

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 3 November 2015

Present: President (Chair), Vice-President Welfare & Community (VPWC), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)

Attending: Chief Executive (CEO), Membership Services Director (MSD)

1. **Apologies**
Received from Marketing & Communications Manager (MCM).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising**
ICT Operations Group
 - MSD received the terms of reference for this group and recommended that one of the Sabbs attend. Sabbs to consider and inform MSD if interested. **Action: Sabbs**
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
5. Governance Zone
 - President's Pick of the Month will be promoted monthly, the President to write a blog post about his experience at the end of the month.
7. Education Zone
 - To improve attendance, Academic Council sessions will be held twice, once during the day and once in the evening. The first evening session had the highest attendance in 5 years.
 - VPE attended an NUS Higher Education Zone Conference last week, he has written a blog post about the experience which Sabbs have been invited to share on social media. **Action: Sabbs**
 - VPE is planning the HUU Conversation in December; he will meet individually with Sabbs to share ideas for workshops, themes and guest speakers. VPE to book time in with Sabbs. **Action: VPE**
8. Activities Zone
 - VPA has created a planning document for her zone, including timelines for events. VPA to circulate template to Sabbs for use within each zone. **Action: VPA**
 - Media training for Hullfire has been postponed until December, VPA has had difficulty arranging sessions with external trainers.
9. Scarborough
 - The Scarborough open forum is actively being promoted to students.
10. Welfare & Community Zone
 - The White Ribbon event has been set up as a Facebook event by HUU, VPWC asked Sabbs to share the event on social media. **Action: Sabbs**
12. **Any Other Business**
 - a) **Councillor for Scrutiny**
 - UEC agreed that Nadia Hassani will be Councillor for Scrutiny in the Education Zone.

d) **Associate, Life and AU Memberships**

- Three applications were considered by UEC; two applications were approved. UEC would like more information about the third application.

14. **Next Formal Meeting**
Tuesday 17 November 2015

UEC REPORT - WEEK ENDING 23 OCTOBER 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	<ul style="list-style-type: none"> *Kathy and G-man for helping me with Sabb sofa. *Everyone for helping me get through the week. *Steve, Liz and Charley for everything they have done in regard to the elections.
Things I'm proud of	*Getting through a list of tasks.
General updates	<p>*I attended the first Appointment, Governance and Developments Committee meeting where we talked about the terms of reference of the meeting and Jackie presented the NUS good governance model.</p> <p>*Attended the brand launch for UK City of Culture Hull 2017. It was very inspiring and the logo has so far has good reviews.</p>
Update on my objectives	<ul style="list-style-type: none"> *The first President's pick of the month to happen in November. * First Sabb sofa was a huge success with some students asking about the next one when they approached me the next day. * Research on Accessibility has been shifted to start on November 9th with the help of Marketing.
I need support with	Getting through the week.

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
23/10/2015	30 hrs	8hrs	*Various topics	27%

UEC REPORT - WEEK ENDING 23 October 2015

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NAME: Kathleen Brook	
I'd like to thank	Vicky and Angie – I wouldn't get through the week without them Steve – for answering all of my random questions Louise – for helping with the bookings and for helping me deal with my last minute ISA Drama
Things I'm proud of	Sorting out the ISA bookings Crossing off most of my to-do list My Zone – everyone is so proactive!
General updates	Year-long plan has gone to marketing Pushing the Elections Working out the kinks in the new reception area – issues with paperwork ISA Party this Friday
Update on my objectives	Waiting on responses from the international office – will be poking them again next week Meeting with Jackie and G-man next week to discuss retention. Website update is now complete Re-organising training sessions
I need support with	Feeling unwell ☹

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
23/10/15	37	8	Chatting with students, volunteer meetings, student questions	21%

