



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 30th October 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).

Attending: Jane Stafford, Chief Executive (CEO), Rachel Kirby, Marketing and Communications Manager (MCM); Kevin Pearson, Finance Resource Manager (FRM), Daniel Bill, Councillor of scrutiny for Sport (CSS), Alexandra Tute, Executive Support Co-Ordinator (ESC), Laura Walker, Administration Co-Ordinator (AC)

1. Apologies

Liz Pearce, Membership Services Director (MSD), Thomas McNamara, President of Activities (PA)

2. Minutes of previous meeting.

- PRES explained the trustee scheme.
- PRES confirmed to write up specs for trustee roles for the presidents.

ACTION: PRES

- PE questioned trustee role and the role of a Student President.
- CEO voiced this could be included in the trustee handbook work.

3. Matters arising

- PRES asked for updates from all presidents regards what their areas understand about the governance review. PE confirmed they are having a zone meeting tomorrow. PS will update ASAP. PWC explained a meeting had taken place with the zone.
- PRES explained PS had suggested creating a Union Council feedback form.
ACTION: Student Voice Manager
- PRES raised the issue of the fortnightly UEC report. PS expressed his concerns.
- PRES asked about review of ideas day feedback. **ACTION: SVM**
- PWC explained currently writing the welfare training to deliver to members and for the website. PWC answered PE queries regarding Welfare Training and would appreciate feedback.
- PRES asked PS to make list of jobs to relieve workload. **ACTION: PS**
- PE confirmed faculty rep names and AC has arranged catch up meetings with all presidents.
- PRES stated the adoption of the agenda will start with weekly reports, team objectives, chief executive, marketing and ending with discussion and decision.

4. Chief Executive & SMT update

- CEO confirmed building development meeting had taken place and expressed the feedback was positive.
- PRES and CEO to have a follow on meeting regards the budget.

- CEO clarified there was no objections to the new scheme.
- CEO discussed the Governance review feedback meeting with solicitors.
- CEO confirmed a Governance review meeting with PRES regards the action plan and how the team objectives will be managed and any implications.
- CEO reviewed memorandum and article updates and expressed relevant concerns.
- CEO raised a question from PE regarding the student charter on the website being from 2012, new version to be updated and shared with presidents.
ACTION: CEO
- CEO announced the SMT away day tomorrow.
- CEO explained the pay project, pay policy and staffing structure are all to be reviewed.

5. Marketing Updates

- MCM explained Welcome fest is a key objective. Please can all Presidents RSVP to review. **ACTION: President team**
- MCM reviewed calendar of content working with the student pulse survey and how students are feeling.

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

a) President of Students' Union

- Pres objectives as read
- PRES would like to thank the Marketing team, Democracy and Governance Co-Ordinator, CEO, SVM, MSD, ESC and AC for helping and support with Black History month and Governance review.
- PRES highlighted student working hub is proactive and a good step forward.
- PRES confirmed the past two weeks have been busy with objectives.

b) President of Welfare & Community

- PWC thanked The President team, SMT ESC and AC.
- PWC attended a 2-day workshop to change the way the withdrawal process works for students leaving university.
- PWC confirmed sanitary products have been ordered for the welfare of students.
- PWC confirmed they are trying to arrange a meeting with digital marketing for a welfare support tab on the Union website.
- PE questioned what PWC has scheduled for the rest of the year and how will Mental Health be reviewed.
- PWC expressed the Hubs share their guidance regards mental health. MCM stated Christmas is a good time to do a survey.
- PWC confirmed other objectives can be taken as read.
- PE asked if PWC needs any support. PWC confirmed help with the advertising for welfare training will be needed.

c) President of Sports

- PS thanked PA, CEO and Sports and Societies Co-ordinator.
- PS confirmed mature students have an officer for admin.
- Sports fixtures and results will now be on the screens in Asylum on Wednesday evenings.
- PS planning to go to as many games as possible on Wednesdays.
- PS confirmed new poster boards will be going up.
- PS expressed 70th anniversary has been posted on Instagram, to a good response.
- PS explained club debt and the clubs who have not submitted budgets are now in restriction.
- PS stated that the AU exec meeting and training has gone well.

