

## WSU Executive Committee Agenda

Friday 27<sup>th</sup> September 2024 at 13:00-14:30 (MS Teams)

	<b>ITEM</b>	<b>Owner</b>
1.	Welcome	RM
2.	Apologies	RM
3.	Declaration of interest	RM
4.	Minutes of previous meeting	RM
5.	Matters arising	RM
<b>Approval Items</b>		
6.	Club/Society Approval	JL
<b>Reporting Items</b>		
7.	Update on Officer Objectives: - Campaigns/Webpages (ARE)	Officers
8.	Active Policy & Ideas Updates	Officers/ ARE
9.	Additional Campaign Updates	Officers
<b>Discussion Items</b>		
10.	Current Student Issues	All
11.	Update on Relevant Projects and Discussions with the University: - Monthly Careers and Employability drop ins' - Wellbeing Champions	All
12.	Outreach: - Dudley campus - Digital Presence at other campuses - City Hub	All
13.	SU Sustainability Policy	KD
14.	NUS Reps/ NUS Reform and Democracy	ARE
<b>Any Other Business</b>		
15.	AOB	RM/All

## **Minutes**

### **1.0 Welcome**

RM welcomed everyone.

Present: RM, EA, JL, SW, ARE, RC, KD (agenda item 13 only)

Minute taker: ARE

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### **2.0 Apologies**

No apologies received.

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### **3.0 Declaration of Interest**

No declarations declared.

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### **4.0 Minutes of Previous Meeting**

The committee reviewed the minutes of the previous meeting which took place on 27th August 2024.

For - 3

Against - 0

Abstain - 0

The minutes from the Executive Committee on 27.08.2024 are approved.

**ACTION:** OW to ensure August Exec minutes are made available online.

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### **5.0 Matters Arising**

<b>Carried Over Actions</b>	<b>Owner</b>	<b>Update</b>
<b>Action July.05:</b> JL to email AJ to ask about LTSEC/Welcome Fair timing/clash and potential for staff being unavailable as they have all been encouraged to get involved. JL to also raise at welcome week group next week to KP.	JL	Updates: 27/08 - JL Emailed AJ  JL Raised with KP during Welcome Week meeting. KP catching up with AJ. (WC 27/08)  Need SU presence throughout the whole meeting because of the nature of what's discussed.

		<p><b>Actions:</b> SW to attend LTSEC meeting to discuss on behalf of SU (13:15-16:15) Obtain permission for SW to go.</p> <p><b>ACTIONED</b></p>
<b>Actions from September Meeting</b>	<b>Owner</b>	<b>Update</b>
<b>Action August.01:</b> ARE to ensure CS is informed of the fee set by Exec and the relevant website information is updated.	ARE	<b>ACTIONED</b>
<b>Action August.02:</b> Officers to ask NM whether they can be involved with the presentation to DG on Breakfast Club initiative.	Officers	<b>ACTIONED</b>
<b>Action August.03:</b> Officers to decide on a name for the breakfast club initiative.	Officers	<b>ACTIONED</b> - 'Breakfast with the SU'
<b>Action August.04:</b> Officers to explore the Potentiality for student staff to support staffing the breakfast club and ensure associated costs are included in the proposal to DG.	Officers	<b>ACTIONED</b> - student staff are supporting the breakfast club initiative
<b>Action August.05:</b> Officers to discuss advertising (JL to speak to CS regarding marketing).	JL	<b>ACTIONED</b>
<b>Action August.06:</b> JL/SW to continue to monitor (Get Involved fund).	JL/SW	<p>Going through Fees, Scholarships &amp; Bursaries committee - will be followed through that process, ongoing but removed from matters arising as dealt with elsewhere.</p> <p><b>ACTIONED</b></p>

