

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 1 December 2015**

Present: President (Chair), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)  
Attending: Chief Executive (CEO), Membership Services Director (MSD), Marketing & Communications Manager (MCM)

1. **Apologies**  
Received from Vice-President Welfare & Community (VPWC).
2. **Minutes of previous meeting**  
Approved as a correct record.
3. **Matters arising**  
None reported.
4. **Sabbatical Engagement**  
Not discussed.
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
5. Governance Zone
  - President enjoyed the NUS local conference in Northumbria, found out more about the green paper and talked about the BME attainment gap.
  - President featured on BBC Radio Humberside following a visit to the prayer room in light of the Paris attacks.
6. Sports Zone
  - Sabbs to invite volunteers to attend the HUU Christmas party on 11 December, RSVPs to be sent to HR & Recruitment Co-ordinator. **Action: Sabbs**
8. Activities Zone
  - VPA and VPS joint campaign is due to start this week, with an online student experience survey.
11. Chief Executive & SMT
  - MCM said the Impact Report is hoping to be launched by January. The report will be online, with opportunity to add new achievements across the year. The Impact Report will contain information from Semester 1.
  - MSD is working on inductions for new starters in the Student Voice & Opportunities Team.
  - Recruitment adverts for Trustee and Board Sub Committee positions are being sent out via the Alumni Office.
12. **Any Other Business**
  - a) **Gender neutral toilets feedback**
    - Feedback from Union Council was positive, good questions were asked. Volunteers were asked to get feedback from other students to bring to Union Council in December.

b) **Volunteer of the month**

- VPA and EN to create a draft nomination form and bring back to UEC for approval.  
Dates and values to be updated. **Action: EN/VPA**

c) **UEC**

- President asked UEC to send weekly reports in on time. Agenda items should be received by Monday at the latest, ready for circulation to UEC. **Action: All**

14. **Next Formal Meeting**  
Tuesday 15 December 2015

## UEC REPORT - WEEK ENDING 24 NOVEMBER 2015

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

NAME: Chubike 'Chuby' Okide	
I'd like to thank	<p>*The whole organisation for being supportive last week.</p> <p>*Gurmok and the AU exec team for an amazing AU ball.</p> <p>*Marketing team and Harry Potter Society for a really good #ChallengeChuby challenge.</p> <p>*Everyone for getting involved with the #LoveSUs campaign.</p> <p>*Matt for helping me with open day presentations.</p>
Things I'm proud of	<ul style="list-style-type: none"> <li>• Keeping my cool and focus.</li> <li>• Being able to get a lot of tasks done.</li> <li>• Doing my first #ChallengeChuby and going into a University meeting dressed as a Hogwarts student.</li> <li>• Gaining support from the University Council after my presentation.</li> </ul>
General updates	<p>*There has been a lot of positive feedback about the #LoveSUs campaign.</p> <p>* Vice-President Welfare and community and I attended University Council. Whilst there I read out a statement to University Council about the Tower incident.</p> <p>*Along with our CEO, Membership Services Director, VP Welfare &amp; Community and our Research &amp; Campaigns Co-ordinator will be looking to update the HUU equality and diversity policy.</p>
Update on my objectives	<p>*The first President's pick of the month happened on Wednesday 18<sup>th</sup> November and the challenge was to dress up in a Harry Potter outfit all day while doing my activities. Will be writing a blog about my experience.</p> <p>* Kicked off my Accessibility campaign with me and our disabled student's officer going round campus all day in wheelchairs, we will be doing more days like this before the semester is done. Video documenting this activity will be released soon.</p> <p>*The first faith forum has been moved to 7<sup>th</sup> December.</p> <p>* Info leaflets are currently in design and will be printed and ready for the next Sabb sofa.</p>
I need support with	<p>Getting through the week.</p> <p>Getting ready for University Council.</p> <p>Staying positive.</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
17/11/2015	38 hrs	8hrs	*Various topics	21%

