



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 25th June 2019, 2pm, Meeting Room 3,
Student Central

Present: Osaro Otobo (President of the Students' Union, PRES); Andrew Costigan, (President of Inclusivity & Diversity, PID); Nicholas Wright (President of Sports, PS); Isobel Hall (President of Education, PE); Thomas McNamara (President of Activities, PA); Abigail Morris (President-Elect of Inclusivity & Diversity, AM); Erin Pettit (President-Elect of Sports, EP); Orduen Nguper Simeon (President-Elect of Education, ONS)

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

PRES opened the meeting by explaining what the UEC is, who attends and what is generally on the agenda. PRES explained the agenda layout and said the UEC would be monthly from now on. PRES said that she and the Student Voice Manager are working on a new report template. PRES explained that the UEC would also be a place for making a decision on who would attend meetings and committees with the University and gave some background on the reasons behind this.

1. Apologies

2. Minutes of previous meeting

PID noted that, in AOB of the minutes of previous meeting, Agar should be Augar

Taken as a correct record


3. Matters arising

Updated within matters arising document

4. Marketing Updates

MCM said that the marketing team are continuing to work on WelcomeFest. MCM explained that the photo of PE and the Vice-Chancellor would be going on front page of the Welcome Packs. MCM gave more information on what the contents of the Welcome Pack would be and said that the new photos of the team would be included

MCM announced that the final Student Pulse report would be out in mid-July. MCM stated that she would be looking at the questions for future pulses and that the final report would include the President Team's top Three Big Things



MCM announced that the Three Big Things from the President Team would go out in a blog on Friday. MCM asked the team for more detail if it is needed. PE asked how much information MCM needed; MCM replied that she would need a couple of lines. PRES communicated that each President had a page last year; MCM expressed that she is happy for this if that is what the President Team want. MCM asked the team to make a decision now if this is what they want so that everyone is prepared. It was decided that there would be a collective top three and a goodbye blog from PRES

5. Team Objectives

No updates to note

6. Weekly Reports & Accountability

a) President of the Students' Union

PRES expressed her thanks to the Marketing Co-Ordinator and Studio Manager for helping to highlight Pride month

PRES explained that she has been working with the Student Voice Manager and Campaigns & Democracy Co-Ordinator around the implementation of the accountability panel for next academic year

PRES said that she has had a meeting with the Marketing Co-Ordinator regarding the reports area of website

PE asked if PRES could circulate what she had done around attainment gaps **ACTION PRES**

b) Inclusivity & Diversity President


PID explained that he has been on leave and so has not submitted a report
PID thanked everyone for a good year

PID communicated that the first draft of the Mental Health strategy has been completed and that the second draft would be soon. PID stated that there is another Mental Health Working Group soon which the incoming PID would attend.

PID said that there will be some changes to Student Services proposed as a result of an external audit which yielded recommendations for change to the health and wellbeing team; PRES asked if PID had asked for the recommendations from Student Services; PID replied that he had asked in the mental health working group and that they are reluctant to share the recommendations. PRES suggested that PID send an email to the University asking for the recommendations and copy the President Team in **ACTION PID**

PID explained that the Complaints Policy is still in draft and that he will send this to CEO; CEO communicated that she has had a meeting with the Commercial Services Director and Student Opportunities Manager regarding this

PID explained that the hardship funds earmarked for the participation fund money cannot be rolled over to the next tax year and said that Student Services had chosen to spend it on care leavers' students. The funds should be reinstated in time for September.



