### UNION EXECUTIVE COMMITTEE MINUTES

### Tuesday 9th April 2019, 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Inclusivity & Diversity (PID), Isobel Hall, President of Education (PE),

Attending: Jane Stafford, Chief Executive (CEO), Liz Pearce, Membership Services Director (MSD)

### 1. Apologies

• Rachel Kirby, Marketing and Communications Manager (MCM), Thomas McNamara, President of Activities (PA), Nicholas Wright, President of Sports (PS).

### 2. Minutes of previous meeting

• Taken as read and approved.

### 3. Matters arising

- PRES informed the committee that they have had a meeting with marketing to discuss having the most up to date minutes on the website and gave an update on the outcome. PE asked if it were possible to have the Union Council papers separate to the Union Council minutes on the website; PRES said that they would discuss this with marketing. **ACTION PRES**.
- President Team agreed to send information on their year to MCM to put on the website. **ACTION PRESIDENT TEAM.**
- CEO asked if the president team had a team objective; PE and PRES answered yes and that they use it to feed into the Union Council report. PRES said that the next papers for Union Council are due next week so the team will have to get the objectives ready for that. PE and PID said that they will put the team objectives together for next the Union Council, and that both will discuss this at the Student Ops meeting on Monday. PRES said that they would send their information to PID and PE by next week. ACTION PE, PID, and PRES.

#### 4. Chief Executive & SMT update

- CEO announced that they are moving forward with Trustee training. CEO said that they had attended the Digital Strategy away day last week and that they are discussing if extra resources around SUMS is needed. CEO said that MCM is looking at integrating SUMS into marketing. CEO stated that there is a SUMS conference in July and they are looking into having the President Team attend this.
- CEO explained that budgets were ongoing and that deadlines are this week for draft budgets. PRES said that we need to make sure that comments from the President Team are fed into the budget drafts. CEO asked if the President Team had been involved in the discussions about their budgets before; PRES replied that the President Team did not do their own budgets and explained that MSD did this for them. PRES that they would meet with MSD to make sure that the comments from the budget meeting are fed into the President Teams budgets. **ACTION PRES**.
- PE asked if there were plans for an app in line with the Digital Strategy; CEO replied that there was and that they were working with iHull on this. CEO said that the President Team could ask MCM for more information regarding the app.

#### 5. Marketing Updates

### 6. Team Objectives

• Team objectives were discussed in matters arising.



### 7. Weekly Reports & Accountability

### a) President of the Students' Union

- PRES reported that they need to set time aside to write up everything about the governance work they had done this year and requested help with this.
- PRES asked the group if they had any questions about their report.
- PE asked if the Race Equality Survey had been released; PRES replied that it had and that it had been sent out in the Student newsletter. CEO said that they have spoken to MCM to make sure it is still live.
- PID asked what the trustee induction would look like; PRES said that CEO has been working on it. CEO said that they are working on delivering a session to the trustees and that there would be a three-hour training session on 1<sup>st</sup> May. CEO said that they are working with a solicitor who will deliver the session. CEO communicated that they have been doing some research and that they have some course content for the session, but there is some debate about whether the CEO should deliver it. CEO said that they might have Phil Benton deliver it and they reported that they have been in touch with other Student Unions to see how they deliver training to their trustees.
- PE asked what the expectations were around Presidents mentoring the President-elects; CEO said that the training would help the President-elects to understand their role and that this would bring clarity to mentoring.

### b) Inclusivity & Diversity President

- PID reported that the first draft of the strategy for mental health and wellbeing had been released; PID stated that they are giving feedback on this and has asked the Inclusivity & Diversity Zone for feedback.
- PID stated that they have made a video with the Student Voice Operations Team about the Student Led Teaching & Support Awards.
- PRES asked what PID is working on for the next three months; PID replied that the sanitary products drive would be ongoing, that they would like to implement hardship packages and that they would be continuing to give feedback on the mental health strategy.
- PRES asked if PID was doing anything around exam stress; PID said they
  were meant to meet with the University, but the meetings had been cancelled.
  PID reported that the University have agreed to pay for the stress packs and
  have planned some workshops to support students with exam stress. PID
  suggested that the Union do their own stress packs for students as well; PRES
  agreed and suggested that they meet as a team to discuss this further.
  ACTION AC.