## UEC/SEC REPORT - WEEK ENDING 20 NOVEMBER

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<b>NAME: Si Hernandez</b>	
<b>I'd like to thank</b>	Kathryn – For her knowledge across all areas. The Exec – For their help during events.
<b>Things I'm proud of</b>	Raising money for Children in Need.
<b>General updates</b>	<p>With the Exec, set up and hosted the Children in Need Talent Show. Had a large attendance with over seventy pounds being raised on the night from the event, as well as SAMS (Scarborough Anime and Manga Society) hosting a film night.</p> <p>The second Rep Forum took place. Reps were asked to swap feedback sheets to see how they would solve another Rep's issues. The idea is to aid in problem solving skills. Minutes will still be passed on accordingly to staff as usual.</p> <p>Transition Group for SSE took place. Arranged an SEE student to also sit on the Group. A response document has been issued in accordance with the Scarborough SLA.</p> <p>Began holding one-to-ones with the Exec on what they would like to focus on next.</p> <p>Agreed with the University that instead of offering a minibus service to Open Mic, students will be able to claim a free taxi with their student card.</p> <p>Arranging a Remembrance event for victims of terror attacks worldwide.</p> <p>Exploring with our SSA setting up a bidding system where groups who are underfunded can apply for a grant.</p> <p>Hold Drink Awareness Event in Calvino's. This included asking student to pour water into various glasses to gage how much they thought one unit measured to.</p>
<b>Update on my objectives</b>	Co-ordinating the cross campus days.
<b>I need support with</b>	See above, co-ordinating these events.

## ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
20/11/15	42	6	Children in Need, Rep Forum, Drink Awareness Event.	14.28%

## UEC REPORT – WEEK ENDING 20 November 2015

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<b>NAME:</b> Matt Evans	
<b>I'd like to thank...</b>	<p><b>Steve Ralph</b> – I think that I've said everything I can. Our loss is most definitely Cardiff Students' Union's gain. Steve was still his usual helpful-self right up until his leaving, and I can't thank him enough for that!</p> <p><b>Liz Pearce &amp; Jane Iddon (LEAP)</b> – for running some amazing briefing sessions for the students taking part in the Higher Education Review visit week. They were amazing to take this on and do it so well – Thanks!</p>
<b>Things I'm proud of...</b>	<ul style="list-style-type: none"> <li>• Being part of an interview panel for the first time and appointing a really great candidate to be the new Education Co-ordinator.</li> <li>• Having really impactful meetings with the University this week regarding HYMS representation with Alan Speight (PVC (Education)), and Elizabeth Cleaver (Director of LEAP) regarding Academic Support Tuition and the NSS 2016.</li> </ul>
<b>General updates...</b>	<p>Became aware of a petition from students to the Faculty of Science and Engineering regarding some rumoured changes in the faculty, worked with Eva Gorski (Faculty Manager) to draft some comms to students and to staff about this to clarify the situation.</p> <p>The "Shape and Size Review" seems to be a hot topic, which we know very little about – glad to see Chuby's quick work at University Council means that we now have a meeting with Glenn Burgess (Deputy VC) in the coming weeks to discuss and look at impact on students.</p>
<b>Update on my objectives...</b>	<p>Feedback Campaign will be running as an online campaign in December with work in Departments at the beginning of semester 2 (co-ordinated with NSS work from the University, and the Student Experience Enhancement Reviews (SEERs) that will be taking place during semester 2).</p> <p>I have made the decision to cancel the HUU Conversation. It was an idea that did not really fit as a specific action in my objectives, I feel given the current workload of both staff and officers, it would be better for me to focus time and energy on the really successful academic council meetings we're having. These are a really good engagement tool and are proving more successful, and useful than previously thought.</p>
<b>I need support with...</b>	<p>Student-Led Teaching Awards (SLTA) launch day, and just pushing to volunteers/friends etc. Nominations close 7<sup>th</sup> March so no real rush with this but help would be welcome!</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
20.11.15	40+	8	Academic Council (x2), Course reps and students coming to see me with queries or issues, #LoveSUs campaign engagement in reception.	20

## UEC REPORT – WEEK ENDING 20/27 November 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><b>Vicky</b> Sports &amp; Societies Co-ordinator, for booking buses and dealing with the AU when they want stuff.</p> <p><b>Si VP</b> Scarborough, for showing me around the campus and putting me in touch with people there.</p> <p><b>Sally</b> helping though a few issues I had with my work and helping me talk though them.</p> <p><b>Chantell from Commercial team</b> letting me have a little debrief after the drama of AU ball.</p>
Things I'm proud of...	<p>AU ball had 240 attend.</p> <p>680 deposits in for Tour.</p> <p>Raised over £1k for charity, my personal goal is £5k by the end of the year.</p>
General updates...	<p>I'm encouraging teams to help raise money for AU e.g. the boxing match from which some proceeds will go towards coaching fund for next year.</p> <p>Had an employability meeting, which went well.</p> <p>Investments in sports are on their way of being released waiting for VC to put it out.</p> <p>Been quite busy promoting Tour.</p>
Update on my objectives...	<p>Still Planning with Kathy speaking to local uni's about how they are funded for sport.</p> <p>Planning out Old Boys, Varsity, Trophy Pres and other AU events.</p> <p>Hullfire are doing great with this with highlights of game of the week, but I would also like to set up monthly videos. I do feel we could be doing more to highlight the success of our teams on a monthly basis. My vision is to have a TV show highlighting the best bits of our sport; I also envisage our students getting involved with this, however with a lack of specialist cameras it's hard to have our student's film during their games.</p>
I need support with...	<p>Need more support from my exec finding it hard to motivate them to come and do things which they are meant to do.</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
20.11.15	40+	5	Meeting with students in Scarborough and day to day engagement during the week	%
27.11.15	45+	15		%

