



# UNION EXECUTIVE COMMITTEE MINUTES

TUESDAY 21<sup>ST</sup> MAY 2019 2PM

Present: Osaro Ootobo, President of The Students' Union (PRES); Andrew Costigan, President of Inclusivity & Diversity (PID), Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Rachel Kirby, Marketing and Communications Manager (MCM), Leanne Spencer, Administration Co-ordinator – Minutes (AC)

## 1. Apologies

## 2. Minutes of previous meeting

- Take as read

## 3. Matters arising

- PRES asked MCM when would be a good time to release President Wins; MCM said that before handover would be ideal. PRES asked if it should be a week before residential; MCM agreed. PE asked if their top three things would work; MCM said that we could have one and then link to a blog post. PRES suggested end of the month as the deadline for getting the information to MCM; MCM agreed and asked for bullet points from the team. **ACTION PRESIDENT TEAM**
- PE asked if the President Team could meet up before the Fair Trade meeting in June and asked where the Fair Trade Policy was; PRES replied that it was on website and asked for the President Team to send their comments by next week **ACTION PRESIDENT TEAM**
- PE gave an update on what the University is doing for exam stress. CEO communicated that Kexgill had animals on Salmon Grove for exam stress and said that we should find out more about this event. **ACTION CEO**

## 4. Marketing Updates

- MCM said that a lot of their work has been around the Digital Strategy and that there are a number of action groups to help take this forward.
- MCM said that they are chairing the SUMS action group and highlighted the problems students had when buying things on SUMS.
- PA asked who was sat on the action groups; MCM explained that there will be a member of the President Team on them going forward.
- PID asked if there were two Welcome Fest groups; MCM replied that these had been combined into one Welcome Fest Group.
- MCM announced that one of the themes of the Digital strategy was a Digital Welcome for students as part of Welcome Fest
- MCM gave an update on Welcome Fest and explained that the Welcome Steering Group now has representation from the Faculties. MCM expressed that this is going well, but nothing has been confirmed yet. MCM said that they will give an update when they have more information.

## 5. Team Objectives

- PRES said that one of the Team Objectives was around improving minutes and explained that there is a meeting about this coming up.
- MCM asked if the President Team could include the Pulse results and the gaps by Faculty when they give their updates to Marketing.



## 6. Weekly Reports & Accountability

### a) President of the Students' Union

- Take as read
- PID asked what the timescales were for the accountability panel and who would take responsibility; PRES responded that they would talk to the Campaigns & Democracy Co-ordinator and the Student Voice Manager regarding this and that it would not be appropriate to have timescales in place at this stage.
- PE asked what PRES wanted the President Team to do for the Trustee Pre-meet tomorrow; PRES answered that this meeting was to talk about mentor pairings for the Board. PRES explained that they wanted to introduce the President-Elects and the Student Trustees to each other and tell them who their mentor would be before the Board. PE asked if there were anything PRES wanted the President Team to do or bring to the meeting; PRES answered that they could bring any questions they had about the papers, but stressed that the main part of the meeting would be the mentor pairings. PA asked if we had identified the different skill sets for mentors and mentees; PRES replied that this would be discussed at the meeting.
- CEO communicated that all trustees should attend Trustee Training as it was good to meet and engage with each other before the Board meeting. CEO said that the earlier we could set up the pairings, the better.

### b) Inclusivity & Diversity President

- Take as read
- PRES asked for an update on the Good Campus meeting; PID replied that there was not much to update on as everything was being dealt with.
- PID announced that the Good Campus meeting discussed plans to have a park nearby.
- PRES asked what was being done about the mental health sub groups as they either do not happen or do not have students attend them; PID replied that the sub groups are going ahead and suggested bringing this problem to the main mental health group next week.

### c) Sports President

- Take as read

### d) Education President

- Take as read
- PRES asked how the Faculty Rep interviews went; PE gave an update on the appointments and said that they were going back out to fill the positions which were not filled
- PRES asked what the content of the nursing letter was; PE answered that they had been working with CEO about the content.

### e) Activities President

- PA announced that they had recruited some positions for SEC next year and will be doing a half away day on Friday for them
- PA said that there is a new station master for JAM radio
- PA gave an update on holding student performances and productions at the University next year and said that they will be going to the Culture Society meeting from now on
- PA gave update on the Societies Grant and the options around Boost; PID asked if PA had any ideas about what the new system would look like for the Societies Grant; PA said that he had discussed this with the Finance and Resource Manager.