<b>Action August.07:</b> SW to email VY & LS to let them know that we do not have the capacity to administer Get Involved Fund internally.	SW	<b>ACTIONED</b>
<b>Action August.08:</b> ARE to follow up with CS regarding data conversations for Dudley intake.	ARE	Update: SOLE ticket submitted to add a flag to data to identify Dudley based students.  <b>ACTION:</b> ARE to discuss progress with CS and ensure CS is aware Mick Donovan can support if needed.
<b>Action August.09:</b> JL to contact MD regarding the Dudley Campus Webpage and how it isn't user friendly. could be improved.	JL	<b>ACTION:</b> JL to update at next meeting
<b>Action August.10:</b> OW to ensure SU Sustainability Policy is added to September Exec Agenda.	OW	<b>ACTIONED</b>
<b>Action August.11:</b> ARE to forward the monthly careers and employability drop-ins enquiry to RM to follow up.	ARE	<b>ACTIONED</b>
<b>Action August.12:</b> RM to discuss the digital presence options with CS and ensure the process with the University is linked into Marketing & Comms team for a consistent approach, SU-wide.	RM	<b>ACTIONED</b>
<b>Action August.13:</b> RM to meet with Justin (from University Comms Team) to discuss further (Virtual Taster Day).	RM	<b>ACTIONED</b>
<b>Action August.14:</b> RC to raise with CS (regarding email signatures in dark mode).	RC	<b>ACTION:</b> RC to discuss with CS at next 121
<b>Action August.15:</b> RM to contact careers advisor regarding the careers fair and how they can work together.	RM	<b>ACTIONED</b>

<b>Action August.16:</b> Officers to ensure any updates or review of the Student Charter is taken to Student Council for discussion and approval.	Officers	<b>ACTIONED</b> - KP attending December Student Council
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## 6.0 Society Approval

No applications for approval.

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## 7.0 Update on Officer Objectives:

EA Objective Updates:

- Building a Community for Reps - last night we held the first city social at CH, open to Department Reps and Network Committees. We had 15 attendees, and those who spoke to EA mentioned wanting to come back to another. EA will be planning future events due to success of this first one.
- Celebrating Neurodiversity - planning to implement sessions into the Voice conference planned for January 2025.
- Timetabling - no further updates, planning on inviting someone from timetabling to an Education Council.
- Mental Health joint objective - no further updates.

RM Objective Updates:

- Breakfast club - 'Breakfast with the SU' ran for the first time this week which was very successful, we saw 100-120 student attending. Need to explore food ordering and approach to new ones.
- Kitchen Korner - currently in the donations stage, reached out to accommodation, Chartwells, PGCE courses for donations and will be reaching out to community groups imminently. Working on finalising a date for a pop-up shop to start giving out donations to students.
- Employability/Careers fair - RM met with Careers team and recognise limited resources they have available meaning a large-scale fair may not be feasible but we will be building employability and careers into the H&A campaign.
- Housing - working with H&A on the existing housing campaign, RM focus on international students and housing. Housing guide is also progressing.

JL Officer Objectives:

- Mental health joint campaign - currently working on Movember. JL has had their application approved to be the University Movember Rep.
- Events objective - limited updates on the events page as welcome has had to take precedent in the last few weeks. Working very closely with RM and

the events team to make sure all our events are successful and as accessible as possible.

**ACTION:** EA to review the campaigns pages and ensure information is up to date and relevant to this year's Officer campaigns:

<https://www.worcsu.com/yourvoice/campaigns/>

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## 8.0 Active Policy & Ideas Updates

- Email name changes policy update - RM chased University staff regarding an update on the software which will enable this. This is ongoing.
- All other policy updates will be encompassed in the overall policy log which will be going to Student Council.

**ACTION:** ARE to check Asana for policy updates for document going to SC.

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## 9.0 Additional Campaign Updates

No further updates.

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## 10.0 Current Student Issues

No further updates.

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## 11.0 Update on Relevant Projects and Discussions with the University:

- Monthly Careers and Employability drop ins' - RM progressing plans with Careers team.
  - Wellbeing Champions - JL provided an update that the job is now live, they will be in place.
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## 12.0 Outreach:

- Dudley campus: EA has received an email from the engagement staff member for Dudley inviting officers to Dudley campus for an open day either on Tuesday 22<sup>nd</sup> or Thursday 24<sup>th</sup> October (10am - 1pm). JL raised question about products at Dudley and potential to run a Breakfast with SU at Dudley Campus.

