



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 12th February 2019 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Welfare & Community (PWC), Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Liz Pearce, Membership Services Director (MSD), Rachel Kirby, Marketing and Communications Manager (MCM); OR Emma Platt, Studio Manager (SM)

1. Apologies

- Rachel Kirby, Marketing and Communications Manager (MCM)

2. Minutes of previous meeting

- Taken as read

3. Matters arising

- PE suggested making the Welfare training external.
- President Team to discuss comments on SO 8005 at the Informal UEC next week.
- CEO provided President Team with an update on how Lincoln University work with their leaders.
- CEO explained would update the President Team once they have decided which direction they are going to take.
- CEO explained that there is still work to do and suggested forming a working group to discuss it.
- PA and PRES to attend the meeting **ACTION CEO to arrange with AC.**
- CEO delivered update on Governance review.
- President Team decided that Campaigns are to be actioned to the Democracy and Campaigns Coordinator in future.
- PRES gave an update on the Sudan campaign, explained that the Democracy and Campaigns Coordinator spoke to the student and they are now waiting on the student to come back to them.

4. Chief Executive & SMT update

- CEO briefly discussed the building progress.
- CEO summarised the appointing of external trustees.
- CEO informed group that both VNED interviewees are interested and explained that they are looking at a workshop approach to build the board.
- CEO updated group on the pay award.

- CEO informed the group of the next cycle of committee and board meetings.
- PA asked if anyone was on the HUU Services Ltd Board.
- CEO answered that people had expressed an interest and explained that if any of the President Team were interested then they can be invited.

5. Marketing Updates

6. Team Objectives

- PRES communicated that the President Team will have a team meeting to discuss objectives.
- PRES asked about the election rule regarding social media and wins.
- MSD clarified the situation.
- PE expressed concerned that they would not have any social media promotion for four weeks prior to elections.
- PE questioned when the printer credit update would be sent out.
- MSD explained that this would need to be picked up with the University
ACTION MSD
- PE questioned whether the President Team should have team objectives if they are not able to promote them.
- PRES suggested that this should be discussed in more detail at the informal UEC next week. **ACTION PRESIDENT TEAM**

7. Weekly Reports & Accountability

a) President of the Students' Union

- PRES announced that the Governance Report is now on the website and PRES will send link round for team to share **ACTION PRES**
- PE questioned where PRES would like feedback on the Governance Review to go.
- PRES answered that they would like the feedback to be forwarded in an email and explained that they would like to meet concerned students 1-2-1.
- PE asked what the question would be for the referendum at election time.
- PRES answered that they would work with the Student Voice Manager on the exact question for the referendum, but explained that it would be about the Union Council.
- PS asked whether people be able to not vote in the referendum.
- MSD and CEO clarified this.
- PE asked PRE how they were promoting trustees.
- PRES explained that marketing were contacting students and was unsure how many had replied.

b) Welfare & Community President

- PWC taken as read

c) Sports President

- PS taken as read

d) Education President

- PE taken as read



e) **Activities President**

- PA taken as read

8. **For Discussion & Decision**

a) **Update bike-shed facilities**

- PWC delivered an update on the situation around bike-shed facilities.
- PWC explained that they had spoken with the student concerned, and will collect signatures for improved facilities.
- President Team decided that the campaign should be returned to the Democracy and Campaigns Coordinator.

b) **Student Wins Form**

- PRES announced that they had submitted two people for Student Wins.
- PS expressed concerns about bringing Student Wins to the UEC and questioned whether it was the right place to approve the rewards for them.
- MSD clarified and said that the winners should be chosen once a month.
- PS asked how the winners would be chosen and how many would be picked.
- CEO asked who was eligible to be celebrated.
- MSD explained that it was students who had gone beyond.
- PRES suggested meeting outside of the UEC to discuss this further
- CEO suggested adding marketing to the meeting.
- PRES and MSD will have a meeting and feedback to group. **ACTION MSD and PRES**

c) **FSE Careers and Employability**

- PS expressed concerns about the lack of quotes for items such as hoodies and printing of posters.
- PE suggested that the Democracy and Campaigns Coordinator look at campaigns before sending them to UEC for approval.
- PRES expressed concerns about amount of items requested for the campaign.
- PRES suggested that this campaign should be sent back for clarification around prices and quantities of resources and that the campaign should be circulated via email before approval.
- MSD stated that it sounded more like a promotional event for careers and not a campaign. MSD stated that they would discuss this further with the Democracy and Campaigns Coordinator. **ACTION MSD**

d) **Visibility of reports online for scrutiny**

- PRES expressed concerns that minutes and reports on the HUU website were not updated regularly.
- PE communicated that the minutes and reports were difficult to find on the website.
- PRES said that they would meet with marketing to discuss the presentation of the minutes and reports on the website. **ACTION AC**
- PRES stated that they would like to highlight the reports once a month for people to read.