## 7. For Discussion & Decision

### a) M.1819-35 Motion to standardise President Report

- Take as noted.
- PRES communicated that CEO was working on a yearly plan for committees and meetings and how reports feed into them. CEO stated that they are planning the timings of meetings for next year, CEO gave some background of how the meetings and reports would flow into each other
- PS asked how the Zone meetings would fit in around the meeting and committee schedule. A discussion was had about Zone meetings and where the Zone meetings would sit.
- PE and PRES stated that their Zones deliver verbal reports at their meetings; PS said that Sport Zone submit written reports; CEO asked if the format of reports was in the Standing Orders for each Zone; PS clarified
- PS stated that Sport Zone Standing Order does not have an agenda template for the Zone meeting; CEO asked who was responsible for updating the Zone Standing Orders and said that it would be useful to make it clearer
- PE asked if there should be an action for each President to update their Zone Standing Orders and bring them to the next UEC; CEO expressed that it would be useful to have the timings for the meetings so that the President Report is not out of date by the time it goes to the Zone meetings
- PE said that now is a good opportunity to check that the agenda templates in the Zone Standing Orders are up to date for the next President Team
- **ACTION PRESIDENT TEAM to bring recommended updates by next UEC**
- PRES suggested having a team meeting to discuss the report template **ACTION PRESIDENT TEAM and CEO**

### b) Student Wins


- PRES explained that they had had a meeting with MCM about student wins and it was decided that they were not to be brought to UEC
- CEO expressed that established staff did not know about student wins
- MCM asked where student wins come from; all explained that they come through the website; MCM asked that they be sent to marketing so that they can go on social media. **ACTION AC**

### c) Campus Safety Cards Campaign

- PE gave some background on the campaign and said that they would like to have them ready for Welcome Fest **ACTION PE and MCM to work together and take to the Welcome Fest action group**
- MCM suggested having plastic cards instead of business cards as students would keep them
- CEO asked if the University were interested in this; PE replied that they will find out;
- PID suggested putting the taxi scheme on them; discussion was had about the taxi scheme and it was decided that CEO and PRES would discuss it with Anji Gardener **ACTION CEO and PRES**

### d) Disposal of USB Sticks

- CEO explained that this was to discuss how to get the message about the lost USB sticks University policy to students. CEO asked for feedback from the President Team; All said that they feel that the



University should contact students and that they are not comfortable with the University throwing away similar looking USBs. It was decided that AC would email the President Team's concerns to the University and that PE would raise the matter with the University Librarian **ACTION AC and PE**

e) SO 8005 refresh

- PRES asked for comments from the President Team on SO 8005 to be brought to the next UEC **ACTION PRESIDENT TEAM**
- PRES asked for comments on how to improve minutes for Zone meetings and how to improve UEC reporting and accountability are to be sent to PRES in an email **ACTION PRESIDENT TEAM**
- PRES asked for a meeting for early next week so that they can have something for next UEC **ACTION AC**

f) How to improve minutes for Zone meetings

g) How to improve UEC: reporting and accountability

8. Any Other Business

- PE said that they PRES had received an email regarding the Olympic Ball in November. PE explained that the University would like some ideas for it; MCM asked if the University had a deadline; PE replied that they did not; PRES suggested getting ideas to the University in two weeks time as there is a Team GB Steering Group soon **ACTION PE to forward email and all to send ideas to PRES**
- PE said that they and PA were discussing partnerships regarding events and expressed that it would be good for PA to do some research on what other Universities do
- PRES communicated that an event committee would be a good idea and that it would be a good idea to get the feedback from students now on an End of Year event; PE expressed concerns that students are feeling frustrated at the moment due to the End and so would not want to give feedback; PRES explained that it could go in the Student Newsletter and not put it on social media; MCM explained that the questions would need to be carefully worded; MCM suggested putting the questions about the End into the Third Year Experience next week
- PE expressed that they would like to review what happened with the End event and would like to see an action plan which would prevent the End situation from happening again as it has been damaging to HUU reputation; MCM said that it would be good to have some clarity on where marketing is on such events in the future. **ACTION PA to email Andy and Fran to see what conversations have been had about the End**
- PS asked for more clarity on the Team GB Ball and whether students would have to pay for accommodation and travel; PRES explained that the University were thinking of giving away some tickets as prizes; PE suggested finding out more information from the University **ACTION PRES**

