



UNION EXECUTIVE COMMITTEE MINUTES

Friday 14th December 2018 1pm

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: Liz Pearce, Membership Services Director (MSD), Rachel Kirby, Marketing and Communications Manager (MCM); Sophie Walker, Marketing Coordinator (MC); Laura Walker, Administration Coordinator (AC).

1. **Apologies**
Jane Stafford, Chief Executive (CEO)
2. **Minutes of previous meeting**
Taken as read.
3. **Matters arising**
4. **Chief Executive & SMT update**
 - MSD reviewed the digital audit.
 - MSD clarified SMT meeting will be taking place next week.
 - MSD confirmed risk assessment software.
 - MSD questioned if would a meeting would be helpful between all the presidents and MSD to arrange peoples diaries and supported. **ACTION: AC**
 - MSD confirmed January away day agenda.
5. **Marketing Updates**
 - MCM clarified the semester wins.
 - MCM suggested weekly marketing meeting with the presidents to help regarding big wins, current workload etc.
6. **Weekly Reports & Accountability – circulated and taken as read (see attached)**
 - a) **President of Students' Union**
 - PRES Taken as read.
 - PS questioned the attendance of the democracy workshop.
 - PRES confirmed 25 people attended and expressed how it was a success.
 - PS enquired regarding a 121 meeting with a sport team.
 - PRES clarified the meeting.
 - PS enquired regarding the HUB forum.
 - PRES confirmed the forum was not successful and intends to review to help make it a success going forward.

b) President of Welfare & Community

- PWC thanked all.
- PWC discussed Mental Health institute audit.
- PS confirmed BUC conference regarding mental health would be sent to PWC.
ACTION:PS
- PWC clarified funding for Mental Health.
- PRES questioned the lighting on Salmon Grove.
- PWC confirmed the council will respond ASAP regarding the lighting.
- PWC and PA confirmed PTO budgets will be circulated. **ACTION: PWC and PA**

c) President of Sports

- PS taken as read.
- PS thanked the AU Exec.
- PWC questioned the sport teams, which are in debt.
- PS reviewed all relevant sport team debts.
- PA questioned PS work priorities.
- PS confirmed priorities including planning restructure including mental health, qualified coaches for all sports and clarified what should be paid for including transport to and from games.

d) President of Education

- PE delivered a verbal update.
- PE summarised Course Rep Christmas with 30 people attending including several awards presented to course reps.
- PE clarified a faculty representative had resigned.
- PE announced the new printing credits would be in place for the New Year.
- PE confirmed writing up all reports in January, which have been collated throughout the past few weeks.
- PS questioned PGT group recruitment.
- PE clarified the role specification and confirmed promotion on social media has helped with 2 out of 4 already recruited.
- PS asked regarding plans to add to PE objectives.
- PE explained restructures for academic representation and will be including nursing as an objective for next trimester.
- PS asked if PE was proud of Course Rep Christmas.
- PE sated it was nice and felt very proud of the event.

e) President of Activities

- PA confirmed a HYMS site representative.
- PA reviewed restrictions with societies and is now looking into how to help them and offer training.
- PA clarified a meeting regarding room bookings.
- PA announced a motion had been passed for societies.
- PRES questioned engagement with students that are not on committees.
- PA confirmed engagement would improve next semester.
- PA announced a new editor for the paper has been appointed.
- PS questioned the commercial objective budget.
- PA summarised the budget.

7. For Discussion & Decision

a) Health and Safety

- PWC clarified hidden costs within health and safety.

b) January Away Day

- MSD confirmed the Away Day was discussed between all the presidents and SMT at the board meeting.



c) **Associate Membership**

- Approved

8. **Any Other Business**

- PWC questioned associate life memberships for Links as it's not a society or a sport. **ACTION: PWC**
- PS discussed sports membership restrictions, team sheets, debts and poor behaviour.
- PS clarified sport team restrictions, which should include cancellation of games and socials.

9. **Team Updates/Three Big Things**

1. **January away day**
2. **Congratulations for all presidents**
3. **Talking about representation for FACE**

10. **Reserved Business**

11. **Next Formal Meeting**
Tuesday 15th January 2018

UEC FORTNIGHTLY REPORT 14/12 2018

NAME: Osaro Otobo	
I'd like to thank	Nicole, Steph & Jack for their support with organising the democracy workshop
Student president notable events/meetings	Union council VC meeting regarding re-naming of lecture theatre Student Hubs Group Democracy workshop Governance Zone meeting
Update on my objectives	<p><u>Policy Objective - Governance review</u> I did a workshop on Democracy which was open to all students. Next steps: I will have a working group with interested students and the chairs of zones to look at how we can have a better structure.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> There is now a university group set up to look at the race equality charter to push this forward.</p> <p>Following on from the interactive feedback from students around HE issues I'd like to collate and present that publicly in a blog post.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u> I scheduled a range of 'president pop up' front facing activities to interact with students and give them information first hand. From the marketing comms strategy - at the beginning of the 2nd trimester we will have a more coordinated approach to how we celebrate stories and talk to students. This also will feed into the team objective for trimester 2.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> Had catch ups with the chair and student trustees. Contributed to Trustee handbook.</p>
Things I'm proud of/ I need support with	I need support with the governance review – sharing posts with zones and students in general.