9. Any Other Business

- PRES updated team on job descriptions for part time student officers.
- PE expressed concerns about the layout of the job descriptions on the website.
- PRES asked if there were anything that if anything urgent needed to be changed in the job descriptions and standing orders, then this should be fed back.
- PRES asked if the President Team had received the trustee email about PWC's role title. President Team to agree to the changes so that the role title can be updated. **ACTION PRESIDENT TEAM**

10. Reserved Business

11. Three Big Things

- Governance Report
- Potential structural change to the Welfare Zone
- Improving visibility of reports on website

12. Next formal meeting

Tuesday 26th February 2019

UEC FORTNIGHTLY REPORT 12th FEB 2019

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| NAME: Osaro Otobo | |
| I'd like to thank | Everyone for being supportive and pulling together around this period. |
| Student president notable events/meetings | <p>Interviews for VNEDs/Trustees</p> <p>University Student Experience, Employability and Engagement Committee</p> <p>Governance Review meetings</p> <p>Governance Zone</p> <p>Election promotion filming – Life as a President</p> <p>UEC Away Day</p> <p>Your Ideas Scheme meeting about University Website</p> <p>Student Central Stakeholder Workshop</p> <p>Student-led campaign meetings</p> <p>RRT</p> <p>Student/Staff Partnership Steering Group</p> <p>Union Council Meeting</p> <p>Remuneration Committee</p> <p>Membership and Participation Committee</p> <p>Democratic Governance Working Group</p> |
| Update on my objectives | <p><u>Policy Objective - Governance review</u> I presented the review and proposed structure at Union Council. I've asked PTOs again to speak up now if they have any questions or issues or would like to contribute in anyway. I have a petition live to gather support directly from students for a referendum. I've completed a report on the student feedback I have gathered last trimester.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> I've had various meetings about campaigns with students and the student president team. At the moment a few things are on hold due to the sensitive time period.</p> <p>At the University Student Experience, Employability and Engagement Committee I presented the Student Written Submission. One of the things we talked about was water fountains and they confirmed that more will be installed. They also confirmed that there will be more lighting on salmon grove.</p> <p>I had a meeting with Jeannette and Anji, I told them about Huddersfield and the work they have done for BAME students. They were open to bringing the Huddersfield team up to Hull once the first BAME working group takes place.</p> <p>Had a meeting with Patrick John and he has said the university group set up to look at the race equality charter should be</p> |

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| | <p>happening soon – still waiting for a date.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u> As well as a personal objective this is also a team objective this trimester. During WelcomeFest Reunion did an Instagram live take over. And I'm actively trying to be more active on social media as well as be more visible around and outside campus. I've blocked out time to do president pop-ups this trimester.</p> <p>The student wins form was sent out to the Student President team on 24/01 so that we can pick volunteers to celebrate from trimester 1. Still awaiting submissions.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> Trustees have been emailed by marketing to help contribute to trustee election promotion. I'm arranging a meeting to catch up with student trustees.</p> |
| Things I'm proud of/ I need support with | I need support with the governance review – please share my petition, please let me know when your zone meetings and council meetings are. |

ENGAGEMENT BREAKDOWN

| Week ending | Total hours worked this week (max 40 hrs p/w) | Hrs spent engaging with members (i.e. time spent face to face with students) | Type of engagement (description) | Engagement hrs as % of total hrs worked |
|--------------------|--|---|--|--|
| 01/02 | 42 | 3 | PTO 1-2-1s Election chat Generally helping students Petition | 7 |
| 08/02 | 51 | 5.5 | Union Council Governance Zone Democratic Governance Working Group Petition PTO 1-2-1s Campaign planning Generally helping students Election chat | 11 |

