



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 13th November 2018 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), Laura Walker, Administration Co-Ordinator (AC).

1. **Apologies**
Non
2. **Minutes of previous meeting**
Taken as accurate.
3. **Matters arising**
 - PRES explained Trustee role specs.
 - PRES confirmed Nicole Steele is to create union council form. **ACTION: SVM**
 - MSD to look into a form for evaluating training and update. **ACTION: MSD**
 - PS explained the jobs to do list is work in progress. CEO confirmed Alex Tute had picked up some admin jobs and welcome desk have been helping.
 - CEO confirmed a meeting with Angie Gardener regarding updating the student charter.
 - MCM stated the Welcomefest have received helpful feedback and will be taking this to the next board meeting. Minutes available and ready to send out. **ACTION: MCM**
 - PRES confirmed engagement hours are mandatory. CEO suggested logging hours on SUMs.
 - CEO updated all regarding SUMs improvements.
 - President team confirmed they had all read the Governance Review.
 - PE clarified a meeting about faculties and standing orders has been actioned.
 - PS suggested an hour for University breakfast meeting which has now been actioned
 - MCM confirmed improvement to minutes on HUU website is underway.
4. **For Discussion & Decision**
 - a) **Health and Safety,**
 - CEO questioned PS regarding the rugby accident forms and roles of coaches and presidents; PS confirmed Vicky Dean is looking into this matter.
 - b) **Associate Memberships**
 - All Presidents agreed to approve Amy's membership form but the other memberships forms need to be re scanned or signed.



c) **Review of Team Objectives**

- Refer

d) **UEC Form**

- All presidents agreed to send thoughts regarding the form via email. AC to send a reminder. **ACTION: AC**

e) **Governance Review**

- PA expressed how the Governance Review is a team objective and all presidents should be involved be.
- PRES agreed and wants the presidents to work as a team and collaborate but this is an individual objective as well.
- PE suggested five themes to share on social media. President's confirmed they will look at availability for half an hour stints. **ACTION: All presidents and AC**
- PRES discussed half away days for part time officers to help develop the roles.
- PS suggested half-away days could be done in fresher's week.
- MSD expressed how timing is going to be an issue.
- PE voiced a need for training for away days.
- PRES asked for email suggestion from all presidents and will speak to SVM about half day away. **ACTION: PRES**
- PRES suggested engaging with MCM regarding flyers. **ACTION: PRES**

f) **HYMS**

- PE expressed concerns about the of lack engagement between HUU and HYMS and suggested working together to move forward.
- PWC confirmed the Welcome fest events co inside with the weeklong induction for first year HYMS students.
- MCM stated that HYMS often do things on their own and we need to find out what they do, to support and engage with them.
- MSD expressed how HUU has worked with societies and sport teams and how this would work with HYMS as well.
- PE asked regarding inviting them to union council.
- PRES suggested looking into the communications they use and feed into what they are doing to help engagement and communications.

g) **Scrutiny of Presidents by Presidents at UEC**

- Presidents agreed to move on.

h) **How HUU Staff Support Presidents**

- PRES asked PE to speak to CEO.

i) **HUU Marketing Comms**

- Feedback given from conversation.

j) **Part Time Officer Training/Funding**

- PE stated no feedback has been given to the part time officers and expressed how it is a shame nothing was given when officers were elected.

k) **Councillor of Scrutiny Training**

- PE confirmed training has not taken place yet.
- PRES confirmed SVM would be arranging this. Council scrutiny would like to meet each other members. **ACTION: SVM**

l) **Zone Meeting Guidelines/Updates to Standing Orders**

- PRES confirmed a meeting about standing orders next week.

- PE expressed concerns regarding what the zone meetings should involve and how the current guidelines are out of date.

m) HUU & UoH Relationship Agreement

- PRES stated that CEO has sent an up to date version of the agreement, which includes an extra column.
- MSD questioned whom the document is for.
- PS confirmed it is to check the presidents are doing what we should be doing and create a list of suggestive changes.