PE asked if Student Services still had a budget surplus that could be accessed; CEO said that we need to check this with the Director of Student Services first; PE asked if PID could make a note of the funds that Student Services had access to which the Union could access before he leaves
ACTION PID

c) Sports President

PS circulated a paper copy of his report to the group

Take as read

PRES asked how PS runs recruitment for the AU Exec in order to get so many clubs involved; EP answered that the recruitment information was posted on the Sport Facebook page and that the presidents of the clubs shared it with their teams

d) Education President

PE take as read

PRES asked how the Open meeting went; PE replied that approximately 30 staff members attended and they were very positive. PE said that she had recorded her Academic Representation presentation and sent it to marketing

PRES asked how the Postgraduate Representation meeting went; PE explained that the Education Co-Ordinator and Student Voice Manager will be meeting with the Director of the Graduate School

PE said that she would be meeting with Advice Centre about the issues around the Paramedical Science course. PE gave more background on the issues. PE explained that Faculty of Health Sciences students do not feel confident talking to the University regarding their issues. PE stated that she has raised the issues with the Dean of the Faculty

e) Activities President

PA stated that he has done a lot of recruitment and said that a new Editor and Deputy Editor for Hullfire had been appointed

PA explained that he would be looking at budgets for societies next year
PA said that he has met with Jeni and Jessie from the Induction & Transition team regarding their implementation plan for international students. PA explained that if they want to set up a society for international students then Hull University Union can support this

PA communicated that he has been researching Events Committees at other Student Unions and has been in touch with Sheffield to discuss their set up. PA gave some more detail on what he has found out so far.

PRES voiced that she had met up with the new PVC International. PRES communicated that he has said that he is interested in meeting PA to discuss the international society further



7. For Discussion & Decision

a) Meeting Request form

CEO stated that she has received feedback from PE and explained that Agenda Item 7g would help the President Team to see what other information may be needed on the form. CEO explained that it was up to the President Team to decide whether anyone needed to attend meetings and who should go. CEO asked if the President Team agrees with the comments from PE and if they are happy for CEO to apply them

PRES communicated that PE's points are valid and that she agrees with them. PRES feels that it depends on the committee whether a member of staff should attend

PE and PRES suggested adding a box on the form for the dates and times of the meeting. PE and PRES said that it would be useful to add a box where the University could suggest who the requested President or member of staff could send in their place if they cannot attend the meeting

CEO explained that it could be useful to have a member of staff attend if the committee runs longer than a single term of presidency so that we can keep track of who agreed to what

PRES asked if everyone agreed with PE's comments; all agree

ACTION CEO to update the form

ACTION ESC to put the form in the President Team folder once updated

b) Ring-fenced strike money

PRES explained that this has been ongoing for two academic years and would like to close this. PRES said that she is happy to support the proposal to put the money towards mental health as suggested by the Director of Student Services


PE asked if it had all gone towards mental health services or had the other two options received funding too; PRES replied that the funds had gone to mental health

CEO asked if the President Team were happy with the responses from the Director of Student Services; PID expressed concerns at the lack of detail regarding the changes to services; PRES said that she would like to go back to the Director of Student Services and the University Registrar & Secretary with the President Teams answers today; all are happy with the responses

c) Improving UEC reporting and accountability

PRES asked the President Team what they think needs to be done regarding this in future; PE said that there was meant to be a meeting about this earlier in the year; PRES recommends that the incoming President Team takes this forward

PS asked if the reports would go to UEC first or to the scrutiny panels; CEO explained that she and ESC will be doing the Board and committee planning tomorrow to see how the meetings flow so that the accountability panels fit in and hold the President Team to account for their reports



EP suggested that the scores given at scrutiny panels could be discussed in UEC

PRES asked what her response should be to Jeannette; CEO said that PRES should explain that Scrutiny Panels will be in place and that PRES should send a copy of the report template. CEO suggested that PRES could also explain that reports since the Tab article have been submitted unless the President Team were on holiday

ACTION PRES to email Jeannette and copy President Team in

d) Trans Lecture Theatre renaming

PRES explained the context around the renaming of the Lecture Theatre. PRES said that the meeting she had had with the University raised that there was a concern about the lack of visibility of Trans students. PRES explained that the University are keen to name a Lecture Theatre after a Trans role model. PRES stated that the name the University has put forward is in the paper for this agenda item