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
07/12	45	6	1-2-1 sport meeting Xmas takeaway Democracy workshop Interactive feedback	13
14/12	45	3	Union council Hub Fourm	7

UEC FORTNIGHTLY REPORT 14/12/2018

NAME: Andy Costigan	
I'd like to thank	<p>Andy King, Osaro, Jane, Liz, Rachel, Isobel and Tom for their help and support at the Christmas party serving drinks behind the bar.</p> <p>Sam Nabb for her support with the environmental engagement meeting regarding water fountains.</p> <p>Vicky Dean for keeping my office plant alive when I forget to water it.</p> <p>Chloe Birr-Pixton for sending out emails out on my behalf to advertise Welfare training, Nick Wright for sharing the Welfare training to sports pages.</p>
Student president notable events/meetings	<p>Mental health conference with Anji Gardiner (5th Dec) – learning how 3 other universities wrote their mental health strategies.</p> <p>EDI meeting with Library (6th Dec) – to confirm the changes that have been made to the accessible toilets and that this will now be undertaken campus wide as an institutional audit.</p> <p>Met with Anji Gardiner + Janet Thacker (10th Dec) to discuss how £20,000 from the Philanthropic Disbursement Fund could be spent <u>specifically on hardship</u>. Suggestions were:</p> <ul style="list-style-type: none"> • Rolling annual payment for campus supply of sanitary products • 'Personal kits' for the advice centre/Central Hub/Emergency accommodation containing hygiene products/washing powder/razors etc. so that recipients of food vouchers don't have to choose between food and essentials. • A "Participation Grant" (modelled after University of Sheffield) to remove cost as a barrier to students being involved with a society/sports club. Funds would be awarded by a "panel" with reports and justification written similar to SEC Societies grant.
Update on my objectives	<p><u>Mental health</u></p> <ul style="list-style-type: none"> • Attended conference and saw how other universities created strategies • Institutional audit requires undertaking to find out the true scale of services, projects and initiatives within the university aimed towards improving mental health/wellbeing. Tools to do this provided by Universities UK and will be undertaken jointly by myself and Anji Gardiner. • Role of SEOs have changed and they will be moving into student central working outside of central hub to deal with any 'wellbeing' specific inquiries from students – hopefully this will alleviate the strain on health and wellbeing advisors and allow more students to 'drop in' on the day particularly to be seen for mental health issues as majority of people using the service are for 'wellbeing issues' (defined as housing/coursework issues).

	<ul style="list-style-type: none"> • ‘Wish list’ created of the changes that I will be working to have implemented into the overall strategy including: <ol style="list-style-type: none"> 1) Online registration (as seen in Sheffield with S.A.M.H.S) 2) Mandatory mental health awareness/first aid and suicide mitigation training for staff (presently the only mandatory training is health and safety and moving and handling). Suicide mitigation training happening on campus beginning of January – with trainers being trained to continue the delivery of material for the rest of the year. 3) Wider roll out of module embedded ‘resilience tools’ for students (as seen with Oxford) alongside additional peer sessions such as compassion focused therapy run by academics. <p><u>Increased use of services</u></p> <ul style="list-style-type: none"> • Need to sit down to refocus on this • University marketing have given vague/loose commitment to creating new signs to go up around campus • If this doesn’t happen I will start to purchase advertising space around campus myself • Identify top issues being dealt with by the advice centre <p><u>Other projects</u></p> <ul style="list-style-type: none"> • Sanitary products have the necessary funding • Follow up email sent to Hull City Council RE: Salmon Grove • Welfare training to have lesson plan written up alongside it so that it can be delivered easily by SVOT alongside Presidents/Treasurer training.
<p>Things I’m proud of/ I need support with</p>	<p>Securing the funding for campus wide sanitary products scheme (Proud) Staying focused on the smaller achievable wins in between my long term goals and recognising them (support)</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
7 th Dec	40	6	Welfare Training Welfare Zone Xmas Giveaways Student EDI meeting Environmental engagement	15%

