



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 7th August 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), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Liz Pearce, Membership Services Director (MSD), Alexandra Tute, Administration Co-Ordinator (AC)


1. **Apologies from MCM**
2. **Minutes of previous meeting – approved.**
3. **Matters arising – No actions from previous meeting.**
4. **For Discussion & Decision**
 - a) **Campaign Funding Forms**
 - **Develop Yourself Week**

This funding form is requesting £360 to support a week of training and learning new skills, mainly to be aimed at committee members however any student can attend. **MSD suggested this is part of a training budget rather than a campaign. PRES would like more information regarding what this is aiming to achieve. PA suggested involving Public Speaking Society. Action: AC to feedback to Student Engagement Co-Ordinator.**
 - **Black History Month**

Black History Month campaign is to help celebrate and promote BHM to students by handing out badges, hosting a film night and having posters around the Union. **PRES suggested to give badges at the events in response to PS query regarding the number of badges. The President Team approved £341.60 budget.**
 - **SHAG Week**

Shag week will be aimed at students to increase participation and awareness of what sexual health/family planning services are available. PWC described the shag week events with an aim to reach around 2000 students. The President Team approve the campaign however would like to discard the pens. **The President Team would like to send this campaign back to SEC to reapply without pens and also to request a new clearer layout for the Campaign Forms. Action: SEC**
 - **Cervical Cancer Screening Awareness**

This campaign has been propose by a mature students, they would like to intend to raise awareness and deliver information to women within the University. PWC summarised the campaign and highlighted the student has



the backing of the NHS and their faculty. OO voiced willingness to help with this student led campaign. PS suggested brochures may be more useful with information rather than leaflets, AC will feedback to ESC. **The President Team happy to approve £202.72 budget once a clearer understanding of the main goals of the campaign. MSD suggested a pledging to do something as measuring this would be difficult and referenced the plastic pledge. ACTION: AC to ask for further understanding of campaign from SEC.**

b) Post Graduate Experience Project

- Pres discussed the post graduate experience project and would like to book in time slots to be able to talk to post graduate students.
- PE would like to co-ordinate plans of activities and meeting students. PRES suggested the president team go out on campus to promote the forum and chat with post graduate students.
- Pres advised for all presidents to write up their views and experiences for PE to pull together to create the report. PA suggested to create a document on the T Drive or Box for presidents to collaborate.
- PE would like a brief of the objectives. PRES suggested to refer to an email thread to create an objective plan.
- PRES voiced to ask students what their general experiences are so far.
- MSD highlighted good research has been collected this year, themes may appear from the forum.

Action: The president team to work on the post graduate experience project on 08.08.18 train journeys.

5. Chief Executive & SMT update

- Jane Stafford, Chief Executive, joined the organisation on Monday 6th August. CEO had a good meeting with the VC and is looking forward to working with them.
- MCM extremely busy with A level results day marketing deadlines.
- Finance Manager meeting with University to discuss data sharing via SUMS.
- FM to update financial frame work document, August start of new financial year.
- HR Manager attending HR regional forum.
- MSD voiced the replacement education co-ordinator, and engagement co-ordinator roles will be going to advert this week. MSD highlighted a post to sit on the welcome desk.

6. Marketing Updates


- Marketing team busy creating signage for the building.
- The WelcomeFest App is in the app store, MCM will be asking staff to test the app.
- Website to go live on A Level results day.
- Wristbands sold in August for the first time.

7. TEAM Objectives

- PRES suggested a meeting to discuss what to have on the objectives template. **Action: Presidents to discuss this on their journey to Manchester 8.8.18**

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

a) President of Students' Union

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- Pres is happy with their trustee objective created with the Executive Support Co-Ordinator.
 - Pres is happy with strike wages meeting. Pres is hoping to go out to students to gain feedback. Pres would like to invest in ideas that have a legacy rather than something that only lasts one year.

b) President of Welfare & Community

- PWC has been directing students to the Advice Centre.
- PWC is proud of the lighting project, with the report to be finished by the next UEC. **Action: PWC**
- PWC linked the disabled student officer with the University services.

c) President of Sports

- PS requires help with 70th anniversary plans, such as a brain storming session. **Action: AC to arrange brain storming meeting.**
- PS sports pass is a big win to be proud of.

d) President of Education

- PE would like the president help to promote the postgrad forum by inviting students to the Facebook event, sharing the information. **Action: The President Team**

e) President of Activities

- PA noted a vast amount of advertising search.
- PA would like some support in finding out what financial aid they can receive to fund ideas such as a 'RAG Grant'.
- PA highlighted engaging on social media and answering newly appointed committee member queries.