### c) Sports President

### d) Education President

- PE communicated that the majority of their time has been taken up with the work around transforming academic representation.
- PID asked for an update on the nursing report; PE replied that this has been completed. PE said that they and MSD met with the Faculty and they have actions from this meeting. PE stated that it was agreed not to put the nursing report on website, but a lot of the report was around financial problems. PE said that the University has agreed to remind students on how to claim money back when they are on placement. PE said that they are also going to write a letter to the MP about funding for medical students and that they would send the report to the President Team to read. **ACTION PE**

### e) Activities President

### 8. Transforming Academic Representation

• PE gave a presentation about their work on Transforming Academic Representation, presentation is attached.

### 9. For Discussion & Decision

### a) Minutes on website

• PRES suggested adding this to the agenda of the next UEC; all agreed.



### b) HUU Equality and Diversity policy

- PID explained that this is the Union's policy and was last reviewed two years ago. PID asked if there were any initial comments on the policy and stated that they had received some feedback from their part time officers. PID explained that some of the feedback was around the wording of the policy and that their part time officers had concerns about raising issues with Hull University Union. PRES asked when they needed the comments by; PID replied that it should be before the next Board of Trustees. PE asked if it would need to go to Union Council; PID agreed that it did and so the feedback should be received before the next Union Council.
- CEO suggested that there should be an email created for complaints to go to as this would make it anonymous. PRES and MSD and agree with this; PE also agreed and said that it was off putting if a student had a complaint about the person they had to complain to. PE said that if there were a generic email then it would encourage people to come forward about any complaints they had.
- PRES suggested Friday as the deadline for getting the comments to PID. ACTION PRESIDENT TEAM

### c) Graduation

- PRES reported that they had posted a blog update two weeks ago with all the information on what the University has done in response to student concerns about the location of Graduation. PRES informed the group that the University had released specific dates for graduation last week.
- PRES communicated that they and PE joined the University on a visit to the Bonus Arena to have a look at the venue. CEO asked whether the visit reassured them; PRES explained that they would like to see it dressed up, but said that there was a lot of space for guests. PRES informed the team that there is a lift to the stage and that there will also be a ramp. PE said that there will be a guarantee of three tickets per students as there is a lot of capacity. PRES communicated that there are photos and videos of the visit and that these have been put on social media. PRES stated that there will be a presentation at the Union Council and that Jeanette will be holding a graduation briefing event for students to find out more. PE expressed concerns about taking graduation pictures outside, as there is only one photogenic place for this.

#### d) Fair Trade policy

 CEO communicated that the Fair Trade policy needs updating and stated that it sits with the Governance Zone. PE suggested the President Team send their comments on the report to CEO by the next UEC. ACTION PRESIDENT TEAM.

### e) Associate membership forms to approve

- Jessie Davis' associate membership form was difficult to read, CEO suggested that they bring in a hard copy for approval
- Ben Munro's associate membership was approved

### f) Associate Memberships fees

#### g) Associate Memberships guide

• ACTION PRESIDENT TEAM to send comments on the guide to AC by the next UEC.

#### h) Associate Memberships form

• ACTION PRESIDENT TEAM to send comments on the amended form to AC by the next UEC.

#### 10. Any Other Business

• PE suggested that the President Team could discuss the sports pass options tomorrow before Senate.