UEC REPORT – WEEK ENDING 23 OCTOBER 2015

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NAME: Matt Evans	
I'd like to thank...	<p>John Richardson (Staff Development) – for a great “Tired of being Tired” workshop. Was so interesting to realise that I am my own worst enemy when it comes to stress and making myself ill! The workshop gave me a lot of good tools to use to help me be healthier etc.</p> <p>Steve Ralph – FOR EVERYTHING. AS USUAL.</p> <p>Liz Pearce – For being there for me when I've needed a moan.</p>
Things I'm proud of...	<ul style="list-style-type: none"> • First Education Zone & first Union Council. • Having two faculty co-ordinators run to be Chair of Union Council. • Shaping the future of the Academic Support Tuition project with Liz and LEAP – managing to get student internships as a way of taking that forward. • Really good and productive 1 to 1s with Chris Turnock, Dr Elizabeth Cleaver and Richard Heseltine covering LOADS of topics from a Student Education Partnership agreement to the Student Hub, to the Teaching Excellence Framework (TEF). • Getting two Postgrad student rep positions within the zone.
General updates...	<p>I have been asked to become a member of the Library Management Group.</p> <p>Jeannette and I are working on a Student Analytics project which will form a strand of the new SITS System and Canvas implementation work.</p> <p>I am in the process of working with Liz Jenkinson and Gill Anderson to explore the University's Ordinances to see how the 2 PG Student Officer positions work in the context of Senate Representation.</p> <p>I have managed to get the some really good members of University staff to come along to the first three Academic Council meetings of the year.</p> <p>Jeni Day – Coming to discuss induction across the University.</p> <p>Jeannette Strachan and John Hemingway – Coming to get student input into the Student Analytics Project.</p> <p>Chris Turnock and Andy Birch – Coming to evaluate the student comms in the implementation of Canvas (new VLE).</p>
Update on my objectives...	<p>Dates have been set for Feedback Campaign days on Hull Campus for December and for both Campuses in February.</p> <p>Course Rep training starts this week.</p>
I need support with...	<p>From Chuby and Liz with the PG Reps on Senate stuff, both from HUU governance angle but from the University's side too.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
23.10.15	35	1	Education Zone Meeting	2.85%

UEC REPORT – WEEK ENDING 23 OCTOBER 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Vicky</u> keeping the AU Up-to date</p> <p><u>Liz</u> For help with meeting papers</p> <p><u>Emily</u> helping me through my 1000 emails</p> <p><u>Exec</u> starting to get on board with a few ideas</p>
Things I'm proud of...	Went to my first SDSG meeting, feed how sports teams are underfunded and increases to the sports pass.
General updates...	Met with sports centre to update clubs training time. And met with sports presidents about their sports.
Update on my objectives...	Ring up sport presidents and asking how much their sport costs. The Exec are helping me plan a few of the objectives I have. They are also helping me with AU ball and Tour social.
I need support with...	

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
23.10.15	35	6	Students at Sabb sofa, Union Council and student meetings in my office	17%

UEC SEC REPORT - WEEK ENDING 23rd OCTOBER

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NAME: Si Hernandez	
I'd like to thank	Gavin Straine - Francis (Scarborough Education Officer) - For assisting in the Course Rep training.
Things I'm proud of	Union Council for passing several motions, including the Scarborough Equality and Diversity Officer.
General updates	<p>Attend an interview panel for the Associate Principal role. This involved four candidates who will be responsible to taken over Darren Mundy's place in overseeing academic affairs in Scarborough. Have arranged a one to one with Katy Graley, who was the successful candidate.</p> <p>Had first Scarborough Exec meeting. Discussed a brief update on what people have been up to since WelcomeFest and what the team is focusing on going forward.</p> <p>Travelled to Union Council. Really good to meet other volunteers and some great decisions were made.</p> <p>Had a visit from Georgia, where we discussed the Scarborough SLA. Currently in the process of raising awareness of the document through a campaign called "The Big Scarborough Shout Out".</p> <p>Attended a Sports Accessibility meeting with Howard Foster, Hilary Jellie (Wellbeing) and North Yorkshire Sports. From this, we have arranged to do an awareness day for accessibility sports where people can sample different activities.</p> <p>Attended "Buzz Board", which reviews and arranges events. With WelcomeFest being a success, it was decided that similar events may take place in the next semester. In addition, plans for RAG, Halloween and Christmas were also discussed.</p> <p>Course Rep training took place this week. This included the regular training activities and also focused on the Scarborough SLA.</p> <p>Arranged a one to one with Adele Duffield, who was successful in applying for the Student Success Advisor role. From this, details were set up on how HUU may work in conjunction with the Student Success Advisor to maintain the student experience. The key focus of this engagement would be through Course Reps.</p>
Update on my objectives	The passing of the Scarborough Equality and Diversity Officer is a big leap forward in bringing liberation back to Scarborough.
I need support with	Setting up HUSSO again, in Scarborough.