- PS voiced the crowd funding is still on hold. CEO confirmed it has been signed off and GDPR is now resolved.
- PS highlighted support is still needed and confirmed having to work long hours to get work done.
- PS expressed concerns regards student engagement break down. MCM suggested speaking to the Studio Manager about timesheets. **ACTION: PS**
- PE questioned if the student engagement motion is necessary.
- PRES confirmed it is mandatory to log all student engagement hours.
- Presidents to arrange a meeting and CSS to email presidents regarding team up calendar **ACTION: President Team, AC & CSS**
- PWC asked how many clubs are in restriction.
- PS confirmed eight teams have been given a month to arrange budgets or they will be dissolved.

d) President of Education

- PE confirmed all 121 meetings with zone members but one had taken place last week.
- PE communicated whilst at the Union council three people showed interested in becoming PT officers.
- PE attended the first TEDX meeting with the marketing team.
- PE discussed the monthly library 121 catch up.
- PE expressed how resourceful the Q&A conference was for the faculty reps.
- PE reviewed first zone meeting and will be attending the next one tomorrow.
- PS questioned if PE needs help any help, PE confirmed they are happy with new team members who have started and are contributing to future planning.

e) President of Activities

- Defer objectives to the next meeting.

Team objectives

7. For Discussion & Decision

a) Health and Safety

- CEO clarified Health and Safety is a standard item for all agendas.
- PS explained two accidents happened at the rugby matches.
- CSS questioned if sport team captains who are now coaching, are insured. CEO will check the insurance.


b) Governance Review Update

- PRES questioned if all presidents have read the Governance Review.
- PRES asked if anyone has questions regarding the Governance Review support will be given.
- PRES clarified a meeting with MSD and SVM had taken place regarding Scrutiny.
- PRES suggested using face time with students as a good opportunity to talk about the Governance Review.
- PRES noted the two main questions are; what do they think about our current structures and what would they want to see from the structures. President team to read the Governance Review **ACTION: President team**

c) Faculty Link Role Update

- PE asked the committee for comments or suggestions regarding faculty link role.
- PRES confirmed all presidents are happy to give feedback in the UEC reports.
- PS raised concern regarding helping the faculty reps.

- PRES suggested meeting up with sport teams and the link between the faculties.
 - PRES confirmed a meeting with FACE and HUBS who are both a good faculty link.
 - PE explained the standing order. PE asked AC to arrange a meeting about faculties and standing orders. **ACTION: PE and AC**
- d) **HYMS**
- Defer
- e) **UEC Form/Engagement Hours/Marketing**
- Defer
- f) **Scrutiny of Presidents by Presidents at UEC**
- Defer
- g) **Reflections on University Breakfast Meeting**
- PS suggested an hour and half for the meeting. Email to the VC's PA **ACTION: AC**
- h) **How HUU Staff Support Presidents**
- Defer
- i) **HUU Marketing Comms**
- Defer
- j) **Part-Time Officer Training**
- Defer
- k) **Councillor of Scrutiny Training**
- Defer
- l) **Part-Time Officer Funding**
- Defer
- m) **Zone Meeting Guidelines/Updates to Standing Orders**
- Defer
- n) **University Council Update**
- PE voiced concerns regarding the meetings feedback.
 - PRES and PWC confirmed a formal document and report will be sent circulated after University Council meetings.
 - PRES stated that at the last council ULT briefed the presidents.
 - PRES highlighted that the monthly meetings with the VC will be back in the presidents diary soon.
- o) **HUU & UoH Relationship Agreement**
- Defer
8. **Any Other Business**
- PWC inquired on behalf of a student whether an 'external' person should chair UEC so that the responsibility of chairing a discussion does not fall on a president. To be added to next agenda **ACTION: AC**
 - PE expressed concerns regarding minutes on the website and SUMS not working.
9. **Team Updates/Three Big Things**
- The committee are all in agreement with The Governance Review.
 - HUU need to work as a collective for Subvention.

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- PE to arrange a meeting and review standing orders.