PRES expressed concerns that there was not a vetting process in the naming of the Lecture Theatre. PRES communicated that she had raised these concerns with the Head of Diversity and Inclusion and that his response is included in the papers. PRES said that she is happy with the choice as long as the University vets the suggested person properly

PE voiced that we should not rely on the University to vet people and that Hull University Union should do their own vetting process. PE expressed concerns about the University's vetting process

PID communicated that there is a form which Hull University Union complete for external visitors and suggested that this could be used as a vetting process

PS expressed concerns at the vetting included in Head of Diversity and Inclusion's email and questioned whether this was the official process; PRES voiced that she does not think they have any processes and explained that she has told Head of Diversity and Inclusion that she feels the vetting email did not go deep enough.


PRES suggested that she replies to the Head of Diversity and Inclusion and say that we would insist on the University using our process and we are happy to that within this timeframe; all agreed

ACTION PRES to handover to PE, AM, and Hannah Burgess (Trans Rep)

e) UEC standing order

PRES said that PA had made some suggestions to the UEC standing order; PRES went through PA's suggestions and suggested that the new team take any amendments to the UEC standing order forward

PE asked if PRES had any suggestions and amendments as save in a word document with tracked changes; PRES said yes and that it was in the President Team folder



PRES asked if we wanted to go through it now; current President Team happy to handover to incoming team who will have a meeting to discuss it

ACTION ESC to put 8005 meeting in the President Team's diaries

f) President of the Students' Union standing order

PRES explained that it would be useful to have consistency in the standing orders for each zone

PRES explained the changes she has made to the President of the Students' Union standing order. PRES explained that the changes are suggestions and that it was up to PE going forward what changes were made

PRES suggested reflecting on the standing order every year especially in terms of what committees the PRES had been on

CEO asked if it could go to the final Scrutiny Panel before going to Union Council for approval; all agreed

g) Request form for Proof Reading Working Group

PE gave some background to the Proof Reading Working Group and where this request has come from

PE said that she does not feel that there should be a President attending these meetings; CEO expressed concerns about not having representation; EP said that if ONS has to deal with the students who are affected by the decision then it would be useful for someone to attend

PE expressed concerns that the President Team did not have time to attend the meetings; CEO asked if the President Team would like to send a staff member; PE suggested that a Part time officer could go but stated that they would not be in post until October; CEO asked how Part time officers would feed back to the UEC; PE suggested that the feedback could come via zone meetings

PS said that we should ask them for specific dates for the meetings; CEO agreed and said that we will go back to the University and ask for dates, times, and whether the University would be happy for a Part time officer to attend the meetings

EP said that she is happy to attend the working group as she feels it is important

ACTION CEO to amend form to ask for dates and times

8. Any Other Business

9. Reserved Business

10. Three Big Things

PRES expressed thanks to outgoing team for their work over the year and welcomes the new committee

There is a trial of a committee representation form



Ring-fenced money will be going towards improving the University's mental health services

