



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 4th June 2019 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Inclusivity & Diversity (PID), Nicholas Wright, President of Sports (PS).

Attending: Jane Stafford, Chief Executive (CEO), Rachel Kirby, Marketing and Communications Manager (MCM)

1. Apologies

Apologies noted from PA and PE.

2. Minutes of previous meeting

Taken as a correct record.

3. Matters arising

Updated within matters arising document.

4. Marketing Updates

- Digital strategy work is continuing with president teams.
- MCM expressed if there are any website changes that presidents would like to see please email marketing. **ACTION: PRESIDENT TEAM.**

5. Team Objectives

- No updates to note.

6. Weekly Reports & Accountability

a) President of the Students' Union

- Taken as read.
- PID asked how HUU are opposing the lecture theatre name change; PRES said that HUU are not doing anything actively except for stating that HUU support the trans lecture theatre but still oppose the Jenny Murray naming.

b) Inclusivity & Diversity President

- Taken as read.
- PID would like to highlight a request for updates to each Mental Health Working Group from HUU at each meeting and suggested for CEO to support the next PID.
- PID noted synergy between the University and Union on theory of change.
- PID noted the offer of using Great White Wall that would allow students to have 24-hour counselling support outside of the university services.

c) Sports President

- Taken as read
- AU club debt has decreased roughly by £7k. CEO noted it is just as important for the cap to be in place as the amount it has reduced by.
- Marketing and Communications position is still to fill for the AU Exec. Interview to take place via skype/Facebook.
- PS has a meeting with the sports centre team to discuss the AU Sports Pass to make final arrangements.

d) Education President

- Not present at the meeting.

e) Activities President

- Not present at the meeting.

7. For Discussion & Decision

a. Honorary Lifetime Memberships

- The president team discussed the number of honorary memberships and questioned raising the number to above 10.
- PS suggested that having a higher number would be a good way to recognise students contributions.
- The presidents discussed students who may be graduating and questioned if the student would receive a membership if they are continuing on for further education. CEO suggested the letter could be worded to carry their membership of HUU on after finishing their studies.
- PS suggested it would have been helpful to be aware of this process at the beginning of the year to pay attention to student/staff achievements.
- CEO suggested to create an honorary membership document to refer to it in the future. **ACTION: ESC**
- CEO suggested creating a UEC planner for the year to highlight when agenda items will be discussed. **ACTION: CEO and AC.**
- CEO questioned if the honorary memberships are highlighted anywhere; the presidents responded that it currently is not however marketing could share the nominations. **ACTION: AC to inform Marketing Team of final nominations**
- Further proposals for honorary membership to come from PE when they return from annual leave.
- PS suggested for the shortlisted students of the big three at HUU Awards to receive lifetime memberships. **ACTION: Student Opportunities Manager**

UEC approved honorary life memberships for the following staff and students, in recognition of their contribution to the students' union throughout their studies.

- Danny Ingram
- Liz Pearce
- Jackie Berry
- Masie Loggie
- Chiedza Dzumbuna
- Megan Cooke

- Sian Doherty
- Daniel Bill
- Alex Donnelly
- Grace O'Carroll
- Rob Ackers
- Emily Green
- Rory Hammill
- Phoebe Bastiani
- Jess Clunan

b. Mental Health Strike Fund Proposal

- PRES gave an overview of the Mental Health Strike Fund proposal.
- PRES noted the strike fund was ring fenced for funding for students. Students asked for improved services in mental health on campus, leading to the student minds project.
- PID questioned the legacy piece of the funding to go on the new staffing and raised student concerns of waiting times and lack of appointments.
- PID noted that they had very little input to be involved with the decision processes.
- PS said that this is spending student money and HUU should be entitled to give an opinion on behalf of students. PS questioned what is the long term plan for this and how will this look to students on spending these funds on work that should already in place from a fund that compromised student degrees.
- CEO noted that the role of the future PID would be to hold the University to account on this proposal.
- CEO suggested adding PID comments and PS questions of how HUU can communicate this to students.
- PRES said it would be useful to send a list of big recommendations from students perspectives to discuss with the Student Services Director. PID to send a list for PRES to email. **ACTION: PRES and PID**

c. Scrutiny/Accountability Panel

- PRES said the Accountability Panel will be in place for the next academic year and is in discussions with the Democracy and Governance Co-ordinator to ensure everything is in place.

d. Trans Lecture Theatre

- PRES gave an overview of the discussions taken place regarding the trans lecture theatre naming.
- Name recommendations were asked for within the student newsletter and Facebook poll however no suggestions were received.
- The trans rep is comfortable with the name suggested by the University.
- PRES has requested a vetting document of the suggested name.

e. Handover

- PRES asked the team if a group session or group activities would be useful during handover week, any suggestions to email PRES. **ACTION: PRESIDENT TEAM**
- PRES would like a hand over lunch arranging for the incoming and outgoing teams. **ACTION: AC**

f. Trustee Mentor pairings

- PRES noted that prior to the board meeting, the president team met with the student trustees to discuss mentor pairs and committee interests.
PRES to send to CEO and ESC.