## UEC REPORT – WEEK ENDING 27 November 2015

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<b>NAME:</b> Matt Evans	
<b>I'd like to thank...</b>	<p>Lynne Braham (Quality Manager, LEAP), Jane Iddon (Quality Officer, LEAP), Jenna Fenton &amp; Jeannette Hinch (HER Ops Support) and Liz Pearce (Director of Membership Services, HUU) – for all of their immense hard work and support given to me and our students throughout the process of Higher Education Review. From writing documentation to training students to rearranging tables... They have all been great and helped support me in my role as LSR.</p> <p>Emily Normington (Admin Support Intern) – For helping me keep on top of my emails and admin things while I have effectively had a week out of the office.</p> <p>Education Zone Volunteers &amp; Louise Gilpin (Membership Services Assistant) – for helping launch the Student-Led Teaching Awards on the Hull Campus on Monday.</p>
<b>Things I'm proud of...</b>	Surviving the QAA HER Process! As everyone is probably fed up of hearing about – it's hugely important to the institution as the outcome will now effect which level of the TEF the University can achieve in the first few years of the TEF being in place.
<b>General updates...</b>	<p>The next part of HER is the production of the Judgements and the Key findings letter from the review visit – this will come to the University week commencing 07.12.15. From this a report will be written by the QAA and action plans made. This will be in the new year and I will heavily involved in the process of action planning and responding to the report.</p> <p>Over the coming month or so (before Christmas) I will be writing a response to the Green Paper on behalf of HUU, for inclusion with the institutional response to BIS. I am in the process of setting up a meeting with an NUS Policy Advisor in December for support on this.</p> <p>We received c80 nominations for the SLTAs on the launch day. And are targeting more 1 day pushes after Christmas.</p>
<b>Update on my objectives...</b>	<p>Feedback campaign planning going well with a social media launch on the 7<sup>th</sup> December and then physical campaigns through semester 2.</p> <p>Academic Council has continued to attract record numbers of course reps, and we're engaging them in a variety of topics and University Projects.</p>
<b>I need support with...</b>	Adjusting back to HUU normality – it sounds weird, but being out of the bubble for just 3-4 days has left me feeling really unsure about what to worry about now that this phase of HER is over.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
27.11.15	63	6	SLTA launch, Open Day	10%

## UEC/SEC REPORT - WEEK ENDING 27 NOVEMBER

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<b>NAME: Si Hernandez</b>	
<b>I'd like to thank</b>	Kathryn – For everything, as always. The Exec – For support with the Remembrance event. Gurmok – For his visit and help with ideas for cross campus events. Matt - For the SLTA resources.
<b>Things I'm proud of</b>	The turnout and support for the Remembrance event; lovely seeing people come together to support the victims of recent tragedies.
<b>General updates</b>	Attend SCEP (Scarborough Community Equality Panel; now called "We Are Scarborough") to discuss the diversity event. Will be asking NUS VP Welfare to give a talk about equality and liberation.  Met with some postgraduate students about starting a postgraduate associate or society. Have emailed relevant students inviting them to a forum to discuss ideas for the 7 <sup>th</sup> and 9 <sup>th</sup> December.  Attended Buzz Board to discuss welcome back events for next semester; currently planning a welcome back fair. Exploring the idea of combining events in Calvino's into a general "Fun Night".  Co-ordinated the Remembrance event. This had a high attendance, with an opening talk from Father Dixon (this remained neutral, in terms of faith).  Helped co-ordinate volunteers for HER between Scarborough and Hull.  Launched SLTAs in Scarborough. Apples were hidden around campus, with t-shirts issued for the three green apples and a gift voucher for the golden apple.  Began planning a cross campus day with Gurmok for next semester.  Promoted and attended the Inclusive Sport event.
<b>Update on my objectives</b>	Have received replies from all departments in regards to the Scarborough SLA. This is brilliant as it shows students how their course and lecturers are committed throughout the transition.
<b>I need support with</b>	Prioritising workload and event co-ordination.

### ENGAGEMENT BREAKDOWN

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27/11/15	42	7	PG students meeting, Remembrance event, SLTAs, Inclusive Sport event.	16.66%