9. Any Other Business

- The team would like to have a collective view to review the Feedback Tool. **Action: The President Team to discuss on 08.08.18 train journeys.**

10. Reserved Business

**11. Next Formal Meeting
Tuesday 21 August 2018**

UEC REPORT - WEEK ENDING 03/08 Month 2018

This report should be completed by each Friday and emailed to Alex together with any papers for the meeting

NAME: Osaro Otobo	
I'd like to thank	The student president team for hitting the ground running. Also, for being supportive with the early planning stages of governance review and the post graduate/trimester 3 experience report.
Officer Impact	<p>I gave the Applicant Day welcome talk.</p> <p>I represented students at Senate. In regards to gaining feedback and acting on it, I stressed about the importance of being proactive with students from the very beginning of the year not just around the NSS period.</p> <p>The student president team have been networking with other student officers in the north to bring back good ideas that will benefit our students.</p> <p>The student president team discussed how we can find out more about the PG experience and what to include in our PG report.</p> <p>I had a meeting with the university about strike wages and said that I will be talking to students to hear what they think the money should go towards.</p>
Update on my objectives	<p>With all my objectives in general I've been planning what I'll need to do before WelcomeFest starts.</p> <p>Trustee Objective - I had a meeting with Emily and we have decided which student trustees, student presidents and external trustees will be paired up with each other for the mentor/mentee system.</p>
Things I'm proud of/ I need support with	I need help with blocking out time for student engagement.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Listened to a student's enquires about re-sit periods</p> <p>Where: Membership services</p>	Emailed hub member of staff to get the information.	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>●</p> <p>○</p>	
Tell	<p>Applicant experience day</p> <p>Where: Allam Medical Building</p>	Potential students may come to Hull in September.	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>●</p> <p>○</p>	

UEC REPORT - WEEK ENDING: 3rd August 2018

This report should be completed by each Friday and emailed to Alex together with any papers for the meeting

NAME: Andrew Costigan	
I'd like to thank	<p>Sue Sargeson for keeping me company during 24th/25th in the mornings and allowing me to sit in reception where it is air conditioned so I could achieve work without melting.</p> <p>Rachel Kirby, Sam Page and Nick Wright for verbal feedback in helping me with my lighting campaign proposal writing and Nick especially for going out at midnight to collect photos of the campus in the dark.</p> <p>Osaro Otobo for providing verbal feedback on how to engage effectively with the university leadership team when I wasn't as confident.</p> <p>Isobel Hall and Toni Proctor for providing verbal feedback on my response to an inquiry from the council waste disposal team.</p> <p>Gina Rayment and Kate Herring for helping me write emails in response to frustrated and disgruntled students who were dissatisfied with the finance team.</p> <p>Tom McNamara for kindly donating a gym membership to me and providing me with an outlet.</p> <p>Alex Tute for helping me arrange a meeting with Anji Gardener.</p>
Officer Impact	I've helped 3 people find the advice centre either through and I assisted a student write a formal complaint regarding a member of university staff and compile evidence.
Update on my objectives	<ul style="list-style-type: none"> Discussed my objectives with Rachel and we have agreed to try and prioritise all the other projects I have and realised some projects carry more weight than others (Personal). Did research on mitigating circumstances in hubs and presented the idea of a grace period to the registrar (Policy). I have signposted people towards advice centre personally, but have made no large bounds to increase awareness in student population (Activist). No updates on recruiting a women's/bame pto (Representative). I read the most recent board papers prior to the meeting and understood the implications of the papers (Trustee).
Things I'm proud of/	I'm making significant progress in the lighting campaign having



I need support with	spoken to Stephen Willis (CFO) who told me that they would be willing to change the lighting on Salmon Grove / Ferens if I wrote a proposal to him outlining the evidence to support it. I may need support coming onto campus at night when it is dark to take photo evidence of the lack of efficient lighting in that area to strengthen my proposal.
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LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	1) Contacted by netball regarding a student that had failed but may need formal diagnosis of MH condition 2) Contacted by student angry about lack of financial support 3) Assisting a student to write a complaint Where: 1) Facebook messenger 2) Welfare email account 3) In person	1) Directed to advice centre and SWLWS 2) Directed to advice centre for support writing an appeal 3) Helped to write the complaint in full with supporting evidence, directed to advice centre for further support and submission to stage one complaints	Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	
Ask	1) Took a map of campus around campus to ask 22 students and staff for their opinions on efficiency of lighting on campus	1) Data being compiled into a report to submit for the attention of the chief finance officer to prioritise salmon grove and ferns into their 2023 campus	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Tropical <input type="checkbox"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Not as many responses as I would have liked but I had to consider that I was asking questions about ineffective lighting during the day and in summer at a time on campus when there aren't nearly as many students as there are during term time. Lots of students we found were nursing/midwife student paramedics who are on


	Where: 1) Campus	lighting strategy			placement and not often around during the winter of months
Show	Nothing to report Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Tropical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Tell	1) Informed disabled student officer about the disability inclusion team seeking student input on the accessibility of the university campus and lecturer practices Where: 1) Facebook messenger/ in person/ student central/ email	1) DSO to contact DIT	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Tropical <input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	When I spoke to Jess she informed me that she had not made contact with Klaire 2 weeks after me handing Jess the email. I know that Jess is working/ moving house and this may have delayed the timing of her response. I have personally shared my email with the DIT and requested to be a part of any student disability consultation.