g. Lost/damaged AU club items

- PRES gave an updated on lost/damaged AU club items and noted the VC's view on the matter.

h. Free/discounted University facility hire for student groups

- PRES flagged to the Director of Campus and Accommodation Services what students spend on facility hire. There are now four free slots for students each year for facilities such as Middleton Hall. PA to lead on this, keep track and allocate the facilities. **ACTION: PA**

8. Any Other Business

Augar Report

- PID noted a conversation with a student regarding the removal of funds from the first year foundation students.
- PRES and PE have discussed the reasoning for the removal of funds and feels like it would be good to reach out to other student unions to see if there is any guidance on this matter. **ACTION: PE**

9. Reserved Business

10. Three Big Things

1. The committee awarded honorary life memberships with more to follow from PE and PID.
2. The presidents are working towards their handovers.
3. Work is in progress on the discussions of lost/damaged AU items.

11. Next formal meeting

Tuesday 25th June 2019.

UEC FORTNIGHTLY REPORT 04/06/19

NAME: Osaro Otobo	
I'd like to thank	
Student president notable events/meetings	<p>Filming for Student Central Update VC & Student President meeting University Council Away day Team GB Steering group meeting UoH/HUU Relationship Agreement Assurance Review Formal SMT BBC Humberside radio interview Graduation meeting Trustee Board meeting Strike Fund Discussion WelcomeFest meeting Hate Crime meeting</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u> Motions to reform governance & accountability passed at Union Council, led by PTO Danny Ingram. The Accountability panel was also approved at the Trustee Board meeting. 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><u>Activist Objective - student-led campaigns and national & 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&D to discuss. The University have suggested a name for the list (Claire Birkenshaw) and we could add another one or two names. The Trans rep discussed this at their support group meeting to gather feedback. We also sought out wider feedback by creating a post online on the official facebook page. Students didn't come forward with another suggestion. The Trans rep is happy to go with Claire. I am also happy to go with Claire as long as the University can provide assurance that Claire has been properly vetted. I've asked Patrick to provide that information. When Patrick provides that I want to bring it to UEC so the whole team can see it and so it can be properly documented.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> The trustee code of conduct I edited was presented and signed by trustees at the last Board meeting.</p> <p>I had a meeting with the trustee-elects together prior to the Board meeting. I had provisional pairings sorted.</p>
Things I'm proud of/ I need support with	

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as % of
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	week <i>(max 40 hrs p/w)</i>	<i>(i.e. time spent face to face with students)</i>		total hrs worked
06/05	35	-	-	-
13/05	34.75	-		
20/05	24	1	Trustee pre-meet	4
20/05	24	1	PTO 1-2-1	4

UEC FORTNIGHTLY REPORT 4/6/2019

NAME: Andy Costigan	
I'd like to thank	Isobel Hall and Steph Halsey for their support with Tea & Toast Kate Jude, Chloe Birr-Pixton and Jack Baldwin for their support with the complaints project
Student president notable events/meetings	Meeting with Drama Society Committee RE Welfare (Wed 22 nd) Trustee Board (Thurs 23 rd) Mental Health Working Group (Wed 29 th)
Update on my objectives	<p><u>Mental health</u></p> <ul style="list-style-type: none"> - University was unsuccessful in its Office for Student Bid. Consequently there will be prioritising of what the university wants to work on with the funds from the 2018 strike fund. - Feedback on the strategy has been collated from all the sub-groups and will undergo a final draft before being released officially. I will likely not be in post to see it. - The external auditor finished their audit of the health and wellbeing services and came up with 14 recommendations for the team to improve practice. Whilst these are being kept 'in-house' a significant one will be to make duty/student facing appointments a priority so that 50% of a wellbeing advisors time is spent on duties. Coupled with increased use of student engagement officers this should increase the amount of appointments available to students. - University to consider the Hull and East Yorkshire "Time to change" employer pledge. - Consideration of using recent best practice from York, to reduce the penalty on late submission of work to 5% from 10% within the first hour after late submission. This has been passed on to the curriculum sub-group. - University look to purchase access to "Big White Wall", likely as a means of providing support for students 24/7 as well as it being online where currently their services are either in person or over the phone. This has been used in other universities with mixed results. I did consider suggesting this very early on in the academic year but testimony from Sheffield VP Welfare suggested that it was not great for supporting students. The university are considering a trial period of two years. - <u>The chair of the mental health working group has asked from regular updates on the student union/student minds partnership program as the strike funds have supported it.</u> <p><u>Hardship Proposals</u></p> <ul style="list-style-type: none"> - Need to purchase more sanitary packs prior to leaving the role. - Complete inventory of stock required before it's able to make available for advice centre/ finance team / ResLife as well as a booking form. <p><u>Equality and Diversity Policy / Complaints Procedure</u></p> <ul style="list-style-type: none"> - Working with Kate Jude/Chloe Birr-Pixton to try and complete this. - Sticking point is the complaints procedure which is a separate piece of work that also needs amending. - 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.