### 11. Reserved Business

### 12. Three Big Things

- Transforming Academic Representation presentation
- Graduation update
- HUU Equality and Diversity policy

### 13. Next formal meeting

• Tuesday 23<sup>rd</sup> April, MR6



### UEC FORTNIGHTLY REPORT 05/04 2019

I'd like to thank	Everyone involved in supporting the AU Trophy Presentation event
Student president	RRT
notable events/meetings	Race Equality Charter Meeting
5	Student/Staff Partnership Meeting
	Sport Zone meeting
	UCL visit
	Union Council
	VVB steering group
	AU Trophy Presentation night
Update on my objectives	Policy Objective - Governance review Working on implementing small changes to Union Council with interested students. Currently working on how to improve accountability of officers and visibility of reports to students.
	I've set some time aside to start writing a report on the whole journey of the governance review.
	Activist Objective - student-led campaigns and national & local HE issues I need to make sure the right students & officers are invited to the first working group meetings for the Race Equality Charter. We have been helping getting the message out through student newsletters and a website blog post. Currently there is a survey out to get feedback on student and staff experiences of race inequality on campus and the wider community.
	Representative Objective - Improving HUU student comms online and in person I had a meeting with marketing to discuss how to showcase papers, reports and officer objectives at least on a monthly basis so students are more aware of them and so we are more transparent as an organisation. I need to organise a follow up meeting to keep the momentum on this.
	I lobbied the university for a response to the UC motion on graduation. A response is now out. They have also released specific dates for graduation.
	Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme. Working on board development with Jane (CEO) and Stuart (Chair of the board). I will be involved in supporting the student trustee induction.
	I also want to look at policy around recruitment to see if we can get more diversity in all its forms in student trustees and PTOs. I've reached out to Salford SU to get some more information about what they do.
Things I'm proud of/	I need help with making sure I have enough time set aside to write up my report before I go on holiday for a week.



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
29/03	44	3	Student/Staff Partnership session	7
			PTO 1-2-1	
			Sport Zone	
05/04	45	8	Union Council	18
			PTO 1-2-1	
			Sport Zone	
			AU Trophy Presentation	



### **UEC FORTNIGHTLY REPORT 9/4/2019**

NAME: Andy Costigan			
I'd like to thank	Kate Jude – for personal support Liz Pearce – for assistance with email writing (as always)		
Student president notable events/meetings	Union Staff Briefing / SLTSA filming <b>(26<sup>th</sup> Mar)</b> Student Progress Committee / SLTSA video editing <b>(27<sup>th</sup> Mar)</b> University Council <b>(28<sup>th</sup> Mar)</b> Union Council <b>(1<sup>st</sup> Apr)</b> Zone meeting <b>(2<sup>nd</sup> Apr)</b>		
Update on my objectives	<ul> <li>Mental Health <ul> <li>First draft of strategy released. Feedback has been requested to come via each sub-group within 3 months.</li> <li>Seeking PTOs input into feedback alongside student presence on subgroups/ main working group.</li> </ul> </li> <li>Participation Grant <ul> <li>Initial proposal in January was accepted, but there are now concerns on needing to spend the allocated funds before the next academic year.</li> </ul> </li> <li>Requesting special consideration from alumni to roll the funds over to the next year so that it can be spent in September as is typical with other institutions.</li> <li>Development and consideration of: panel membership, application forms, evidence requirements, nomination period, scope of financial awards that can be given, eligibility criteria, funding etc.</li> <li>Further research of the processes/mechanisms/funding used by Sheffield, Edinburgh and Strathclyde and potentially where future sources of funding could come from in the event that alumni money is pulled.</li> </ul>		
Things I'm proud of/ I need support with	Proud of – being able to support SVOT with the production of a video for SLTSAs when a staff member was sick/ unable to. Support with – Maintaining drive/ motivation to complete projects prior to hand over in June.		



