



UNION EXECUTIVE COMMITTEE MINUTES

PRESIDENT, CHAIR

TUESDAY 29TH SEPTEMBER 2020, 10AM

VIA MICROSOFT TEAMS

Present: Phoebe Bastiani (President of the Students' Union – Chair, PRES, she/her); Evie Kyte (President of Inclusivity & Diversity, PID, she/her); Sian Doherty (President of Sports, PS, she/her); Orduen Nguper Simeon (President of Education, PE, he/him); Ellis Leonard (President of Activities, PA, he/him); Huseyin Arslan (Student Trustee, HA, he/him)

Attending: Jane Stafford (Chief Executive, CEO, she/her); Nicole Steele (Student Voice Manager, SVM, she/her); Alexandra Tute (Student Opportunities Manager, SOM, she/her); Gina Rayment (Advice Centre Manager, ACM, she/her); Leanne Spencer (Administration Co-Ordinator – Minutes, AC, she/her)

Apologies: Ryan Ward (Student Trustee, RW)

The committee gave their preferred pronouns, see **Present** and **Attending** list.

Items for Update

1. Minutes of previous meeting

Approved as a correct record.

2. Matters arising

See action log document.

ACTION: AC to ask committee members for updates

3. HYMS student's representation

PE explained that this paper is a joint policy with Hull York Medical School, University of Hull, University of York, Hull University Students' Union, York University Students' Union, and York Graduates Students' Union.

PE gave an overview of what would be changing in the coming year and explained that these changes should help to support students with the challenges they face.

PE explained that he will be part of the HYMS Student Staff Committee along with various student representatives, the York University Students' Union Academic Officer, and the York Graduates Students' Union Vice President Academic Officer to support staff to discuss relevant issues.

SVM expressed concerns that the student representatives do not get mentioned as being volunteers until late in the document and suggests that this is noted throughout the document. SVM said that the language needs to be in line with that taught in the volunteer management course. SVM noted that there is no mention of a volunteer agreement and suggested that we share this with York.

4. Relationship Committee and Operations Group



CEO explained that this item is to document that we had a meeting with the University in the summer, to confirm the minutes, and to see if we can identify here the outcomes of the last meetings.

PE noted that the second to last paragraph said that this part was not explained fully; PRES agreed.

The committee **NOTED** the issue raised by PE and **APPROVED** the minutes.

ACTION: PE to send additional comments on the minutes to AC

5. President Accountability Reports

a. President of the Students' Union

The committee **NOTED** the report.

b. President of Inclusivity & Diversity

The committee **NOTED** the report.

c. President of Education

The committee **NOTED** the report.

d. President of Activities

The committee **NOTED** the report.

RW asked via email if the students are automatically enrolled on to their respective societies, will they be forced to pay a membership fee If not, how will the society have a form of income?

PA replied that it would have to be free because it is unfair for students to be forced into purchasing a membership for something like this. PA explained that it is going to take a while to figure things out and that an overhaul of how societies work in general like this is something that will need to be considered.

e. President of Sports

The committee **NOTED** the report

Developing a Democratic Organisation

6. President reform project

PRES explained that this report shows how we are considering reforming the President Team.

SVM expressed concerns that the document implies that this was a definite decision and stated that students may feel that they have not been consulted; PRES agreed and stated that the document would be edited to reflect this.

ACTION: AC and PRES to edit the document to reflect SVM's comments



PRES stated that we will be consulting students on the changes and that the team have discussed the suggested changes laid out in the report. PRES explained that Stephen Dowson was consulted during these discussions and research was done into how other students' unions organised their sabbatical officers' teams. PRES noted that many students' unions manage with a small sabbatical officers' team even when they have a larger student population to represent.

The committee **APPROVED** that this paper would be sent to the Board of Trustees and then to Union Council, with the potential for it to go to referendum.

7. Union Council Motions update

SVM gave an overview of the document presented and suggested that she and the President Team have separate meetings to discuss them in more detail.

The Committee **AGREED** that SVM should have separate meetings with the President Team.

ACTION: SVM to schedule the meetings with the President Team

Improve participation in all activities available in the Union

8. Community remit

PID explained that, due to the role change a few years back, we need clarification on where the community sits.

The Committee **AGREED** that the community would sit within the President of the Students' Union remit and the Outreach & Engagement Co-Ordinator.

9. Student Opportunities Highlight report

Taken as read.

Represent members to the University, local community, and nationally

10. Student Voice Highlight report

Taken as read.

SVM expressed concerns that we are awaiting details from all four faculties regarding the Student Staff Forums and said that she will raise it at the next USEEC meeting with the University.

11. Government's Prevent campaign

PID explained that there are issues with the government's Prevent Campaign and suggested that we should decide where we stand on it as an organisation as it seems to target BAME and Muslim students and could encourage stereotyping.