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NAME: Nick Wright	
I'd like to thank	Vicky Dean – for helping with Sports Pass agreement.
Officer Impact	Secured agreement with Sports Department for Sports Pass to be £55 for 18/19 academic year. Toured new facilities under construction
Update on my objectives	Working with most at risk clubs to produce budgets ahead of the start of the year, majority positive responses so far. Consulting some of last year's AU Presidents for content on Presidents' Handbook.
Things I'm proud of/ I need support with	Proud: Support: Making a real start on 70 th Anniversary Prep

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Ask	Consulting some of last year's AU Presidents on what they would have liked to have known in advance of last year Where: Fb messenger		Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Adding a section on effective delegation. Only contacted those President's I had some sort of personal relationship with last year (didn't want to bombard everybody).
Show	Shared video and pictures of new facilities Where: Presidents' Fb group, Twitter	Twitter: 5 retweets, 9 likes (2197 impressions, 477 media views, 108 engagements) Fb: Seen by 48/56, like by 5, 1 comment	Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Could have shared on AU Fb page as well
Tell	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

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NAME: Isobel Hall	
I'd like to thank	<p>I would like to thank Liz for helping and supporting me over my first few weeks so far in this role ☺</p> <p>I would also like to thank the other Presidents who shared my Course Rep survey – I got 53 response!</p> <p>I would like to thank Kevin for his help with looking into printing options at the University.</p> <p>I would like to thank our PGT officer, Lauren Williams, for all her work towards making the Postgraduate Forum happen!</p> <p>I would like to thank second-year student, Annie Lewis, for all her enthusiasm for bringing TED x to Hull!</p> <p>Thank you to the group of Course Reps for being part of our marketing efforts for the upcoming year – we got some great pictures!</p>
Officer Impact	<p>I have begun making progress on some of my key objectives:</p> <p>Planning for Course Reps 18/19 (including student survey and staff workshops) Research into printing options with Kevin Planning Postgraduate Forum with PGT Officer Looking into bring TED x to the University of Hull with second-year student.</p>
Update on my objectives	(as above)
Things I'm proud of/ I need support with	Would be great to get support in promoting the Postgraduate Forum.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Course Rep Survey Postgraduate Officer TED x Talks Where:		Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	○ ○ ●	



Ask	Postgraduate Forum Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Show	 Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Tell	 Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

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NAME: Tom McNamara	
I'd like to thank	<p>Andy King – For providing me with some really useful advice and guidance as my Senior Management Mentor.</p> <p>Vicky Dean and Chloe Birr-Pixton – For their work on establishing a new criteria and system for distributing the Societies Grant.</p> <p>Vicky Dean – For constantly being available to answer any Society-related questions I might have.</p> <p>Kevin Pearson – For talking me through the Activities Zone Budgets for next year.</p> <p>Emma Platt – For re-designing the Join In Leaflet with the amendments proposed by SVOT.</p>
Officer Impact	<p>In terms of my impact on students, I think that at this stage of the year we are just finding our feet as a team. For now, it's important that students know who I am and can get answers to any activity related questions they might have. The work I am doing over summer will have a bigger impact in the long term, especially as semester 1 starts.</p>
Update on my objectives	<p>I have been mainly focusing on my policy objective to get HUU a greater presence across campus through increased advertising space on campus and more bookable space. So far this has entailed reaching out to the University Librarian, ResLife (Accommodation) and commercial services to find out where we are ok advertising. I am in the process of finalising a system of how we can advertise on the electronic screens in these areas.</p> <p>For my activist objective, I am looking at how we can encourage societies and other student activities to be more inclusive and accessible. So far, I have mainly been brainstorming ideas and reaching out to other Activities Officers to get ideas on how to achieve this. While nothing has been set in stone yet, I am looking at setting up a scheme to reward/ recognise groups that actively work to be more inclusive.</p> <p>Finally, this year I think that it is incredible important that there are good lines of communication between myself, my Part-Time officers and students. I have already started to take steps to improve this by setting up a work Facebook profile through which students can contact me and that I can promote what I am doing.</p>
Things I'm proud of/ I need support with	<p>I'm currently rewriting the Societies Handbook which is going to be very comprehensive and will hopefully be really useful to new Society Presidents.</p> <p>Understanding what funding I can get to support student activities through ideas I have such as the "RAG Grant".</p>

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Answered several messages on my work Facebook profile and emails from Society Presidents</p> <p>Where:</p>	<p>Queries from incoming Presidents were answered.</p> <p>Follow up messages/ emails for ongoing situations.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p><input type="radio"/></p> <p><input checked="" type="radio"/></p> <p><input type="radio"/></p>	
Ask	<p>Walked around campus with Andy Costigan to ask students and staff about areas with poor lighting on and around campus</p> <p>Where:</p>	<p>Areas with poor lighting were identified.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input checked="" type="radio"/></p>	
Show	<p>Where:</p>		<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>	
Tell	<p>Posted on my work Facebook account regarding our responsibilities as a Trustee.</p> <p>Where:</p>	<p>Raised awareness of a commonly forgotten part of our role as a Student President.</p> <p>21 Likes on post</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input checked="" type="radio"/></p>	