5. Chief Executive & SMT update

- CEO explained working on the Governance review and nothing new to report, as the objectives are the same as the last UEC.

6. Marketing Updates

- MCM analysed the new form for 'Celebrating you' and the sharing impact.
- MCM expressed a disappointment in the lack of feedback.
- PE explained course reps have written down what they are proud of and they do not believe what they are doing is worthy of a form.
- MCM confirmed feedback from real people doing real stuff, is what is needed.
- PE explained a nomination form has been set up.
- PRES confirmed nominations will be sorted out ASAP.
- PS expresses feedback regarding the language of the current form.
- MCM clarified the language on the form needs to be change to be more encouraging.

7 Weekly Reports & Accountability – circulated and taken as read (see attached)

a) President of Students' Union

- PRES thanked student staff for helping with survey responses.
- PRES expressed how attending The University values group was one of the most interesting events and explained how they have a vision that looks good.
- PRES announced working hard on Governance feedback for the student lead campaigns.
- PRES confirmed to be looking forward to meeting 121 with faculty rep from FACE.
- PRES analysed engagement hours and explained the small amount was due to being on holiday.
- PE questioned the objectives regarding the campaign.
- PRES clarified the objective is student lead and it is not a problem that both PRES and PWC have this as an objective.
- PE questioned how to communicate the president's achievements and objectives.
- PRES has spoken to MCM and would recommend sending out a round up and reports regarding what all presidents have done and achieved since Welcomefest, Suggested sending this out before Christmas, via a newsletter, social media or cards. **ACTION: All Presidents**

b) President of Welfare & Community

- PWC thanked ESC, AC, Joe Raw, Susan Sargeson, Nicola Robinson, Alex Uney and Jack Baldwin.
- PWC discussed money from alumni fund and confirmed £5000 will be given to the marketing campaign.
- PWC highlighted how there will be a working group for mental health.
- PWC engaged with students who are concerned about the environment.
- PWC analysed the feedback regarding the support tab and confirmed this did not go as well as expected but the search function will be fixed.

- PWC updated all regarding objectives and explained the welfare drafts are waiting approval.
- PWC discussed attended a meeting with part time officers.
- PWC announced securing a deal with TOTM Company for sanitary wear and making big savings due to buying in bulk.
- PWC explained the lighting on Salmon Grove is now delayed until December 2018.
- PS questioned the cost of TOTM products.
- PWC clarified the cost is coming from the student services budget and will benefit people that cannot afford hygiene packs.
- PS questioned low engagement hours.
- PWC confirmed welfare training took a lot of diary time.
- PE questioned a date for welfare training.
- PWC voiced this will be before the end of November.

c) President of Sports

- PS taken as read
- PRES questioned if the president handbook was complete.
- PS confirmed this is working progress and currently using the 2013-2014 version and updating.

d) President of Education

- PE explained time restraints was the reason for not submitting a UEC form and welcomed any questions.
- PWC expressed concern about mature student who resigned.
- PE clarified it was for a number of reason they wished to resign and looking into recruiting for a new member.
- PWC questioned why a fortnightly report was not written.
- PE confirmed the focus was gaining signature for the printer credit petition.
- PRES voiced how UEC should be priority.
- PS reviewed how PE is working hard but when the minutes are published people will not see the extent of the workload.
- PRES questioned which meeting have taken place.
- PE confirmed attending a meeting regarding proposal and taking it to ULT next week, Halloween themed chocolate and chat and course rep forums.

e) President of Activities

- PA clarified out of the last two weeks the first week was annual leave.
- PA attended RAG week events.
- PA confirmed SEC group is doing really well and proactive.
- PA stated Jam radio is doing really well.
- PA attended University complaints panel last week and 14th of November.
- PRES questioned if SEC is a shared objective.
- PA clarified not yet.
- MCM explained the Accreditation scheme for societies using a bronze, silver and gold system.
- PS questioned student engagement hours.
- PA explained Rag week was a big part of this.