9. Reserved Business

10. Three Big Things

- Campus Safety Cards coming to welcome fest
- Questions on the End and the lessons learned
- Student wins passed on to marketing from now on

11. Next meeting

Tuesday 4<sup>th</sup> June 2019

## UEC FORTNIGHTLY REPORT 04/05/19

<b>NAME: Osaro Otobo</b>	
<b>I'd like to thank</b>	Chloe Birr-Pixton for pulling together HUU awards night.
<b>Student president notable events/meetings</b>	<p>Breakfast meeting with University Leadership Team</p> <p>KEF Steering Group Meeting</p> <p>Extraordinary SEE Forum</p> <p>Health &amp; Safety in Sport Task and Finish Group</p> <p>Student Central Steering Group Meeting</p> <p>Last Union Council of the Year</p> <p>Dedicating a lecture theatre to a Trans role model meeting</p> <p>CCTV and bike facilities meeting</p> <p>Membership and Participation Committee</p> <p>HUU Awards</p>
<b>Update on my objectives</b>	<p><u>Policy Objective - Governance review</u>  Motions to reform governance &amp; accountability passed at Union Council, led by PTO Danny Ingram. There will now be an accountability panel, a standardised report for student presidents and PTOs will have to give monthly reports. This all is a result of the governance review I started at the beginning of the year.</p> <p>Still trying to write a report on the whole journey of the governance review.</p> <p>I would like to introduce a more formal way of collecting feedback from PTOs about their time as one in order to help shape things for the future PTOs of the organisation as well as Union Council next year. I've now had a meeting with Nicole to discuss this.</p> <p>I would also like to meet with incoming PTOs to understand their expectations and to give them some useful information before the summer to better understand them and support them.</p> <p><u>Activist Objective - student-led campaigns and national &amp; local HE issues</u>  The University started a project/campaign to increase visibility of liberation groups on campus in October. The University are now looking at having a lecture theatre after a key Trans person (related to Hull ideally). I've had meetings with the Trans rep, Trans rep-elect, Patrick John (University EDI) and President of I&amp;D to discuss. The University have suggested a name for the list and we can add another one or two names – it will be a very short list. The Trans rep discussed this at their support group meeting to gather feedback. Next step is to get wider feedback by creating a post online.</p> <p>A survey on the Race Equality Charter went out to staff and we helped by getting the message out. The University EDI team have now decided to postpone the launch of the REC student survey until the next academic year. They were prevented from launching earlier by the NSS and they think launching at this very late date will not be as useful. On a very small scale, they have however</p>



	<p>started to collect the experiences of BAME students would like us to help out with that.</p> <p>Meaningful partnership between staff and students at this University isn't widespread across the institution. This is a problem in Universities across the world. I've been working on changing that at Hull by working on a Student Staff Partnership Scheme. We have looked at best practise nationally and internationally. We are currently in the pilot phase; projects have been picked. A presentation on the scheme was brought to USEEEEC.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u></p> <p>With changes to FTO and PTO reporting I've looked into the best way of presenting reports online to students. I've arranged a meeting with Sophie to discuss the layout of the website. There is now a meeting in place for the student president team to discuss minutes; how we do them and present them.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u></p> <p>I fed into the student trustee induction. Earlier in the year I contributed to writing the trustee handbook and have a piece in there about mentoring. Recently, I've edited the trustee code of conduct. The next step for me is to pair up trustees together prior to the next Board meeting.</p> <p>I've read Salford SU's "Inclusive Recruitment Guide" which demonstrates their full commitment to removing barriers in their recruitment. I will be bringing this to our Board with the hope of improving the diversity in our recruitment for staff, PTOs and student trustees.</p> <p>I would like to introduce a formal way of collecting feedback from student trustees about their time as one in order to help shape things for the future student trustees of the organisation. I will arrange a meeting with the Chair to discuss.</p>
<b>Things I'm proud of/ I need support with</b>	I need help with making sure I have enough time set aside to write up my report and any of pieces of admin.