### **ENGAGEMENT BREAKDOWN**

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
29 <sup>th</sup>	37(1hr overtime /4hrs TOIL)	6	Filming/ interviewing students in preparation for SLTSAs	16.2
5 <sup>th</sup>	35 (3 hrs overtime / 8 hrs TOIL)	5	Union Council, Zone Meeting	14.2



### UEC FORTNIGHTLY REPORT \*\*April 03rd\*\* 2019

NAME: Isobel Hall	
I'd like to thank	
	Fran and Benedict for their hard work and support with the Transforming Academic Representation work
Student president notable events/meetings	Timetabling working group Union staff briefing Education fortnightly meetings Surveys group Code of Practice SVOG meeting FHS Student Experience meeting Law School meeting Programme Management Committee Transforming Programmes
Update on my objectives	Transforming Academic Representation
	Presenting at: UEC Course Rep Forum Becky/Jeannette University Staff Senate? USEEC UCSC? RCPC ULTAC Union Council Education Exec Rewriting the code of practice Rewriting all standing orders Hidden Course Costs Placement Travel Expenses - Raised at Regulations, Codes and Practices Committee - Raised at meeting with new PVC Education Writing blog with actions from nursing report Postgraduate Space Writing up survey results Raised with VC regarding lack of space for PGT students Raised with PVC Education lack of space for PGT students



### **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
25 <sup>th</sup> – 29 <sup>th</sup>	22 ½ hours (off sick Thursday/Friday)	1 hour	Facebook/Social Media	4.8%
1 <sup>st</sup> – 3 <sup>rd</sup> 15 hours	15 hours (off sick Monday)	1 hour	Facebook/Social Media	6.6%



# **Transforming** Academic Representation

**Union Executive Committee** 





**Background information** 

Feedback from initial consultation

Proposed changes to Postgraduate academic representation

Proposed changes to undergraduate academic representation

Proposed changes to Student-Staff Forums

Proposed changes to Course Rep Forums

Questions at the end of each section



## Why? <sup>1</sup>/<sub>2</sub> of our students do not know what we do to represent their academic interests

Student Pulse



## Only 1 in 4 students are aware of their reps achievements

Student Pulse

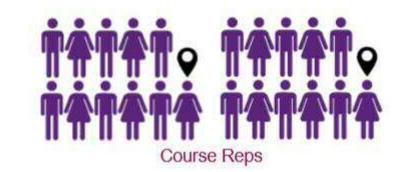


## The Last 10 months

- Survey 17/18 reps
- University Staff Workshops over the summer
- Trained more reps than before Over 270!
- Improved training more engaged reps?
- Online community Facebook group for Academic Reps
- Interactive Course Rep Forums
- Reward and recognition
  - Course Rep Christmas
  - Course Rep Celebration
- RepFest19
- Re-introducing Course Rep Newsletter



- Part of the Student President Team
- Represent students academically
- Head of the Education Zone
  - 4 Faculty Reps
  - 7 Part-Time Officers
  - 2 Councilors of Scrutiny
  - Subject/Course Reps