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
23/10/15	46	7	Course Rep training, one to ones	15.2%

UEC REPORT - WEEK ENDING 23 OCTOBER 2015

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NAME: Ashleigh Davies	
I'd like to thank	Hannah Crookes, for her work on the Students As Citizens project. Liz – Brilliant mentor meeting. Jack – incredibly talented, and listens to all my ranting! Toni – getting across the message to the uni about how amazing HullSTARS are. Matt and Gman – it was lovely to go out and have a nice meal for my birthday, thank you. Emily – Just always! Angie, Steve, Vicky and Louise – I think you're fab and you've helped me get through this week more than you'll ever know!
Things I'm proud of	First students as citizens working group is next week, which is extremely exciting. Not going out on Wednesday! Extremely proud I managed to stay in and be sensible. Getting a raffle prize from Rich Kemp – it's great that my message is getting out there. Working with Simon Clements to get someone from CPS to attend WR event.
General updates	This week has been a nice week for me, it has been calm and I have been able to get a lot of admin done! Have a meeting next week with Liz Jenkinson, Ashcourt, and members of the council about noise complaints in Ashcourt. (Matt and G are these about you?). Had a chat with Paul (HUU homes) and he is arranging a meeting with the landlord in question for the negative emails. Lots of netball, which is helping me with my energy and keeping fit! No sabb flab for me!
Update on my objectives	Housing – Heading over to the lawns on Tues with Gman and Chloe and Tom to talk about not rushing in for houses. Gill Anderson will hopefully be arranging me a meeting with the students in university housing and Taylor Court, as an opportunity to chat to them about it. Posters have been made to take to Needler, Pacific Court and Thwaite. Mental Health – Stress workshop (uni) was cancelled this week due to low numbers, meeting with Tina next week to see how we can work together on this being a success. Meeting with John (SWLWS) and Jimmy (Renew) next week to talk about Dry January! WR – All systems go! Literally crazy atm, everyone wants run downs of what is happening and I'm struggling to get in touch with Ents. Also need raffle prizes!
I need support with	Getting Raffle Prizes, and working out the full layout of the evening!

ENGAGEMENT BREAKDOWN

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23/10/15	37	8	Chatting to RL Meeting with LINKS Union Council and Training	

UEC REPORT - WEEK ENDING 30 OCTOBER 2015

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	*Everyone for helping me go through the week.
Things I'm proud of	
General updates	<p>*Elections took place this past week with the results night happening at Sanctuary bar before karaoke.</p> <p>*Attended the Senate executive board this week. Updates on the Strategic plan were given, Semester dates for 16/17 were discussed and the university's performance in the NSS was also talked about.</p> <p>*Had four Open day presentations on Saturday which went very successfully.</p>
Update on my objectives	<p>*The first President's pick of the month to happening this month.</p> <p>* The new disabled students officer is happy to work with me on my Accessibility campaign.</p> <p>* Research on Accessibility has been shifted to start on November 9th with the help of marketing.</p>
I need support with	Getting through the week.

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
30/10/2015	30 hrs	8hrs	*Various topics	27%

UEC REPORT - WEEK ENDING 30 October 2015

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NAME: Kathleen Brook	
I'd like to thank	Vicky and Angie – for always being amazing and doing what they do! The Zone Volunteers – everyone is doing an amazing job, the union wouldn't exist without them Sally and Emily – For always being there!! Louise – for helping with all the Isa booking Liz – for always being so positive and encouraging!
Things I'm proud of	Sorting all the ISA Trips and Events
General updates	I have now met with all the chairs and discussed their plans for the year, I've organised a training/bonding session for the entire zone in December I've created a marketing plan for the year with details for all the campaigns and equipment we'll require for the events/campaigns I'm just waiting for the Hullfire to edit ready for the next issue
Update on my objectives	I'm in discussions to reschedule the media training, we're hoping for December but this may be looking into the new year now I'm rerunning training for the societies that have missed out earlier in the year, these have now been booked in
I need support with	Catching up on everything I missed last week

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
31/10/15	16 (away Wednesday onwards)	3	Meetings, Discussions and catchups	18%