### 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
26/04	34	3	PTO 1-2-1s FTO elect 1-2-1	9
03/05	48	4	Union Council PTO 1-2-1	8

## UEC FORTNIGHTLY REPORT 21/5/2019

<b>NAME: Andy Costigan</b>	
<b>I'd like to thank</b>	Nicole Steele Steph Halsey/ Isobel Hall Chloe Birr-Pixton Leanne Spencer
<b>Student president notable events/meetings</b>	Breakfast (ULT), Retention Steering Group, Exam Stress Meeting (24 <sup>th</sup> April) Union Council Pre-Meet (25 <sup>th</sup> April) Sports/Societies Election Fund Distribution Panel (26 <sup>th</sup> April) Union Council (29 <sup>th</sup> April) Student Trustee Paper Read (30 <sup>th</sup> April) Officer Career Management Course (1 <sup>st</sup> May) CCTV/Bike Facilities meeting, Membership and Participation Committee, HUU Awards (2 <sup>nd</sup> May) Student complaints panel (7 <sup>th</sup> May) VC meeting, University Council Dinner (8 <sup>th</sup> May) University Council Away Day (9 <sup>th</sup> May) Training and Support Mental health subgroup (13 <sup>th</sup> May) Hardship packs meeting (15 <sup>th</sup> May) Good Campus and Community Relations Meeting Group (16 <sup>th</sup> May)
<b>Update on my objectives</b>	<p><u>Mental health</u></p> <ul style="list-style-type: none"> <li>- Sub – Groups not all meeting equally. Discrepancies in when groups are meeting or if they are inviting students at all.</li> <li>- Training/ Staff wellbeing and Curriculum have met for the first time – planning a second meeting. No word on Governance or Suicide mitigation. OfS Bid group has been collapsed awaiting outcome, but the draft wellbeing strategy makes reference to service monitoring as a priority which may materialise as another sub-group.</li> </ul> <p><u>Exam Stress</u></p> <ul style="list-style-type: none"> <li>- Time booked to run the tea and toast stalls</li> <li>- Need to organise food with the Spar shop</li> </ul> <p><u>Hardship Proposals</u></p> <ul style="list-style-type: none"> <li>- Need to purchase more sanitary packs prior to leaving the role.</li> <li>- Meeting to agree distribution between organisations.</li> <li>- Complete inventory of stock required before it's able to make available for advice centre/ finance team / ResLife as well as a booking form.</li> </ul> <p><u>Equality and Diversity Policy</u></p> <ul style="list-style-type: none"> <li>- In the process of drafting an updated version for the organisation to adopt/ board of trustees to approve.</li> <li>- Sticking point is the complaints procedure which is a separate piece of work that also needs amending.</li> </ul> <p><u>Complaints procedure</u></p> <ul style="list-style-type: none"> <li>- Process needs clarification in terms of resolving conflicting timescales.</li> <li>- Depersonalised email has been agreed, working with marketing to enact a form on the website but mindful of how busy things are about to become for them.</li> </ul>

**Things I'm proud of/  
I need support with**

If any more student complaint panels come up, please can someone else take one I've had 6 now

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26 <sup>th</sup> April  (Bank Holiday Monday/ Easter Holidays)	33 (+1 TOIL)	2	1 to 1s	6%
3 <sup>rd</sup> May	35.5 (+3.5 TOIL/ -8 Career Course Management)	9.5	Union Council, Student Trustee Paper Read, HUU Awards	26.7%
10 <sup>th</sup> May (Bank Holiday Monday)	34.5 (+3 TOIL)	4	Tea and Toast	11.6%
17 <sup>th</sup> May	23 (Sickness, Annual leave)	4	Tea and Toast	17.4%



## UEC FORTNIGHTLY REPORT 17/5/19

<b>NAME: Nicholas Wright</b>	
<b>I'd like to thank</b>	
<b>Student president notable events/meetings</b>	FHRC – 9/5/19 BUCS Regional Meeting – 10/5/19
<b>Update on my objectives</b>	Working on a long term solution to AU Club debt
<b>Things I'm proud of/ I need support with</b>	

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8/5/19	8	0		0%
15/5/19	27.5	0		0%