UEC FORTNIGHTLY REPORT 12 FEB 2019

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| NAME: Andy Costigan | |
| I'd like to thank | Presidents, SMT, Nicky and Sue on reception as well as Jenny on the second floor for handing out the personal security alarms and assisting distressed students |
| Student president notable events/meetings | <p>Met with student about bike theft – created posters and launched petition with Nicole's help (30th Jan)</p> <p>VC meet to discuss mental health, campus safety, and cost of GB partnership. Union Council (4th Feb)</p> <p>Trans / Women's officer 1 to 1 including campaign plan for Trans rep to attend pride in Leeds (6th Feb)</p> <p>First Membership and participation committee / "Welfare & Community" title change meeting (7th Feb)</p> <p>Board proposal preparation with Jane / Meeting with concerned students about sexual assault on campus / Emergency Welfare Zone meeting to discuss zone restructure (8th Feb)</p> |
| Update on my objectives | <p><u>Mental health</u></p> <ul style="list-style-type: none"> • Second office for student bid meeting arranged • Second Mental health steering group arranged for late February • Some students have come forward after union council indicating their interest in participating in sub-committees • PRES asked on my behalf for terms of reference for the steering group • University have created new pages on their website for support – the full extent of changes is unknown. "Health and Wellbeing" has been changed to "Mental health and wellbeing" which is a positive change. <p><u>SHAG week</u></p> <ul style="list-style-type: none"> • Cancelled in the short term because the main aim was to get as many people as possible to be tested – which did not feel an achievable aim given the circumstances on campus and at odds with the tone of messaging from the main union social media page and the university page • MESMAC and CHHP were both very understanding of the circumstances and willing to come back at a later date • Current plan is to run in April with potentially greater collaboration/input from the SVOT assistants <p><u>Other projects</u></p> <ul style="list-style-type: none"> • Paper bags still undelivered. Working with Leanne to chase these up (thanks Leanne) • Security alarms have all been taken from receptions – in conversation with Kevin Pearson and student services/ResLife to purchase some more. Long term solution to stock them in Spar – mentioned to Andy King/Jonathon Hall who promised to check with their providers • The full email narrative between myself and Hull City Council regarding lighting has been sent to Jeannette Strachan, who is to be taking a stronger lead on the issue of lighting on campus • 3 Water fountains to be installed today (11th Feb) with a |

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| | further 4 shortly afterwards. Next phase is to replace existing water fountains with models that can accommodate water bottles. The final phase is to replace Bronté water coolers – but there are over 52 on campus and there has been resistance from staff to change. Additionally there are only 14 water fountains on campus currently; so no timescale has been afforded for these later phases. |
| Things I'm proud of/ I need support with | (P) Water fountains (S) Zone change proposal |

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|---------------------|--|---|---|--|
| 1 st Feb | 36 (4 hrs toil) | 3 | 1 to 1 student discussion regarding campaigns, welfare concern in sport team | 8% |
| 8 th Feb | 51 | 14.5 | Union council, 1 to 1 conversations, student trustee paper review, candidates briefing/conversation, LINKS committee area manager discussion, sexual assault discussion, zone meeting | 28% |

UEC FORTNIGHTLY REPORT 7 FEB 2019

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| NAME: Nicholas Wright | |
| I'd like to thank | Isobel Chi, Erin, Maisie, Meg and Sian |
| Student president notable events/meetings | AU Council Union Council Campaign meeting VC meeting UEC Away day |
| Update on my objectives | All objectives currently under review Objective: Mature Students Facebook Group - Representative Objective: Increasing awareness of sports fixtures/results/successes (Manifesto) – Activist Objective: 70th Anniversary of the Athletic Union - Activist Objective: Reducing AU Club Debt – Trustee Objective: Sports Week - Activist Objective: President's Handbook – Personal/Representative Objective: AU EXEC – Personal/Policy/Representative Objective: Crowdfunding – Activist/Representative/Trustee Objective: Paying for Sport at the University of Hull and HUU – Policy/Trustee This is the only objective actively being worked on and is consuming the majority of my time and effort. |
| Things I'm proud of/ I need support with | |

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|--------------------|--|---|---|--|
| 28/1-30/1 | 29.5 (3 days as 24 th – 27 th was on last report) | 6.5 | 28/1 WFR Fair 90 29/1 AU Exec - Hilton 60 30/1 BUCS 240 | 22 (28.9 of 22.5hrs, 27.1 of 24) |
| 31/1-6/2 | 45.25 | 11.33 | 31/1 | 25 (30.6 of 37 hrs, 28.3 of 40) |



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| | | | 1/2 Student Trustee catch up 60 | |
| | | | 4/2 Union Council 165 | |
| | | | MMA - committee 5 | |
| | | | 5/2 AU Council 80 | |
| | | | Campaign meeting 60 | |
| | | | 6/2 Student – campaign 10 | |
| | | | BUCS 300 | |

