



UNION EXECUTIVE COMMITTEE MINUTES

TUESDAY 26TH MAY 2020, 2.30PM
VIA SKYPE.

Present: Abigail Morris (President of Inclusivity & Diversity - Chair PID); Erin Pettit (President of Sports, PS); Orduen Nguper Simeon (President of Education, PE)

Attending: Jane Stafford (Chief Executive, CEO); Gina Rayment (Advice Centre Manager, ACM), Nicole Steele (Student Voice Manager, SVM), Alexandra Tute (Student Opportunities Manager, SOM), James Schadla-Hall (Executive Support Co-Ordinator, ESC - Minutes)

Apologies: None

Items for Update

1. Minutes of previous meeting Chair

Approved

2. Actions Agreed at Previous Meetings Chair

The list of actions was NOTED and the status of outstanding actions was updated.

Developing a Democratic Organisation

3. President Survey Chair

PID provided a verbal report that the survey is still open, with 52 responses being received so far. Responses are still being actively sought, with a competition put in place to encourage responses.

4. Union Motions (Standing Item) – Report Chair

The meeting NOTED the Report and asked for it to continue to be updated, and brought back to a future meeting.

ACTION – President team to complete and bring back to next UEC.


5. Code of Conduct - Tabled CEO

CEO reported that the President Team have had the opportunity to look at the Code of Conduct report and been asked to provide comments by the end of May. The report is intended to go to the Trustees Board. The report will be submitted to the next UEC for approval, with the Code of Conduct itself in place for the new academic year.

Improve participation in all activities available in the Union

At this point of the Meeting PS was force to leave due to internet connection issues.

6. Health & Safety in Sport Report 2019-20 SOM



SOM presented this report, intended to provide an appraisal of HUU's health and safety provisions for sports clubs

ACTION – SOM to approach BUCS and Active Humber for support on risk assessments.

Sam Salvidge, Facilities Manager, should be involved in risk assessment meetings and has offered to go on visits with Vicky Dean, Sports Co-Ordinator.

In response to a query SOM confirmed that that any teacher, student or coach providing training will be listed.

The inventory is now kept up to date and SOM will be picking up the gun storage license handover.

ACTION – SOM to check spreadsheet to make sure is it functioning properly. SOM suggested that each year will be recorded as a separate document.

SOM reported that, in regards to First Aid Training issue the question of whether 'budget dependant' means HUU or each club individually is being looked at.

ACTION - SOM to look at training requirements that need to be met, and look at awareness of training – including wellbeing advocates.

PID asked if LINKS could be used for training – SOM will investigate.

SVM suggested that Restart a Heart Training could be worth looking at – SVM will pass to details to SOM – ACTION.

ACM mentioned using relevant NVQ training - will obtain details and pass them to SOM – ACTION.

The meeting thanked SOM for her work and offered congratulations on the report.

7. Sports Report - BUCS and Finances 2019-20 SOM

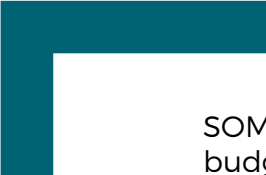
SOM presented this report to the meeting.

Members were asked to NOTE the rise in BUCs point ranking.

There are currently four teams in debt, although some of this may be attributable to a delay in processing invoices. The Teams involved have been contacted Vicky Dean, Sports Co-Ordinator and PS have been in touch with them about fundraising and paying the amounts owed back in order that the clubs do not start next year in debt.

SOM thanked PS and Vicky Dean for their work on this.

CEO reported to the meeting that PS has spoken to her about the debt issues and FHRD is currently looking at improvements.



SOM reported that the Budget excel sheet is being worked on. The writing of a budget for a club is currently advisory.

PE asked if it would be possible to look at mandatory budget training for a club if it had budget problems the previous year.

ACTION – SOM to discuss options around this with PS, Vicky Dean, Sports Co-Ordinator, and Bethany Ramsden, Student Opportunities Co-Ordinator,

CEO suggested that any actions along these lines should be made part of the normal requirements for running a Club or association. PID agreed.