## UEC FORTNIGHTLY REPORT \*\*May 14th\*\* 2019

<b>NAME: Isobel Hall</b>	
<b>I'd like to thank</b>	<p>The Education Zone for all their hard work and commitment this year</p> <p>Benedict and Nicole for transforming academic representation!</p> <p>Marketing for help with campaigns and videos. Alex for helping me get email and report out to student nurses.</p> <p>Steph/Andy for work on Exam Stress Campaign</p>
<b>Student president notable events/meetings</b>	<p>Education Zone Meeting</p> <p>Faculty Rep Meeting</p> <p>Scrutiny Officer Meeting</p> <p>Exam Stress Campaign Meetings</p> <p>Education Coordinator Meeting</p> <p>University Leadership Team Breakfast Meeting</p> <p>Filming Video with Michelle</p> <p>Regulations, Codes, Practices Committee</p> <p>Union Council</p> <p>Union Staff Briefing</p> <p>Chocolate and Chat</p> <p>Course Rep Forum Online</p> <p>Course Rep Forum</p> <p>Library SMT</p> <p>Trustee Training</p> <p>Extraordinary Senate</p> <p>Membership and Participation Committee</p> <p>Tea and Toast</p> <p>1:1 with Librarian</p> <p>Faculty Rep Shortlisting</p> <p>QAA Conference</p> <p>Student Complaints Panel</p> <p>Team GB Student Engagement Meeting</p> <p>University Learning and Teaching Committee</p> <p>1:1 with PVC Education</p> <p>HUU and UoH Relationship Plan Meeting</p> <p>Faculty Rep Interviews</p> <p>Transforming Academic Representation Meeting</p> <p>Library SMT</p> <p>Meeting with FHS Dean</p> <p>UoH and HUU Relationship Agreement Meeting</p> <p>Student Experience Working Group FHS</p> <p>Code of Practice Meeting</p> <p>UEC Improvements Meeting</p>
<b>Update on my objectives</b>	<p><b>Transforming Academic Representation</b></p> <p>Proposed changes passed at Education Zone and Course Rep Forum.</p> <p>Standing Orders passed at Union Council</p> <p>Code of Practice passed at USEEEC</p> <p>Changes noted at Membership and Participation Committee</p> <p>Recruiting for Faculty Reps and Deputy Faculty Reps for 19/20 –</p>

now interviewing candidates

Recruiting for Course Reps for 19/20

Presenting at Transforming Academic Representation at Board

Planning Open Meeting for staff to understand changes to academic representation.

Meeting planned with Doctoral College and ADSE's to discuss how to implement PG representation

Reviewing all the role descriptions for the Education Zone

### Hidden Course Costs

Gathered feedback from Nursing Students specifically around funding issues ready to write letter to MP.

Meeting with FHS Dean to get views on funding.

### Postgraduate Space

Report sent to PVC Education to lobby for increased space for PG students.

### Exam Stress Campaign

Andy and I are working together with our Campaigns and Democracy Coordinator to put on an Exam Stress Campaign.

- FREE Tea and Toast every morning!
- Advice Centre Stall in the Library and HUU
- Haven turned into quiet working environment for exam period



Things I'm proud of/  
I need support with

**Transforming Academic Representation** – passing proposals through Course Rep Forum, Education Zone, Union Council and USEEEEC.

It was the last Chocolate and Chat of the year!



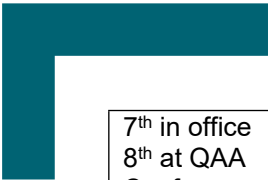
Library Video

I filmed responses to issues raised by Course Reps at the February Course Rep Forum – this was posted on Social Media:



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15 <sup>th</sup> – 16 <sup>th</sup> April	15 hours (Annual Leave Weds/Thurs/Bank Holiday)	3 hours	Zone Meeting Meeting with Faculty Rep Meeting with Scrutiny Officers	20%
22 <sup>nd</sup> April	30 hours (Monday Bank Holiday)	2 hours	Social Media gathering feedback	6.6%
29 <sup>th</sup> April – 2 <sup>nd</sup> May (Holiday 3 <sup>rd</sup> May)	30 hours	10 hours	Course Rep Promotion Stall/Union Council/Chocolate and Chat/Course Rep Forums/Meeting with Student  Tea and Toast/Social Media	33. %
6 <sup>th</sup> May = Bank Holiday	29 hours	2.5 hours		8.62 %