UEC REPORT – WEEK ENDING 30 OCTOBER 2015

NAME: Matt Evans	
I'd like to thank...	<p>Steve Ralph – Steve has been incredible this week with CR training, working 6 days solidly on training over 50% of our elected reps is just amazing. Both thankful and proud this week!</p> <p>NUS HE Zone Conference – great two days away from HUU to catch up with other Education Officers and Presidents, share ideas about our projects that we're all working on at the minute as well as looking at some bits of national policy.</p> <p>All the course reps who attended training this week. They all came along with the right attitude and left feeling like they could make a difference for students which is what we aimed for.</p>
Things I'm proud of...	<ul style="list-style-type: none"> • Course Rep training – 6 days, 16 sessions, 52.5% of all CRs, 1 Steve Ralph. • Being the only Hull Officer to attend an NUS Zone Conference this week. I feel that others (especially the President) has missed a good opportunity here in terms of both objectives/individual projects but also shaping national policy and holding National officers to account. • My blog written on the back of the zone conference and the topics discussed – really proud that it has received a good reception from officers from other SUs! Thanks to the officers (only 2) here that have shared it... (https://www.hullstudent.com/news/article/market-or-mark-it)
General updates...	<p>Was ill on Friday so didn't have quite a few meetings. Mainly was meant to meet Liz and new zone members. Can reschedule for next week.</p> <p>Elections happened (people cheered for Liz Pearce!) – Now have a full(er) zone. By the time UEC comes around, I will have a full zone after electing 2 Academic Council reps on Monday.</p>
Update on my objectives...	<p>Working with the President and the Pro VC (Education) to review how the Medical School (HYMS) 'do' student representation. This has led to a delay in getting a Faculty Co-ordinator from HYMS. We will be working with MedSoc to see what students feel is important in terms of their student rep system.</p> <p>First of the new, restructured Academic Councils to make it more inclusive and accessible happened Monday.</p> <p>PG rep on University Senate – working with University Governance Team Manager to rewrite the Uni's ordinances to get the changes in our representative structure to be mirrored on senate.</p>
I need support with...	HUU Conversation – shaping it and organising what is actually going to happen. Been picking up other things so have let this slip a little bit.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
30.10.15	37	9	Course Rep Training	24.3%

UEC REPORT – WEEK ENDING 30 October 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Vicky Dean (sports co-ordinator)</u> for helping do the training times and being an all-round star</p> <p><u>Liz (Membership services director)</u> taking the time to talk to me though subvention</p>
Things I'm proud of...	<p>That many of the freshers have settled in quite well and at university.</p> <p>I am proud to be a NUS delegate.</p>
General updates...	<p>Went to the graduate fair Helped Ashleigh go to Lawns, Thwaite and Needler to assist her in housing campaign Talked to Liz about subvention and my campaigns</p> <p>Went to a WCSH Event put on by our Disability officer (Daryl Jones)</p>
Update on my objectives...	<p>Talked to Liz about subvention and my campaigns Planning out this semesters activities so that the AU knows what to do</p>
I need support with...	With my campaigns

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
30.10.15	30	6	Went down to the lawns Spoke to students on campus about voting Went to pole fitness Committee meeting to help answer any question they may have.	20%

UEC/SEC REPORT - WEEK ENDING 30th OCTOBER

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NAME: Si Hernandez	
I'd like to thank	Kathryn – For helping co-ordinate the Course Reps.
Things I'm proud of	Finally getting the Open Forum underway.
General updates	<p>Hosted a results evening for the by-elections in Calvino's.</p> <p>Provided an additional Course Rep training session for Reps who missed the first ones.</p> <p>Met with Associate Principal (Katy Graley) to talk about how we're going to work together with departments and students.</p> <p>Began promoting the Open Forum, where Glenn Burgess will take on questions regarding the transition.</p>
Update on my objectives	Engaged with students on how much they know about Hull College, Coventry University and University Campus Scarborough. This will be a marker for how transparent the University have been.
I need support with	We have a student who is interested in becoming Sports Officer and I'd like to bring this as a motion to the next Union Council.

ENGAGEMENT BREAKDOWN

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30/10/15	9 (Monday-Thursday off, excluding by-election results event.)	3	By-election results, Course Rep training, shout outs.	33.3%

UEC REPORT - WEEK ENDING 30 Oct 2015

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NAME: Ashleigh Davies	
I'd like to thank	Louise – MSA – always helps and is never too busy to listen to me rant. Georgia – PR and Comms – Understands everything I mean when I have silly requests. Charley - Digital Comms and Toni – HullSTARS manager – Helping me with the now infamous 'Student Accom Union'. Matt and Gurmok – for being great.
Things I'm proud of	Going to the Lawns and reaching loads of students about the HUUNORUSH campaign. This has been extremely successful. Tackling all the issues with Student Accommodation Union, and getting the message to so many students. Getting the White Ribbon event on the Ents page Getting more raffle prizes for the event.
General updates	Meeting with Ashcourt went well, students have calmed down a lot and seem to have listened to the advice given from EHO. Unicom, Kexgill, Ashcourt and various landlords are all aware of the Student Accommodation Union being a problem – none of these state to have association with it. Meeting with Liz Jenkinson (Deputy Secretary) and Liz Pearce (MSD) about HUU's disciplinary procedures, and how we can work together.
Update on my objectives	WR – got more raffle prizes, and seem managed to get 400 white ribbons for free from the White Ribbon Campaign. Mum is making me a pledge board this weekend! Housing – See above! Mental Health – have a meeting with Tina Flanagan from the University about the stress control workshops they are putting on, and how we can promote these.
I need support with	Promotion of WR campaign please! Email footers ☺

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
30/10	35	6	At the Lawns, emails, meetings at Advice Centre	