SOM stated that there was a budgeting guide and this could be added into the club packs as part of the regular documents. CEO pointed out that this approach fits in with what PS is working towards – a more professional approach to running clubs in order to help them be more sustainable.

The meeting AGREED - SOM to discuss with Staff and report back to a future meeting.

CEO reported that, based on discussions with other SUs, some are looking at not holding sports events this year.

Represent members to the University, local community, and nationally

8. Team GB Report PS

The report, which provided context on the proposal taken to the University Team GB Steering Group, to set up a Team GB Student Panel was NOTED.

In the absence of PS, CEO took any questions.

SOM asked if setting up online had been looked at. CEO agreed that this may have to be the initial position. Nicole Bateman, the Project Manager (Marketing) for Team GB is very enthusiastic about working with the Union. The current plan is to get a steering group up and running to put together a plan and look at options.

The meeting discussed the report, and commented that it was positive and forward looking, and the work done reflects well on the Union's relationship with the University.


9. Student Engagement Feedback Summary - Report PS

PID presented this report to the meeting, following up on the previously presented report.

The Meeting NOTED the report and DISCUSSED the following areas:

PE expressed concern about the initial invite process, can an update be prepared?

ACM to discuss with PID. PID asked for comments to be fed back tomorrow.



PID also reported that clarification had been received from the University on what they are looking for.

CEO stated that feedback of this kind should sit within and be part of the Relationship Agreement and the Relationship Group with the University.

AGREED – PID to discuss with ACM and update the report with any feedback provided.

CEO suggested that the work can be linked with the Partnership Agreement and the relationship space. Then it can be escalated through that structure to the University senior relationship team.

SVM suggested that the presentation give more of a sense of the ranking of Student priorities, it may be useful to draw this out.

ACTION – PID to discuss with ACM and President Team and circulate an updated copy of the report.

Provide members with appropriate support and advice

10. Student Minds Update – Report Chair

PID presented the report, updating the Meeting on the current position with regards to Student Minds.

PID and Elise Bateman, Campaigns & Democracy Co-Ordinator, met with the Student Minds Head of Engagement, Ollie Kasper-Hope, who was happy to discuss the current situation and apologised for any difficulties HUU was having.


Following this meeting – PID and Elise Bateman, Campaigns & Democracy Co-Ordinator met and decided what HUU wants from the Students Minds programme.

The Student Minds training will be provided to Wellbeing Advocates and there is the potential to do this with Sports Teams as well. PID and Elise Bateman will meet with Amanda Lilliefeldt, Sector Improvement Programme Officer at Student Minds in two weeks' time and clearly lay out these expectations.

PID reported that what to use the final mentoring sessions for is being looked at – these sessions could be used to help with the President Team handover. PID will be getting in touch with Student Minds to make sure that they get in contact about this.

PID asked the meeting what should be done with PRES's outstanding mentoring session.

AGREED – slot this extra meeting into week commencing 22nd June as part of the handover. ACTION - PID to discuss with CEO and the President Team and check in with Student Minds in the meantime.



In response to a question from SOM PID informed the meeting that Student Minds are able to provide training for the people who will be training the wellbeing advocates.

SVM will discuss what further support the Student Voice Team can provide. PID praised Elise Bateman's support so far on this issue.

The meeting thanked PID for their work on the report.

11. Advice Centre Report ACM

ACM presented the report to the meeting and stated that she was very pleased with the level of support that the reduced team has been able to provide remotely.

The meeting was asked to note the following in particular:

- Work is being done on social media to encourage Students to sign up to Student Finance early.

- ACM is investigating communication for Accommodation Warehouse as they are apparently asking Students to pay early. ACM will discuss with PID when more information is available, before further advice and/or a template letter is provided. The original referral on this issue was from the International Office at the University.

PE stated that this area is likely to be an issue going forward and there may be specific targeting of international students. ACM agreed and will be looking at this specifically, and is happy to discuss with PE in more detail.