A discussion was had on this issue, the main points raised were:

- The University do not get many reports on the issue. Many incidents reported to the University are regarding the far-right movement rather than BAME and Muslim students.
- The prevent campaign does not appear to be an issue in the Hull community compared to other cities.
- It would be useful to have some perspective from the University as far as they use prevent and then HUSU can investigate those avenues.
- The NUS run a lot of campaigns which may not be relevant or a priority to students therefore we need to focus on what is relevant to HUSU.

PRES suggested that PID set up a follow up meeting to discuss this further.

ACTION: PID to set up a follow up meeting

Provide members with appropriate support and advice

12. Advice Centre Highlight report

Taken as read.

ACM noted that 95% of students are contacting the Advice Centre remotely and are not coming into the building. As a result, Advice Centre staff are now working from home all days except for Wednesdays.

Concerns were raised that we have an increase in students looking for Central Hub coming to the Second Floor Reception area.

ACTION: SOM to send an email to Central Hub regarding the increase in numbers of students in the building looking for support

Continually strive to improve everything the Union undertakes

13. Partnership projects with SSD

PRES explained that HUSU would be working with Student Services on six projects. The meetings will start in October 2020 and this document outlines who will be sitting in these meetings from HUSU and Student Services.

The Committee **AGREED** that updates will come to this committee so that we can keep track on how the projects are progressing.

The Committee **AGREED** that there will be pre-meets with the relevant HUSU members before each project meeting.

ACTION: AC and ESC to set up pre-meets for the projects meetings.

The Committee **AGREED** that a HUSU lead would be assigned for each project.

SOM suggested adding the Outreach & Engagement Co-Ordinator to Project Two to support with the community campaigns aspect.

ACTION PRES to add the Outreach & Engagement Co-Ordinator to Project Two in the document



Any Other Business

SVM asked the President Team, staff, and student trustees to help promote Part-Time Officer voting next week.

Next meeting: Wednesday 28th October 2020, 10am

President of the Students' Union Report

Phoebe Bastiani

21/09/20

| Objectives | | |
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| <u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve. | <u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students. | <u>Next Steps</u> List your next steps and what you hope to achieve from them. |
| Consent Training (joint campaign with Evie) | <ul style="list-style-type: none"> • Held an online open forum to discuss content • Wrote the content for the online module which will be published on My Journey in October • Had discussions with the VC about how we can provide better support for victims of sexual assault on campus and discussed a new working group between HUSU & UoH to discuss sexual assault on campus specifically | <ul style="list-style-type: none"> • Campaign for SVLOs • Improve the experience of students who have made a complaint of sexual misconduct |
| Mental Health | <ul style="list-style-type: none"> • Wrote new Wellbeing Advocates signposting training • Started a HUSU/UoH mental health forum to discuss strategy • Supported the wellbeing team Survive & thrive project by creating videos and editing content which will also be published on My Journey • End the stigma campaign- started discussions with the University about an open and honest mental health campaign using the billboards around campus | <ul style="list-style-type: none"> • Work in partnership with the University on projects such as the Wellbeing Champions |

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| Covid-19 | <ul style="list-style-type: none"> • Virtual celebrations- did a survey for students to find out what they wanted from a virtual celebration and did a speech for the event • Learning from Covid project- took part in the project group and had input in the survey • WelcomeFest- did several interviews on BBC & ITV about how we're keeping students safe | |
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| <u>Core Responsibilities</u> Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance. | |
| Name of activity | Description |
| Black History Month | Working with Evie to organise a BHM campus-wide festival to celebrate |
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President of Inclusivity and Diversity Report

<Evie Kyte>

<21/09/20>

| Objectives | | |
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| <p>1. BAME Mental Health</p> <p>Every member of the wellbeing team to receive training on cultural competence</p> <p>-Every member of the wellbeing team to receive training on how being BME affects mental health</p> <p>-Students have the option of requesting BAME wellbeing member of staff</p> | <p>-Researched and been in contact with various universities who have the option of requesting BAME counsellor</p> <p>-Meeting with BME rep from Cambridge SU, who introduced the possibility of seeing a BME councillor 2 years ago- Idea to do a survey and open forum.</p> <p>-Meeting with Kelly Robson and Sarah Howe (mental health team) - suggested getting in touch with equality and diversity email to discuss progress that has been made.)- Meeting with Kate Crawford (head of Inclusion and Campus Community) to alert her of this campaign.</p> <p>-Searched high and low for BAME mental health helpline- found nothing</p> <p>-Meeting with Sara Khan from NUS (26th Aug.</p> <p>-Meeting with HANA (Humber All Nations Alliance) about having a presence on campus.</p> <p>-Researched PREVENT- Government anti-terrorism strategy that may be preventing some BAME students from coming</p> | <p>-Release blog to launch campaign at beginning of October</p> <p>-Release survey at beginning of October asking BAME students about their experiences of mental health.</p> <p>-Open forum during October to ask about BAME experiences of mental health.</p> <p>-Spread awareness of campaign at BHM events (festival, educational events)</p> |