10. Reserved Business

**11. Next Formal Meeting
Tuesday 13th November 2018**

UEC FORTNIGHTLY REPORT 26/10 2018

NAME: Osaro Otobo	
I'd like to thank	<p>Marketing for all the support on Black History Month & Governance Review.</p> <p>Steph, Nicole, Liz & Jane for the support they have given me behind the scenes with the governance review.</p>
Student president notable events/meetings	<p>#HullAgainstHate launch to promote Advice Centre being a 3rd party hate crime reporting centre and Show Racism the Red Card's Wear Red Day as a part of National Hate Crime Awareness week. A number of staff took part in supporting the campaign. I had an interview on BBC Radio Humberside to promote the event.</p> <p>Student Trustee board pre-meet & Trustee board meeting – we discussed items that drive the strategic direction of HUU and the mentoring scheme.</p> <p>University's vision, values and behaviours workshop – it was a chance for student presidents and students to give anonymous feedback about the university and it goes directly to the VC.</p> <p>Student Hubs working group – this group came about because of the hub referendum we had last academic year. We had our first meeting. Ideal outcome is that we can make hubs better for students by actions that come out of that group.</p> <p>Union council – we had the first one of the year. It was well attended by PTOs. I presented a workshop on the governance review.</p> <p>Equality, Diversity and Inclusion Committee – it is a university committee with a strong staff focus. I raised the issue of it not focusing on students enough. The chair has an action now to change that.</p> <p>Culture Committee – We discussed reasons why students don't engage with culture events. I raised the importance of including students throughout the whole process in creating a culture programme so that things that they want are there and they will come.</p> <p>HullBid – I discussed reasons why students don't venture out to the the city centre. I stressed the need for a better bus travel offer; a student bus pass with a discount that can be used on both EYMS and Stagecoach. I also discussed getting student discounts in popular places in the city. We also talked about having tailor made events for students.</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u> I wrote up a document that highlights the responsibilities in a clear and concise way for all the student presidents as requested.</p> <p>Governance review consultation commenced at the first union council of the year. We had a workshop to get feedback on what they think about the current systems and what they would like to see. A member of student staff has now collated that information into a report.</p> <p>I've been having meetings with Liz, Nicole, Jack and Steph to help with this objective. Marketing have helped promote consultation events (drop-in sessions and focus groups) on facebook. I spoke</p>



	<p>about it at the all staff meeting so all HUU staff are aware. I mentioned it at our trustee board meeting too. I've also talked to the university registrar in our monthly catch-up meeting with Jane.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> Student led campaigns - I've had students approach me to tell me they want to do campaigns. I've given forms out to students for they have an idea of what we need to know to help support them. I've organised an Ideas for change day to help promote this objective further and marketing have helped with promoting it.</p> <p>Free speech & no platforming - I had an interview on BBC radio Humberside to discuss this topic as it is a big issue that is being talked about in the HE sector.</p> <p>Black history month, Black Attainment Gap & Race Equality – I've continued with pushing BHM with support from HUU staff and the new BAME officer. I've organised a Race Equality Charter launch to communicate to students the work that the university is committing to. I will also be talking to students about the Black Attainment Gap. I have reached out to Huddersfield SU president to arrange a discussion on Black Attainment Gap.</p> <p>Office for Students - I contributed to a letter written by the Huddersfield SU president about OfS, NSS and TEF. Including in the letter was the disparity present in gender and race in the NSS.</p> <p><u>Representative Objective - Improving HUU student comms</u> I had a meeting with Rachel to go through the marketing comms strategy. We had a focus on how we can better communicate what student presidents do. This is something very important that I will have to focus on as both students and the student president team have raised concerns about this topic. My councillor of scrutiny raised this as an issue in my governance zone meeting.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> I had a meeting with student presidents and student trustees to discuss what they want out of a mentor scheme, what they want to get out of their year and what support they need. I've collated their feedback for the trustee mentor description. I also initiated a discussion about it at our Trustee board meetings with all the trustees present. I also have had catch up conversations with the chair of the board.</p> <p><u>Student central redevelopment</u> We had a few meetings as a student president team along with some members of SMT to discuss what the next steps are. After I go to the next steering group meeting with Jane I hope both HUU and UoH can come to an agreement on plans and I hope to provide an update to students on the process made.</p> <p><u>Faculty Objective</u> I've had a meeting with careers to discuss provisions for FACE. I attended a student hub working group where we discussed issues that affect all faculties including FACE. I had a 1-2-1 meeting organised with the FACE faculty rep but for reasons out of my control it was cancelled. Hopefully that will be rescheduled soon so I can meet with her alongside Isobel.</p>
<p>Things I'm proud of/ I need support with</p>	<p>I need support with keeping the governance review on track i.e. engaging with all zones, everyone being present at our Monday weekly catch ups etc. I also need support on promoting Ideas for Change day.</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
19/10	44	4	PTO 1-2-1 Student trustee pre-meet National hate crime week - stall Wear Red Day Facebook engagement	9
26/10	47	5	Union council Governance Zone meeting 1-2-1 society president meeting Facebook engagement	11