PID asked if there have been many enquiries about deferment or leaving courses, ACM replied that no enquiries about those issues have been received by the Advice Centre to date.

ACM reported that the team are trying to anticipate any atypical problems that might emerge and develop due to the Covid-19 situation.

With regards to the Advice Centre Constitution – ACM has emailed the amended version to CEO and is also looking at other policies that are currently in place, CEO agreed that there may be some tidying up to of historical documents.


Continually strive to improve everything the Union undertakes

12. Highlights Reports Chair

a) Voice SVM

SVM presented this report to the meeting and highlighted the following areas:

- At the time of the meeting 30 course reps have been appointed. PE, Benedict Greenwood and Ellis McGlone, Education Co-Ordinators, are all working on making sure that Course reps feel included and inducted into the organisation which also provides a good opportunity to provide support to course reps.



- Deadlines for reports have been met and team are currently working on the new Strategy.

- PRES has handed over the Partnership Agreement work to SVM to pick up for the moment, SVM will hand this over the incoming President Team. ACTION – SVM to discuss this further with CEO.

- Standing orders are intended to go on the website at the end of the week.

In terms of lowlights SVM reported that there was a disappointing level of engagement from Hull Online students in webinar and rep opportunities.

PID asked if there was anything the President Team needed to provide support on in the absence of PRES? SVM will bring relevant items to the next meeting where input is needed.

SOM asked to be kept aware of any good ideas on online engagement from the Student Voice team.

b) Opportunities SOM

SOM presented this report to the meeting, highlighting the following areas:


- A lot of behind the scenes work is being done on the website and the handbooks.
- The Resource hub work is ongoing. It is expected to be up and running by the time the new committee members start.
- National Holidays have declared bankruptcy – SOM looking at alternative options.
- The BUCs meeting is taking place next week.
- Adobe digital signing is now in place and operational.

PID asked, in regards to SEC signups, whether Executive Officers are involved with the process? ACTION - PID will check with PS on her role in the process last year. SOM reported that Huey Arslan, Student Trustee, is working with Bethany Ramsden, Student Opportunities Co-Ordinator, on current SEC applications.

SVM asked about Adobe Digital Signing ACTION – SOM will check the number of licenced users. It is currently being tested, and is intended to be used to help societies to complete their documents. SOM will keep staff informed as to progress.

CEO reported to the meeting that she has been attending regular Chief Executive meetings, which are moving to fortnightly. The one next week is a full session dedicated to Student Groups.

ACTION – SOM to discuss with CEO and identify any Students Groups that are presenting as at risk.



SOM recognises that there are many issues and a danger of students going it alone if groups are mothballed.

In response CEO made the point that next year is perhaps more about sport development as a result of Covid-19. So, it is worth looking at the situation in those terms.

PID asked whether Volunteer Certificates are something for all volunteers? SOM reported that the wording is being looked at and they will be going out in the next few weeks.

c) **Advice (Highlights, see Item 10 for Report)** ACM

Report presented as item 10.

13. **Evaluation of Inclusivity and Diversity Name Change – Report** Chair

PID presented this report, evaluating the change the title of Welfare and Community to Inclusivity and Diversity.

Immediately after the change the response was quite negative, but this year the response has been much more positive. PID feels that the change has been hugely helpful for the zone, and been effective in reducing welfare demands on the role that are better dealt with by other services.

SVM agreed that that the reception of the changed title has been much more positive this year.

However, PID still has concerns that the University still isn't quite clear on the remit of the role, despite the name change.

PID reported that more work may be needed on the zone in terms of handover so that part-time officers are more aware of the remit. PID is working on a handover piece on this area. SVM is happy to assist with this by looking over the handover work.

Members NOTED the report and thanked PID for putting the report together and appreciated the time taken on it. It will make the work of future presidents easier.

Additional Items

14. **Honorary Life Membership Nominations – Report/Tabled** Chair

Due to time restraints it was AGREED that an extraordinary UEC will be held to agree Honorary Life Membership nominations.

Any Other Business: None