**ACTION:** EA to ask SM which day would be best to visit for student engagement. Officers to look at delivering a breakfast club at Dudley during same visit. Officers to decide a date to visit and which Officers will be attending.

- Digital Presence at other campuses: no updates as city hub is now in place.
- City Hub: Officers discussed Jenny Lind outreach as well as City/Charles Hastings. EA raised idea of a notice board at Jenny Lind to notify students when we are at Charles Hastings. Issue raised about a way to remind staff working at city campus about taking products e.g. condoms and period products to the city hub.

**ACTION:** ARE to add to Staff Meeting agenda for Monday.

**ACTION:** SW & Officers to discuss feasibility and logistics of having a community cupboard at city campus in a catch up.

**ACTION:** EA to send an email to HoDs to tell academic staff that we are present on city campus in the hub now.

**ACTION:** OW to send an email to Reps (studying at Severn Campus, Jenny Lind and Art House) to ask them to remind their cohorts about the SU hub at city.

**ACTION:** JL to ask accommodation to send to city student halls residents a reminder that SU hub is now at city/Charles Hastings.

**ACTION:** RC to ensure CS is arranging posters for city campus notifying students that our hub is now live/open.

- Outreach AOB: NSS/CES

SW discussed various scores across this year's student surveys. Areas for concerns for the SU (scores of 3/3<sup>rd</sup> quartile) were for Business and Management, Finance, Journalism, Midwifery, Health and Physio. These are in the main within schools of Allied Health, Business school and Humanities. The lowest scores (scores of 4/4<sup>th</sup> quartile) were seen for Accounting, Business Studies, Creative Studies, Cinematic Photography, Design, Law, Marketing, MH Nursing and Psychology. In the main these are City campus based and Arts based courses/schools. The SU needs a focus on understanding the dissatisfaction from the School of Arts, Humanities and Business.

EA provided an update that all department reps for city campus-based departments have been recruited, and department rep training at City Campus/Jenny Lind was positive and well received. More outreach is planned via the Academic Representation System this year, including the city socials.

**ACTION:** ARE & EA to ensure these areas are encompassed in the benchmarking development plan.

**ACTION:** EA, ARE & OW to consider setting up a specific meeting with the reps in those schools to discuss the results.

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### **13.0 SU Sustainability Policy**

KD provided an update on the new SU sustainability policy. There will be a two-year review period for this policy. It focuses on two areas: our commitments as an organisation and fostering a sustainably mindful culture amongst our members and staff. It covers information about the sustainability committee, evaluating our targets and progress (linked with SDG accord), communicating what we do to members, student policy submissions and how we engage our members for their feedback. Guidance documents have been combined into the policy, which are previously passed student council policies. EA will be taking this policy to Student Council for approval.

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### **14.0 NUS Reps/ NUS Reform and Democracy**

ARE and Officers discussed the NUS UK reforms members voted on last year to replace delegates with Reps, who represent our SU at a national level over the whole year. SUs now have more autonomy in how Reps are chosen, as long as they have been elected within our SU to represent your students. This is inline with what WSU currently does.

ARE and Officers discussed that UK National Conference no longer exists in NUS' structures, meaning that Reps will not be required for a National Conference. NUS are currently giving some serious thought to conferences and will be asking for further input from WSU/Officers in the near future.

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### **AOB**

- Hey Girls / Period Products - RM gave an update to Exec about our partnership with Hey Girls. Hey Girls have requested that WSU re-register as a community partner and this has led to Hey Girls stating we do not meet the criteria to continue as a community partner. Donations will now be limited. This will impact our ability to deliver free products across all our toilets. RM working with H&A to submit a different proposal to ensure our donations continue.
- Annual leave - RM may be helping with a recruitment event for international team during their leave in October to India.

**Meeting ended.**



## **Actions:**

**ACTION Sept.01:** OW to ensure August Exec minutes are made available online.

**ACTION Sept.02:** ARE to discuss progress with CS and ensure CS is aware Mick Donovan can support if needed.

**ACTION Sept.03:** JL to contact MD regarding the Dudley Campus Webpage and how it isn't user friendly. could be improved.

**ACTION Sept.04:** EA to review the campaigns pages and ensure information is up to date and relevant to this year's Officer campaigns:  
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