 The a more diverse food range at the University idea was passed by Executive Committee and assigned to the President.</p> <p>7.2 Start a student medic programme for medical students to provide first aid to other students Executive Committee disused the policy and all agreed that the concept of the policy sounds like something the Union should be moving forward with but would need more information</p>

	<p>and clarity in order to pass the policy. TM noted that the newly formed St John Ambulance Society and/or the Paramedic Society could collaborate with the Union on the policy.</p> <p>Action 06: TM to follow up with the student and will bring the idea to discuss in the next weekly informal Executive Meeting.</p>
Reporting Items	
8.	<p>Active Policy and Ideas Updates</p> <p>8.1 Sunflower lanyards 8.2 Rainbow Crossing 8.3 Recycling Programme for hard to recycle waste 8.4 Dance Mats in the SU 8.5 Bring Back Breakfast Wraps</p>
	<p>8.1 Sunflower Lanyards HS updated the Executive Committee:</p> <ul style="list-style-type: none"> - HS explained that the lanyards were now out of stock from the supplier and that when they have been restocked the Union will order them for the Welcome Desk. <p>Action 07- HS to check on lanyard availability and order them when they are back in stock.</p> <p>8.2 Rainbow Crossing As in the Matters Arising (Item 5), action carried forwards.</p> <p>8.3 Recycling programme for hard to recycle waste MP updated the Executive Committee:</p> <ul style="list-style-type: none"> - MP has met with the student who submitted the policy and has got more clarity on what the student wants to achieve. - MP is going to take the policy forward to Katy Boom. <p>Action- MP to continue discussions with the student, University and Katy Boom</p> <p>8.4 Dance Mats in the SU TM updated the Executive Committee:</p> <ul style="list-style-type: none"> - TM is continuing to explore the idea and is working with the Venues and Events Manager to see if this is possible. <p>8.6 Bring Back Breakfast Wraps MP updated the Executive Committee:</p> <ul style="list-style-type: none"> - MP noted that Breakfast Wraps are now being served in Made. - SW asked about communicating this with students to which the committee noted that it had already been done so using the Unions Instagram and the University Food Instagram. <p>This idea is now marked as complete.</p>
9.	<p>Campaign Updates</p> <p>TM updated on the Consent Campaign:</p> <ul style="list-style-type: none"> - The campaign has now gone live and has received 14 responses.

	<ul style="list-style-type: none"> - With the feedback, TM is going to start a working group in January which will run fortnightly/monthly social media posts around different forms of consent. <p>HS updated on the Academic Integrity campaign:</p> <ul style="list-style-type: none"> - Following the paper presentation to LTSEC, HS is currently waiting for an Academic Integrity Lead to be appointed by the University before any progress can be made on the recommendations from the LTSEC paper. - HS has met with NUS but progress has been halted by the second national lockdown and the increased workload that that brings for all parties. - HS has reached out to other VPE's and has got a list of other sabbatical officers who would like to be involved in the campaign. - MP commented her concern about the visibility of NUS on social media and the committee agreed that as a Union we should reach out to them voicing our concerns. <p>Action 08- MP to email Larissa Kennedy, NUS National President r.e. the current situation within the national union.</p> <p>MP updated on the Calling out Campaign:</p> <ul style="list-style-type: none"> - MP stated that so far there have been 6 students who have asked to be called by the Union since the launch of the campaign on the 17th November. MP and TM have started calling students who have registered their interest in receiving a phone call from the Union and noted how valuable they thought the service was for those students who require it.
Discussion and Information Items	
10.	Engagement with Students in December and over Christmas
	<p>The Executive Committee discussed what the Unions plans were to keep students engaged and supported throughout the Christmas break.</p> <p>TM updated on activities:</p> <ul style="list-style-type: none"> - TM has sent an email to all committee members stressing the need for them to take a break of Christmas in order to give them a chance to rest and come back in January reenergised with fresh ideas. TM noted that she was going to get feedback from committee members during the TeamWorc Committee meeting on the 25th November and would relay this to the committee in their weekly informal Executive Meetings. - TM also updated the committee on the online Coronavirus Community (PositiveWorc) and that 12 Sports Clubs and Societies are running virtual events - Geek Week is taking place the week commencing 23rd November and is being coordinated by our Marvel and DC Society with the help of around 10 other societies. - TM to look at restarting all in person Club and Society activities in January following the latest government guidance. - TM also noted that there had been an all student email sent out to students communicating the 'reopening' of the Coronavirus Community (PositiveWorc Group) and how students can stay involved with the Union during the lockdown period and over the Christmas break.

	<p>Action 09- TM to inform committee of any feedback from the TeamWorc Committee Meeting at their next weekly informal Executive Committee.</p> <p>HS updated on the Reps System:</p> <ul style="list-style-type: none"> - HS noted that he has had feedback that some of the School and Course Reps are struggling to get feedback and are starting to wind down for the Christmas break. - HS also explained that during Education Council he had reinforced to the School Reps the ways in which he and the Union are there to support them over the lockdown period and the Christmas break. This includes the continued Repstival sessions that HS has organised, which so far have proven very popular and successful. - HS commented his desire to work with the University to 'relaunch' the Rep scheme in January to keep students engaged with it and to ensure that the Reps are visible to students as this is traditionally a period where Reps 'drop off' and we see lower levels of engagement from reps.
11.	<p>Network Implementation Update</p>
	<p>MP updated the committee on the Networks:</p> <ul style="list-style-type: none"> - MP noted that all the Networks are at varying stages of their development, but we are seeing the same trends with most of them, including there being a lack of confidence to produce materials and campaigns. - MP explained how she has booked in meeting with all the Networks to review Semester 1 and also look forward to Semester 2 with the end goal being each Network having a 'Action Plan' for Semester 2 to try and focus their efforts on three main objectives. - The committee had a short discussion about engagement in the Networks and how the Union can help support them to convert student engagement with event/campaigns into students becoming members of the Networks. - MP informed the committee that like the Sports Clubs and Societies, we will be encouraging the Networks to take a break over the Christmas period to recharge and come back in January ready to relaunch the Networks.
<p>Any Other Business</p>	
13.	<p>AOB</p>
	<p>SW asked the committee if they could give a short update on Change Week 2019 and how the changes have been communicated to students:</p> <ul style="list-style-type: none"> - HS updated and explained how all the ideas had been collated and grouped into themes. Where possible the Officers have lobbied the University to make those changes, but HS acknowledged that some of the ideas were no longer relevant or possible since the coronavirus restrictions have been put in place. - The committee noted that there had been several Instagram posts at the beginning of the year explaining the changes that had taken place at the University and Union because of Change Week and that the communication of these changes were part of a wider push in our marketing strategy to make students engage with or become aware of the Ideas Forum.

Actions:

Action 01: Action 1- THB and RC to move forward and look to set up processes for associate memberships.

Action 02: MP to chase up council for response in regard to the Rainbow Crossings.

Action 03 (carried forward): HS to meet with Ross Renton with Kate to discuss implementing a Fit to Study policy.

Action 04: THB to discuss with the Officers how to increase traffic on the Ideas Forum.

Action 05: TM to meet with the Arts Collective Society to discuss an opening event to attract possible members and to feed back to the society around the lower affiliation number.

Action 06: MP to continue to lobby the University and Chartwells for more Vegetarian and Vegan options for students.

Action 07: TM to follow up with the student who submitted the idea about student medical programme for medical students and will bring the idea to discuss in the next weekly informal Executive Meeting.

Action 08: MP to email Larissa Kennedy, NUS National President r.e. the current situation within the national union.

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