Subject Reps

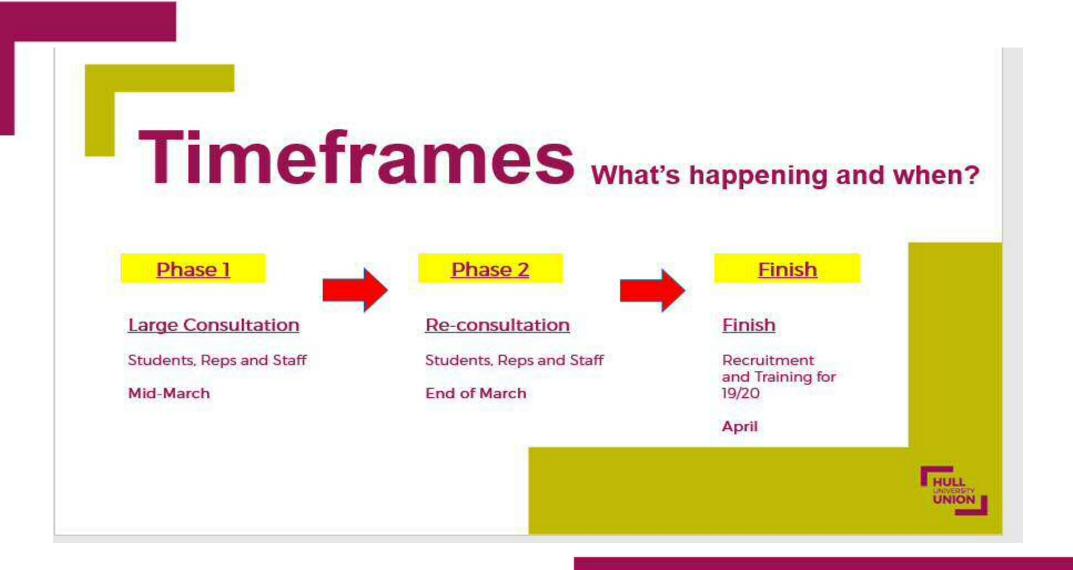
President of Education

Faculty Reps Part-Time Officers Councilors of Scrutiny



### YOUR STUDENT PRESIDENT TEAM







# Engagement so far...

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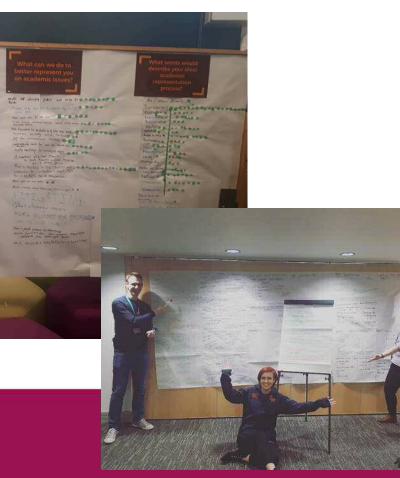
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## Engagement so far...

Chocolate & Chat	4 hours	150
Course Rep Forums	4 1/2 hours	130
Lecture Shout Outs	30 mins	42
PG Survey	1 hour	14
PG Focus Group	1 hour 1/2	2
SpeedRepping	1 hour 1/2	7
Staff Focus Group (x2)	2 hour 15	8
Facebook Live	20 minutes	200
Course Rep Forum (Focus Group)	2 hours 30 minutes	33
Online Course Rep Forum (Focus Group)	1 hour	30
Union Council	20 minutes	25
Societies Council	15 minutes	65
Education Exec Zone Meeeting Workshop	45 minutes	7
Faculty Health Sciences Student Experience Meeting	1 hour 15	1
Library SMT	10 minutes	4
Library Focus Group	1 hour	11
		729



## Results

Values chosen by students and reps

Transparent
 Communicative
 Open
 Fair



## Results

Issues from students and reps

1. Feedback

2.Lack of Understanding

3. Publicity





- 1. Standardized agenda
- 2. SSF attendance & lack of reps
- 3. Lack of ownership
- 4. Slow turn around of feedback & closing the feedback loop
- 5. Feedback not specific enough





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ISSUES

## **Research into other Students Unions**

- 50+ TEF rated gold Universities
- Unions who scored higher in NSS question 26
- Detailed case studies from
  - St Andrews
  - Nottingham Trent
  - Leeds
  - Coventry
  - DMU
  - Dundee
  - Essex
  - Liverpool Hope
  - Huddersfield
  - Bath
  - Keele
  - Bournemouth



## **Research into other Students Unions**

- Many moving towards appointments over elections
- Most have found that splitting undergraduate and Postgraduate representation to be positive
- Mixed feedback on splitting PGR & PGT



# What have the Education Zone voted on?

- 1. The proposal for changes to the system for postgraduate academic representation
- 2. The proposal for changes to the system for undergraduate academic representation
- 3. The proposal for changes to the Student-Staff Forums for undergraduate representation
- 4. The proposal for changes to Course Rep Forums