UEC FORTNIGHTLY REPORT 8th FEB 2019

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| NAME: Isobel Hall | |
| I'd like to thank | |
| Student president notable events/meetings | <p>Monday</p> <p>1:1 with Librarian</p> <p>Planning Advice Centre Stall</p> <p>Tuesday</p> <p>Catch up Jane/Osaro</p> <p>UEC</p> <p>Wednesday</p> <p>Filming Advice Centre Video</p> <p>Nursing Report</p> <p>FSSG</p> <p>Academic Rep Recruitment Planning</p> <p>Campaign Meeting</p> <p>Thursday</p> <p>Graduation</p> <p>Zone Planning</p> <p>Campaign</p> <p>Friday</p> <p>Careers</p> <p>Filming Video</p> <p>HYMS discussions</p> <p>Library Stall</p> <p>Monday</p> <p>RepFest19</p> <p>Faculty Rep Meeting</p> <p>Water Fountains Campaign</p> <p>Tuesday</p> <p>Reading Committee Papers</p> <p>Campaign Meeting</p> |



Academic Appeals discussion
Academic Rep Review planning

Wednesday

Library SMT
RCPC
Meeting with York Academic Officer and Student

Thursday

HYMS Joint Senate Committee

Friday

Report Writing
Video

Monday

Planning C&C
Foundation PTO
Pulse Meeting with Library

Tuesday

C&C
Timetabling Working Group
Nursing Report
Video for Reps

Wednesday

Meeting with PVC Education
Councillor of Scrutiny Meeting
Education Zone Meeting

Thursday

UEC Away Day

Friday

Nursing Report
Faculty Rep Interviews
Video

Monday

Printing Video
VC Meeting



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| | <p>Tuesday</p> <p>Meeting student issues</p> <p>RepFest Meeting</p> <p>Facebook posts</p> <p>Wednesday</p> <p>Library SMT</p> <p>UQSC</p> <p>RepFest Meeting</p> <p>Surveys Group Meeting</p> <p>Meeting Student</p> <p>Lawns Promotion for Reps</p> <p>Thursday</p> <p>Membership and Participation Committee</p> <p>Meeting Faculty Rep</p> <p>Friday</p> <p>Meeting Faculty Rep</p> <p>Meeting with AD</p> <p>Meeting Canvas</p> <p>Meeting to discuss ULATC Papers</p> |
| Update on my objectives | See Union Council Papers |
| Things I'm proud of/ I need support with | <p>Things I need support with:</p> <p>Getting money for the Education Zone</p> <p>Providing training for PTO's</p> <p>Writing Handbook for PTO's</p> <p>Providing training for Councillors of Scrutiny</p> <p>Recruiting Reps</p> |

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|--------------------|--|---|-------------------------------------|---|
| I can't remember ! | | | | |

UEC FORTNIGHTLY REPORT 12TH FEB 2019

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| NAME: Tom McNamara | |
| I'd like to thank | |
| Student president notable events/meetings | <ul style="list-style-type: none"> • JAM Radio Committee Meeting • Meeting with new HYMS Societies Rep • UEC Away Day • Meeting regarding External Speakers • RAG Catch Up • Society Mentor Catch Up • Societies Grant Panel • VC & President Team meeting • Union Council • Student Central Stakeholder Workshop • Activities Zone meeting • RAG Committee Meeting • Digital Strategy Workshop • Membership and Participation Committee |
| Update on my objectives | <ol style="list-style-type: none"> 1) Society Representation and Support <ul style="list-style-type: none"> - HYMS Societies Rep co-opted at Union Council. - Working with the SEC to do full review of Societies Council. - Planning UC motion for a further restructure of the SEC. 2) Room/ Facility Bookings <ul style="list-style-type: none"> - N/A 3) Commercial <ul style="list-style-type: none"> - Put out a google form to gain interest for societies Socialing in Sanctuary. - Postponed HUU Services: Student Advisory Panel 4) Finance <ul style="list-style-type: none"> - Held third Societies Grant Panel. - Beginning to highlight Society projects that could benefit from BOOST. 5) Student Media <ul style="list-style-type: none"> - Hullfire Committee have been appointed and are starting on putting together the first issue. - Consulting media committees on the design of the New Student Media website. - Looking at the future sustainability of Student Media and considering future strategies with the MSD. - Planning UC motion to update media committee roles and make all the Heads of Media, appointment rather than election. <p>Other Projects:</p> <ul style="list-style-type: none"> - Helping RAG plan for RAG week and work out a few communication issues. |
| Things I'm proud of/ I need support with | |



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|--------------------|--|---|---|--|
| 01/02/19 | 28.5 | 5 | <ul style="list-style-type: none">• Committee meetings• Catch Ups with PTO's• Office drop ins | 17.5% |
| 08/02/19 | 30 | 6 | <ul style="list-style-type: none">• Committee meetings• Catch Ups with PTO's• Office drop ins | 20% |