UEC FORTNIGHTLY REPORT 11 DEC 2018

NAME: Nicholas Wright	
I'd like to thank	Tom and Isobel – all the standard reasons Kevin – all the standard reasons Vicky – all the standard reasons AU Exec – For all their hard work this semester and representing the AU so well at Union Council
Student president notable events/meetings	Zone Meeting AU Council Union Council
Update on my objectives	<p>Objective: Mature Students Facebook Group - Representative New MSO co-opted, will meet with them in the new year to discuss ways forward.</p> <p>Objective: Increasing awareness of sports fixtures/results/successes (Manifesto) – Activist Bought myself a new phone, now producing better quality media and having greater success with uploads whilst roaming. Have slipped off updating posters due to workload pressures Looking at getting graphics changed to 'AU' colours to make them more obvious to students.</p> <p>Objective: 70th Anniversary of the Athletic Union - Activist Looking in to what events we can run in Semester 2 No previous VP Sports' came to AU Ball, will look at feasibility of inviting them to Trophy Pres.</p> <p>Objective: Reducing AU Club Debt – Trustee Canoe club – Pool costs have dropped to zero as they will be using Kingston Canoe club sessions going forward. This secures their short term future and we can work with them to reduce the debt over time. I continue to explore avenues of additional funding and support, however most of these are unlikely to be in place before the end of the year. This also ties in to my objective on the cost of sport and sports funding, a more sustainable model should allow clubs to fundraise their way out of debt.</p> <p>Objective: Sports Week - Activist Still a lot of work needed on this, I'm sure I will find time before Christmas for this.</p> <p>Objective: President's Handbook – Personal/Representative Revising this objective, intention will now be to finish this before the end of the year so next year's Presidents can get it before the summer.</p> <p>Objective: AU EXEC – Personal/Policy/Representative AU Ball was a huge success, 230 attendees, £420 raised for Movember in the raffle. AU Exec did amazing work organising this, I am very proud of them and the number of people who commented to me on the night and after about how much they enjoyed it is a testament to how well they did.</p>

	<p>Will now focus on what they want to achieve in the rest of the year, how I can support them in that and offer them personal development opportunities.</p> <p>Objective: Crowdfunding – Activist/Representative/Trustee Waiting to see when this will be launched.</p> <p>Objective: Paying for Sport at the University of Hull and HUU – Policy/Trustee Surveys to go out this week, short workshop at AU Council and compiling of data before Christmas will hopefully allow me to look at a new structure in January.</p>
Things I'm proud of/ I need support with	AU Clubs for raising in excess of £4500 for Movember last month

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
29/11-5/12	58.5	9.5	29/11 DSS – Form 5 CLA – Form 5 Zone Meeting 90 30/11 Student – Democracy 5 Students – Barrister Society 10 BOA – Bus 60 3/12 Student – Personal 5 Student – General 30 RUL – Money 40 4/12 AU Council 70 5/12 BUCS 240	16.24 (25.7 of 37 hrs, 23.75 of 40)
6/12-10/12	46.5 (supported AU clubs Sat + Sun)	24.17	6/12 CAN – Club 20 Surveying 90	51.98 (39.4 of 22 hrs, 36.9 of 23.5 Thu/Fri/Mon)



			7/12 CoS – General 20	
			8/12 CHR/HOM/DAN – Supporting 210	
			9/12 AMF – Supporting 720	
			10/12 Surveying 270 Union Council 120	

UEC FORTNIGHTLY REPORT 11TH DECEMBER 2018

NAME: Tom McNamara	
I'd like to thank	Nick Wright & Isobel Hall – For providing feedback on my Union Council motions.
Student president notable events/meetings	<ul style="list-style-type: none"> • MedSoc Committee Meeting • Meeting with Timetabling about Society Room Bookings • Societies Grant Panel • Hull City Council – Scrutiny Task & Finish Panel into the Vibrancy of the City Centre Early Evening Economy • Meeting with JAM Radio • RAG Committee Meeting • Disciplinary Hearings • Societies Executive Committee (SEC) Meeting • Activities Zone Meeting • Activities Zone Union Council Pre-meet • Union Council • HUSSO Catch Up • Society Mentor Catch Up • Trustee Board • Hullfire EGM: Election of a New Editor
Update on my objectives	<p>1) Society Representation and Support</p> <ul style="list-style-type: none"> - Passed motion to add a HYMS Society Rep to the Activities Zone committee. - Society Presidents' Handbook almost completed, to be released this week. <p>2) Room/ Facility Bookings</p> <ul style="list-style-type: none"> - Societies have sent in room requests to reception for Trimester 2. - Had a meeting with Ian Aylett from Timetabling on Dec 3rd to sort out recurring society room bookings for Trimester 2 - Another request has been sent out to Presidents urging them to get bookings in to me before having another meeting with Ian next week. <p>3) Commercial</p> <ul style="list-style-type: none"> - Proposed a potential sponsorship package to the Andy King for Societies to social in Sanctuary. This would help increase attendance and business on quiet nights of the week. Further discussion required. <p>4) Finance</p> <ul style="list-style-type: none"> - I have reviewed Byelaws surrounding the Financial Procedures governing Societies. - This is largely focused around the Societies Grant, bringing up to date with current procedure and also reducing the number of society members required to access the grant from 30 to 10 with appropriate measures being put in place in order to ensure value for money. - Motion passed at Union Council on 10th December 2018.
Things I'm proud of/ 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
07/12/18	38.5	7	-	18.2%
11/12/18	17	5	-	29.4%