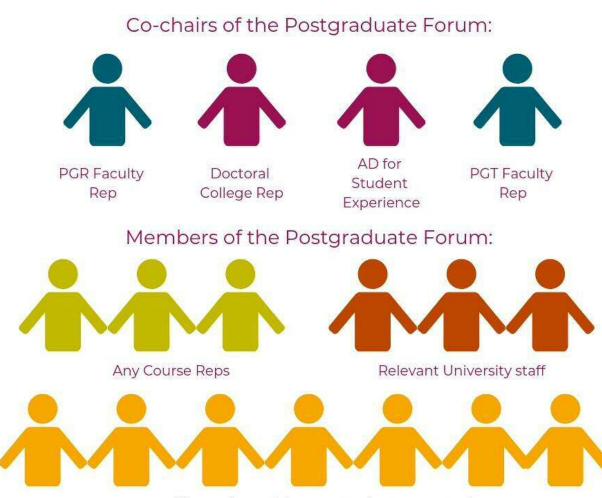
# PG Representation Proposal







- Open Forum
- Faculty Level
- May be co-chaired
- Open to all students
- 5x per academic year
- Streamed live online via Canvas/Facebook
- Feedback and questions gathered using platforms such as Mentimeter/Canvas chat or left in a drop box
- Feedback is open and transparent and can be anonymous
- Minutes to be posted online and visible to all students



All members of the postgraduate community



The proposal for changes to the system for postgraduate academic representation.

- Postgraduate representation to be separate from undergraduate representation
- Feedback on academic issues affecting postgraduate students to be delivered in an open forum per faculty
- This will take place five times a year per faculty
- Attendance at the new Postgraduate Faculty Forum will be compulsory for all Postgraduate Representatives, and open to any student attendees
- This will be accessible to all students via a live stream on Canvas
- Feedback and questions will be open and transparent, and may be anonymously gathered via Mentimeter, Canvas chat or other such platforms
- There will be two representatives for postgraduate students per faculty, at faculty level. One will be a Postgraduate Research Rep and one a Postgraduate Taught Rep.
- Postgraduate Course Reps will continue to provide a valued contribution to representing students



# UG Representation Proposa



## Structure



### Deputy Faculty Representative



Course Rep Leaders



**Course Representatives** 



## **Faculty Representative**



- Attend:
  - Senate
  - Union Council
  - Education Executive Meeting
  - Education Zone Open Meeting
  - Faculty Student Experience Committees
  - Chair Course Rep Leader Meeting
- Interview Process
- 6 8 hours per week

- Meet with Course Rep Leaders
  - Union Council Update
  - Faculty Rep/Deputy Faculty Rep Update
  - Education Executive Meeting Update
  - University Committee Update
  - Course Rep Leader Updates
  - SSF Key Issues Discussion
  - Preparation for Education Zone Open Meeting





## **Deputy Faculty Representative**

### Deputy Faculty Representative

- Attend:
  - Education Zone Open Meeting
  - Faculty Student Experience Committees
  - Course Rep Leader Meeting
- Interview Process
- To support the Faculty Rep in their work, meetings and objectives.
- 5 7 hours per week

- Meet with Course Rep Leaders
  - Union Council Update
  - Faculty Rep/Deputy Faculty Rep Update
  - Education Executive Meeting Update
  - University Committee Update
  - Course Rep Leader Updates
  - SSF Key Issues Discussion
  - Preparation for Education Zone Open Meeting





## **Course Rep Leader**

- Attend:
  - Education Zone Open Meeting
  - Course Rep Leader Meeting
  - Chair Course Rep Meetings
  - Chair Student Staff Forums
- Election Process
- 4-6 hours per week

- Meet with Faculty Rep and Course Reps
  - Union Council Update
  - Faculty Rep/Deputy Faculty Rep Update
  - Education Executive Meeting Update
  - University Committee Update
  - Course Rep Leader Updates
  - SSF Key Issues Discussion
  - Preparation for Education Zone Open Meeting



### **Course Rep**



**Course Representatives** 

- Attend:
  - Education Zone Open Meeting
  - Course Rep Meeting
  - Student Staff Forums
- Nomination Process
- 1-2 hours per week