8. Any Other Business

- Non

9. Team Updates/Three Big Things

- Non

10. Reserved Business

- Non



11. Next Formal Meeting
Tuesday 27th Nov 2018

Marketing has asked for the reports from presidents to be sent to huu marketing

UEC FORTNIGHTLY REPORT 09/11/2018

NAME: Osaro Otobo	
I'd like to thank	Student staff for their support with engaging with students for the governance review - a special mention to Rory.
Student president notable events/meetings	<p>Breakfast meeting with the university leadership team. We discussed a range of topics including the need for meaningful partnership working.</p> <p>University's vision, values and behaviours steering group – we discussed the anonymous feedback which had been collated from workshops and interviews.</p> <p>Senate – we discussed important academic matters including better support for students carrying out research.</p> <p>Student Central Steering group – discussed plans and what needs to be done moving forward.</p> <p>ITV interview on the budget plans released by the government.</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u> I added an extra date for more focus group sessions to get more feedback. I've directly invited sports and society presidents as well as other students to the focus group sessions to get more students involved.</p> <p>Student staff have been working hard to help get more feedback from students passing by.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> Student led campaigns - I've had the ideas for change drop-in session. I had some students talk to me about what they wanted to change and some were interested in starting campaigns.</p> <p>Race Equality Charter – I've held a Race Equality Charter launch to communicate to students the work that the university is committing to. It was well attended.</p> <p><u>Representative Objective - Improving HUU student comms</u> I've made an effort to be visible and hold meetings or drop-ins in places that are easily accessible already such as Scoop and the breakout area.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> I'm currently writing up a document about responsibilities for student presidents, student trustees and external trustees as the president of education suggested it would be useful at formal UEC.</p> <p><u>Student central redevelopment</u> I went the steering group meeting with the CEO to discuss moving forward on the project. We then had a separate meeting with the CFO to discuss. We will be bringing more information to our trustees.</p> <p><u>Faculty Objective</u> My meeting with the FACE faculty rep has been rescheduled. I have a meeting coming up with the interim dean of FACE.</p>
Things I'm proud of/	I need support with keeping the governance review on track i.e. engaging with all zones.

I need support with

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
02/11	30	4	Race Equality Charter launch Black History Month showcase Facebook engagement	13
09/11	24	3	Focus groups Facebook engagement	13

UEC FORTNIGHTLY REPORT 09/11 2018

NAME: Tom McNamara	
I'd like to thank	<ul style="list-style-type: none"> • Societies Executive Committee – For being really proactive in their roles. • Andy King – For providing RAG with new collection tins for the commercial outlets on the ground floor since the old ones were broken. • Angie Drinkall – For helping RAG with risk assessments and planning for RAG week.
Student president notable events/meetings	<ul style="list-style-type: none"> • Open Day – 3rd November • Chaired the First Societies Grant Panel of the year, reviewing 11 society applications. • University Complaints Panel. • RAG Week • SEC EGM for 2nd Society Mentor
Update on my objectives	<ul style="list-style-type: none"> • I was on annual leave for one of the two weeks, this report covers. • The SEC are now fully up and running with a committee of 8 members, becoming far more proactive. • SEC now have team objectives, which will allow for better transparency, which will help students, hold them to account. <p>Between RAG Week, University Complaints Panel and catching up work leftover from me being on leave I haven't made much progress on my objectives.</p>
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> • How well the SEC is running compared to what has been seen in previous years. • How more transparent the Societies Grant Process is now with the changes made this year. <p>➤ I need help with getting Student Media up and running fully. We have just had the resignation of the Editor of the Hullfire so any help I can get to recruit a new editor would be much appreciated as well as finding a new Station Manager for Torch TV.</p>

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
09/11/18	44	6		13.6