11. Next formal meeting

UEC FORTNIGHTLY REPORT 25/06/19

NAME: Osaro Otobo	
I'd like to thank	<p>Everyone who has supported me during my time as President of HUU.</p> <p>Sophie & Emma helping HUU highlight Pride month.</p> <p>Andy King for helping sort out leaving drinks and a space for student staff partnership scheme showcase in October.</p>
Student president notable events/meetings	<p>Accountability Panel meeting</p> <p>Website layout meeting</p> <p>Minsk Kitting Out Tour</p> <p>Student Central Steering Group</p> <p>Team GB steering group</p> <p>1-2-1 VC meeting</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u></p> <p>Following on from board approval, I've had meetings with Steph and Nicole about the implementation of the accountability panel for the next academic year. An important thing to note is that there will be more detailed training for councillors for scrutiny in particular so that they know what to do for the panel. We also talked about how we could give adequate support for student presidents with this new process.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u></p> <p>Following on from a meeting I had with the PVC Education, I've written an update on the university's work around Attainment gaps.</p> <p>Whilst on holiday I emailed marketing about Pride month which resulted in us changing our logos on social media and giving an update on volunteering opportunities for students at Hull Pride.</p> <p>See Trans Lecture Theatre update in this paper.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u></p> <p>Provisional trustee pairings have been shared with the Chair, now an email will be sent to all the trustees.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u></p> <p>I've had a meeting about the website layout. One of the things we discussed was how to highlight reports from student presidents and part-time officers each month to bring more visibility to them so students know what we are up to.</p>
Things I'm proud of/ I need support with	<p>I'm proud of everything I've been able to contribute to HUU as a student, a trustee and as President of HUU.</p>



ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
07/06	45	1	PTO 1-2-1	2
14/06	3	-	-	-
21/06	-	-	-	-

UEC FORTNIGHTLY REPORT **13th June** 2019

NAME: Isobel Hall	
I'd like to thank	
Student president notable events/meetings	Staff Day Team GB Kitting Out Surveys Group Away Day Academic Representation Open Meeting Ferens Education Trust Meeting Senate Conference (All Day)
Update on my objectives	<p>Transforming Academic Representation</p> <p>Academic Representation Open Meeting – Invited over 150+ University Staff to attend</p> <p>Meeting planned with Doctoral College and ADSE's to discuss how to implement PG representation</p> <p>Hidden Course Costs</p> <p>Planning to discuss this further (nursing funding) with MP.</p> <p>Met with FHS Dean to get views on funding, they will support campaign and help with providing information.</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. Waiting on response from University.</p> <p>Currently writing handover document and preparing to handover the role.</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 th May – 31 st May (annual leave apart from staff day 31 st)	7.5 hours	0	0	0

3 rd June - 7 th June (annual leave apart from Wednesday Team GB Kitting Out)	12 hours	1 hour 30 minutes	Speaking to UoH Student Volunteers at Team GB Kitting Out Speaking with student re Augar report and possible campaign	12.5%
10 th June – 13 th June	34.5 hours	0	0	0

UEC FORTNIGHTLY REPORT 25TH June 2019

NAME: Tom McNamara	
I'd like to thank	<ul style="list-style-type: none"> • Alex Tute for coming on board with Societies. Already been a big help chasing societies for contact details etc. following AGMs. • Chloe Birr-Pixton for her help with recruitment for student media.
Student president notable events/meetings	<ul style="list-style-type: none"> • Digital Strategy Group – Customer Service and Experience • Digital Strategy Group - SUMS • Trustee Induction – Session 2 • Final Final Societies' Grant Panel • Interviews for Hullfire Editor • Catch up with Induction & Transition team
Update on my objectives	<p>New Editor and Deputy Editor of the Hullfire have been appointed. Applications for Station Manager of Torch TV have also gone out with some interest already coming in.</p> <p>A total of £4,487.12 was handed out from the Societies Grant this year. Kevin says this is the first time the SEC have actually handed it all out while he's been here. Discussing with Jane and Kevin where we can go with the grant moving forward.</p> <p>Been supporting Societies with potential sponsorship opportunities.</p> <p>Had a meeting with Jeni and Jessie from the Induction & Transition team regarding their implementation plan for International Students next year. They're going to work with some international students to hopefully set up an International Students Society that would be a catch all group for International students with the hope that it could be a stepping stone to restarting the success of the ISA (International Students Association) circa 2015.</p> <p>I've been looking into Events/ Entertainments Committees at other SU's and the only example I can find is at Sheffield SU. I've sent them a list of questions from both myself and Commercial. Hopefully get some feedback soon.</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
10/06/19	23	2	<ul style="list-style-type: none"> • Hullfire Interviews 	8.6%
03/06/19	20.5	0		