- Meet with Course Rep Leader
  - Union Council Update
  - Faculty Rep/Deputy Faculty Rep Update
  - Education Executive Meeting Update
  - University Committee Update
  - Course Rep Leader Updates
  - SSF Key Issues Discussion
  - Preparation for Education Zone Open Meeting



## The proposal for changes to the system for undergraduate academic representation.

- A Deputy Faculty Rep will be appointed by interview to assist the Faculty Rep in their duties
- Subject Reps will now be known as Course Rep Leaders
- Course Rep Leaders to be decided through the process of election by the student body
- Faculty Reps will still be appointed by interview process
- Course Reps will still be appointed through the process of self-nomination



# Student Staff Forums Proposal



## **Student Staff Forums**

- Options:
  - 3 x 1 hour forums per trimester
  - 2 x 1 ½ hours per trimester
  - Up to 2 online (via Canvas)
- Attendance:
  - HUU Rep
  - Course Rep Leader
  - Course Reps
  - Library
  - Co-chair
  - 2 x members of staff
  - Admin staff
  - Agenda
    - Course Rep & Staff Updates

- SSF
  - Action Register circulated next day
  - Minutes to go on HUU website
- Agreement
  - Who attends (list of staff)
  - How staff and reps can work together
  - Setting expectations
  - Format of meetings
- Anonymous Feedback
  - Via HUU website

The proposal for changes to the structure of Student-Staff Forums for undergraduate representation.

- Options for either 3x1 hour meetings or 2x 90 minute meetings per trimester
- Up to two SSFs delivered online via Canvas. This may be negotiated depending on the format chosen from above
- Minutes to be posted on Hull University Unions website for all students to access
- List of attendees: Course Rep Leader, Course Reps, Library Rep, Co-chair, 2x members of staff, a member of faculty administrative staff and a representative from HUU
- Action Register to be circulated 3 5 days
- At the start of each academic year those in attendance at the first SSF will agree to a set of principles for all to abide by



# **Education Zone** Open Meeting Proposal



## **Education Zone Open Meetings**

- Open Forum compulsory for all reps and open to all students
- Chaired by President of Education
- 5x per academic year
- Streamed live online via Canvas/Facebook
- Feedback and questions gathered using platforms Mentimeter/Canvas chat or left in a drop box
- Feedback is open and transparent and can be anonymous
- Minutes to be posted online and visible to all students

- Faculty Reps/Deputy Faculty Reps and Part-Time Officers to give reports
- All reps have 1x vote each and can bring items to vote upon or mandate President of Education, PTO's, Faculty Reps or other reps.
- Question Time style panel with University Staff sitting on panel



### The proposal for changes to the structure and purpose of Course Rep Forums

- The name of these meeting to be changed from Course Rep Forums to Education Zone Open Meetings (EZOM)
- This will remain compulsory for Course Representatives, including Course Rep Leaders, Faculty and Deputy Faculty Reps and Part-Time Officers to attend but will also be open for all students to attend
- The meeting will be streamed live via Canvas and/or Facebook
- Feedback will be open and transparent, but may also be anonymous via platform such as Mentimeter
- Minutes will be posted on the Hull University Union website for all students to access
- Faculty and Deputy Faculty Representatives, along with Part-Time Officers will deliver reports
- All Representatives and Part-Time Officers may put forward items to be voted on, or to provide a mandate for the President of Education, Faculty Representatives, Deputy Faculty Representatives or other senior Academic Representatives.
- All Representatives, as listed above, will have one vote each on any item



# Recruitment



### Recruitment

- Recruitment will be done in 3 waves:
  - End of Trimester 2
  - Start of Trimester 1
  - Start of Trimester 2
- Course Rep Leaders (Elections only)
- HUU will provide promotional material
- Expectation that University staff will take responsibility for actively recruiting also
- Pictures of reps