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

(P) Attended the last mental health working group which I was a key part in creating
(S) Tying up all the loose ends in the limited time I have remaining given the amount of annual leave I am taking.

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24 th	24.5 (MON/FRI annual leave)	3.5	Tea & Toast. Meeting with committee exec	14.3%
31 st	19.5 (MON/TUES/WED annual leave/bank holiday)	0	Taking annual leave/ exams have finished for majority of undergrad students	0%

UEC FORTNIGHTLY REPORT 30/5/19

NAME: Nicholas Wright	
I'd like to thank	
Student president notable events/meetings	UEC – 21/5/19 Dave Varley, Sports Pass 19/20 – 22/5/19 Trustee Board 23/5/19 AU Council 28/5/19
Update on my objectives	Working on a long term solution to AU Club debt Five out six AU Exec 19/20 positions filled.
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
22/5/19	29	4	Club Meetings AU Exec Interviews	14%
29/5/19	14	2.5	AU Exec Interview AU Council AU Exec Selection	18%

UEC FORTNIGHTLY REPORT ****May 24th**** 2019

NAME: Isobel Hall	
I'd like to thank	<p>Marketing for help with getting emails out to students and writing blog posts</p> <p>Thanks for Sam and Nigel for helping to set up Tea and Toast stalls.</p> <p>Leanne/Alex for helping me manage my time!</p>
Student president notable events/meetings	<p>Library SMT Tea and Toast Faculty/Deputy Faculty Rep Interviews Meeting with FHS Dean UoH/HUU Relationship Agreement Meeting Student Experience Working Group FHS Code of Practice Meeting MEQ Survey Meeting Programme Administration Project Meeting Education Catch-Up Student PGT Complaint Panopto Meeting Trustee Pre-Meet (x2) Mentor Trustee Pre-Meet Nursing Campaign Meeting UEC Meeting with DVC/PVC Academic Affairs Trustee Board Timetabling Working Group Fairtrade Meeting Education Meeting</p>
Update on my objectives	<p>Transforming Academic Representation</p> <p>Interviewed and appointed Faculty and Deputy Faculty Reps. Still recruiting for Faculty Rep FACE and Deputy Faculty Rep FHS.</p> <p>Recruiting for Course Reps for 19/20</p> <p>Presented at Transforming Academic Representation at Board</p> <p>Planning Open Meeting for staff to understand changes to academic representation.</p> <p>Meeting planned with Doctoral College and ADSE's to discuss how to implement PG representation</p> <p>Hidden Course Costs</p> <p>Gathered feedback from Nursing Students specifically around funding issues ready to write letter to MP.</p> <p>Meeting with FHS Dean to get views on funding.</p> <p>Planning to meet with MP Diana Johnson to speak about nursing funding issue.</p> <p>Postgraduate Space</p>

	<p>Report sent to PVC Education to lobby for increased space for PG students. Report will be uploaded to HUU website</p> <p>Exam Stress Campaign</p> <p>Andy and I are working together with our Campaigns and Democracy Coordinator to put on an Exam Stress Campaign.</p> <ul style="list-style-type: none"> • FREE Tea and Toast every morning! • Advice Centre Stall in the Library and HUU • Haven turned into quiet working environment for exam period <p>Finished Exam Stress Campaign – will be reviewing with Steph and Andy. Received positive anecdotal feedback from students who attended.</p>
Things I'm proud of/ I need support with	Postgraduate Space Report

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
From last UEC Report 14 th May – 17 th May	30 hours	9 hours	Interviews, Tea and Toast, Social Media	30%
20 th May – 24 th May	37	12 hours	Tea and Toast, Pre-Meets and Social Media	32.4%

UEC FORTNIGHTLY REPORT 4TH June 2019

NAME: Tom McNamara	
I'd like to thank	
Student president notable events/meetings	<ul style="list-style-type: none"> • Meeting with 24hr Event organiser • Trustee Board • WelcomeFest Meeting • Catch up with New RAG Committee • Digital Strategy Group – Process and Workflow • Staff Day
Update on my objectives	<p>Started filling out my operations plan which will go into place when I start my second term at the end of June. This takes into account current progress on my objectives, other priorities taken from my manifesto and other issues I want to troubleshoot and address going into my second year.</p> <p>We've had 4 members of the current Hullfire committee express interest in the role of Editor and have opened up applications to the public which will close on the 7th. Interviews to proceed w/c the 10th June.</p> <p>I'm holding a final societies grant meeting on the 7th June to give away the last couple of hundred pounds.</p>
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
27/05/19	26.5	4	<ul style="list-style-type: none"> • RAG Catch Up • Staff Day 	15.1%
20/05/19	32.5	6	<ul style="list-style-type: none"> • Trustee Pre Meet • Meeting with 24hr Event Organiser • Showing support at the LINKS Abseil Event • Welfare Advice meeting with Drama Soc. 	18.5%