7 <sup>th</sup> in office 8 <sup>th</sup> at QAA Conference 9 <sup>th</sup> Toil 10 <sup>th</sup> May – in office				
13 <sup>th</sup> – 16 <sup>th</sup> May	30 hours	10 hour	Tea and Toast/Interviews/Social Media	33%

## UEC FORTNIGHTLY REPORT 21<sup>TH</sup> May 2019

<b>NAME: Tom McNamara</b>	
<b>I'd like to thank</b>	<p><b>Vicky Dean &amp; Rob Ackers – Helping to deal with Society issues and taking part in SEC Interviews.</b></p> <p><b>Kevin Pearson – Advising on the budgets for the Activities Zone and future funding for societies.</b></p>
<b>Student president notable events/meetings</b>	<ul style="list-style-type: none"> <li>• Finance and HR Committee</li> <li>• HUU Services Ltd. Board Meeting</li> <li>• SEC Committee Meeting</li> <li>• Catch up with new RAG Acting Chair</li> <li>• Meeting with student about setting up the EAT Society</li> <li>• LINKS Catch Up</li> <li>• SEC Interviews (x6)</li> <li>• Final Societies Grant Panel of the Year</li> <li>• Meeting with Head of Culture Campus, re: Student Events on Campus</li> <li>• Meeting with Student Recruitment, re: Open Days</li> </ul>
<b>Update on my objectives</b>	<p><u>Volunteer Recruitment</u></p> <ol style="list-style-type: none"> <li>Interviewed and appointed the new Societies Executive Committee for 2019/20 with a lot of really strong candidates from a wide range of societies. Planning a SEC half-away day; overhauling the training previously provided to them and to help them plan for the year ahead.</li> <li>Station Manager for JAM Radio appointed and applications being reopened for the heads of The Hullfire and Torch TV.</li> </ol> <p><u>Building Relationships with the University</u></p> <ol style="list-style-type: none"> <li>Culture Campus - Met with the Head of Culture Campus, to improve and develop a collaborative approach to student events on campus, in terms of both funding and publicity.</li> <li>Student Recruitment – They are interested in getting more Clubs involved in open days due to the Team GB partnership. Previously they have funded 10 groups at £100 each to attend per open day. I'm negotiating to hopefully get this increased so that we can get more sports clubs there without sacrificing our societies who have been received really well so far.</li> <li>Room Bookings – This is a project I'm looking at over summer in terms of how this ties into our relationship agreement and essentially what our "rights" are in terms of use, i.e. when can the University override our bookings.</li> </ol> <p><u>Society Finances</u></p> <ol style="list-style-type: none"> <li>Last week we had the last Societies' Grant Panel of the year. Following every meeting, I've written a report on the funding allocations made. Using this and student feedback, I'm writing up a report for Kevin to consider. This will include: <ul style="list-style-type: none"> <li>• The sustainability of the Societies' Grant and whether the current contribution system is fair and equitable.</li> <li>• How societies have used it and what their biggest costs are.</li> <li>• Whether these can be subsidised by other ventures such as discounted venue hire through culture campus or use of BOOST for more generally funding needs.</li> </ul> </li> </ol> <p>Following discussion with Kevin and the Student Opportunities Team, I would look to make a proposal for the</p>

	July FHRC regarding what to do next with the Societies Grant, in order to best support Societies.
<b>Things I'm proud of/ I need support with</b>	<p>Proud</p> <ul style="list-style-type: none"> <li>- Had a good intake during SEC recruitment. Only two positions left unfilled: Secretary (which responsibilities can be managed amongst the committee for the time being) and Publicity Officer.</li> </ul> <p>Need support with</p> <ul style="list-style-type: none"> <li>- Mapping out my plans for next year onto the new project plan format.</li> </ul>

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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
13/05/19	37.5	7	<ul style="list-style-type: none"> <li>• SEC Interviews</li> <li>• Catch Up meetings.</li> <li>• Society Grant Panel</li> </ul>	18.7%
06/05/19	30	2	<ul style="list-style-type: none"> <li>• SEC Meeting</li> <li>• RAG Catch Up</li> </ul>	6.6%