**UEC FORTNIGHTLY REPORT 30th OCTOBER
2018**

NAME: Isobel Hall, President of Education	
I'd like to thank	<p>My Zone for being AMAZING!! Alex and Laura for helping me organise my life! Elizabeth for writing up my Nursing Forum notes Liz for keeping me together as a somewhat functional human being.</p>
Student president notable events/meetings	<p>1:1's with Councillors of Scrutiny (x2), Mature Students Officer, PGT Officer, FACE Rep, FHS Rep and FSE. Supporting with new and exciting ideas and plans that my Zone has including PG Forum, Mature Student Forum, Coffee Mornings, Surveys, and providing information about Hubs and my Manifesto.</p> <p>Student Experience Working Group FHS – spoke about recruitment of Reps and what University staff could do to improve numbers.</p> <p>Union Council Meeting – Co-opted International Officer and PGR Officer!!</p> <p>More Academic Rep Training !</p> <p>Spoke up about how HYMS students were not effectively represented on HYMS Joint Senate (just a tick box exercise) and rejected membership for the committee on this basis that Student Representation wasn't good enough.</p> <p>Met with the HYMS SSC Chair and we discussed how I can be more proactive when it comes to representing HYMS students and how we can make HYMS students feel more included in what we do. Plans to be shared in this meeting!</p> <p>TEDx meeting with University Registrar and Marketing. Planning what speakers to invite for launch in February!</p> <p>Updated lots of Your Ideas and now have a much smaller list!</p> <p>1:1 with Librarian</p> <p>1:1 with my fabulous Student Trustee. Talking about how we can support each other this year and making the most of being a trustee.</p> <p>Trustee Board</p> <p>Manchester QAA Conference – really useful sessions on the TEF, engaging with non-traditional students and the relationship between Unions and Universities.</p> <p>First Education Zone meeting! Elected a Chair and we shared what our objectives for the year are.</p>
Update on my objectives	<ol style="list-style-type: none"> 1. Printing – writing proposal 2. Partnership – requested meeting with Deputy Vice-Chancellor to discuss how moving forwards we can have a better partnership. In particular, with relation to Academic

	Rep recruitment 3. Postgraduate – PGR Office co-opted and PG Forum taking place next week!
Things I'm proud of/ I need support with	I am massively proud of the people in my zone.

ENGAGEMENT BREAKDOWN

I will not fill this in as I believe it is not a true reflection of the quality of President Engagement with students, and also it does not take into account how working longer hours will decrease % engagement time which is not a fair indication of the work ethic of the individual.

Please see above report for in-depth report on my activities during the past 2 weeks.

Any further questions regarding how I engage with students, please email me hull-education@hull.ac.uk or look to my Facebook for further details and to message.

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

UEC FORTNIGHTLY REPORT 25th October 2018

NAME: Tom McNamara	
I'd like to thank	<p>Andy King & Sam Salvidge – For your help with sorting out the Drama Store Room.</p> <p>Vicky Dean – For your help with supporting societies and running societies council/ presidents training</p>
Student president notable events/meetings	<ul style="list-style-type: none"> • Societies Executive Committee EGM - elected remaining positions. • Union Council – passed two motions at the first Union Council of the year. • Student Central Stage 2 Design Meeting – discussed plans for the building work on Student Central. • Trustee Board • Societies Council – Best attended council in years. Discussed objectives with Presidents, brief EGM training and held a Q&A at the end for feedback.
Update on my objectives	<ul style="list-style-type: none"> • My primary objective to improve support and representation provided to societies has taken a big step with my motion passing at Union Council. I now Chair the SEC working with them to support societies. Following our first meeting this week, I am planning 1-2-1's with the team and am aiming for the team to have an objectives template similar to what the President team have, to help us track progress and highlight everything they do this year. • On room bookings, we have faced issues around porter costs and closing hours. Room bookings is a big issue faced by most societies. Following a meeting with Timetabling last week, I have decided that an appropriate step to make is to encourage societies to give me their room requirements in advance, so that I can sit down with Timetabling to book space out for trimester 2. I will be sending an email out on the 26th October, to highlight this to Presidents, with a deadline of 23rd November before I actually sit down with timetabling. • On Society Finances, the first Societies Grant deadline is the 1st of November with the Panel forming the week after to review applications. We want someone external from the SEC to Chair the panel. As such, we currently plan to have one of the Councillors of Scrutiny for the Activities Zone to Chair which they are happy to do.
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> • Passed 2 Motions at Union Council: <ul style="list-style-type: none"> ○ Motion to reduce the number of members required for society ratification ○ Motion to update the Structure and Responsibilities of the SEC • Great turnout at Societies Council with the majority of Society Presidents attending • SEC and my zone are really working well. I'm really positive about how we've kicked off the year.



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
18/10	44.5	8		18%
25/10	46	9		19.5%