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| | to mental health treatment. Taken PREVENT to UEC to discuss our stance on it. | |
| <p>2. Sexual Assault</p> <p>(With Phoebe)</p> <p>Consent Inclusive and comprehensive consent training becomes part of mandatory induction for first year students</p> <p>Sexual Assault Support</p> <p>Increase hours that sexual assault specialist (eg SVLO) spends on campus.</p> | <p>Consent</p> <p>-Meeting with St Andrews 'got consent' who recently released mandatory consent training-added bystander content, FRIES etc)</p> <p>-Consent Open forum- showed students content- approved, nothing added.</p> <p>-Strategy meeting</p> <p>-Written content</p> <p>Sexual Assault Support -- Researched unions with full time advisors for sexual assault and emailed asking for more info.</p> <p>-Meeting with Sara Ragab from Greenwich about Sexual Violence Liaison Officers (SVLOs)</p> <p>-Added sexual assault and domestic violence helplines to list, and clarified which helplines respond to which issues. (Soon to be published on support section of HUSU website).</p> | <p>Consent</p> <p>-Send around content to relevant people (eg student services, student misconduct etc) for feedback</p> <p>Sexual Assault Support</p> <p>-Susan Lea to set up working group to discuss sexual assault going forwards.</p> |
| <p>3. Accessibility</p> <p>-University provides centralised information to disabled students on what to do before coming to university, their legal rights,</p> | <p>-Meeting with Anji Gardener, Sue Cooper and Kate Crawford-move student support on website</p> <p>-Researched other universities support pages.</p> <p>-Meeting with Stephen Dale (head of estates) about current issues and how they are being communicated to students.</p> | <p>-Next meeting with Anji, Sue, Kate and Sarah-Marie (disabled students' rep about website.</p> |

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| <p>how to report an accessibility issue, social information and wins.</p> | <p>-Accessibility open forum- requested trial period of the disabled toilet being freely accessible without a key.</p> <p>-Meeting with Sarah-Marie about Disability History Month.</p> | <p>-Raise having more streamlined communication at Accessibility Open Forum.</p> |
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| <p><u>Core Responsibilities</u></p> | |
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| <p>Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.</p> | |
| <p>Name of activity</p> | <p>Description</p> |
| <p>PTOs</p> | <p>I have been active on social media making it clear that I am happy to have an online meeting with any PTOs with ideas or questions. I have had phone calls/video calls with a few PTOs about their ideas for this year. I have attended the meet and greet event and PTO training to introduced myself.</p> |

President of Sports Report

Sian Doherty

21/09/2020

| Objectives | | |
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| <u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve. | <u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students. | <u>Next Steps</u> List your next steps and what you hope to achieve from them. |
| Recognise - recognising the issues that are at the forefront of the AU by listening to student voices and organising the Sports Zone. | <p><u>Cost of Sport</u></p> <ul style="list-style-type: none"> - Vicky Dean, Kevin Pearson, Steve Curtis, Matt Thompson - Discussed the best way to charge students for the sports pass in this unprecedented time. - Using Erin's Cost of Sport work from last year. - Asked the presidents what their expectations were for training hours and the majority said the same as last year. - Asked AU Exec about their thoughts on how to charge students - pay as you go, weekly, monthly, semester, year - they said either monthly or semester. | <p>Will have to review the training allocations in October to see if the teams' membership to hour ratio fits in with the 3hr per person rule is being adhered to.</p> <p>Will have to review cost of sport - potentially will have to make changes due to COVID impacting the</p> |

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| | <p><u>Sport storage</u></p> <ul style="list-style-type: none"> - Vicky Dean, Steve Curtis, Matt Thompson, Nick Armstrong - Organised a meeting with all sports using the outdoor container to come and arrange their equipment in the facilities - Issues raised in regards to sports storage in general | <p>student population and involvement in sport.</p> <p>Have a review about storage in general around the university, the union and the sports centre – how it is distributed, who is where etc. Work on this with Ellis.</p> |
| <p>Engage – engage as many students in sport, the AU and the Union as possible, both physically and socially.</p> | <p><u>Social Media Presence</u></p> <ul style="list-style-type: none"> - President Team - Bigger presence on social media platforms - Videos/photos/sharing posts | <p>Keep this up for the whole year – shows students what I’m doing, when I’m doing it and why I’m doing it. Keeps them in the loop.</p> <p>Helps support what other presidents, the union, the sports teams and the sports centre are doing.</p> |
| <p>Promote – giving all teams/events professional and consistent promotion throughout the university, union and on social media.</p> | <p><u>#AUGust</u></p> <ul style="list-style-type: none"> - President Team, Marketing Team - Every day in August there was a new Instagram/FB/Twitter for a different team/ sometimes multiple a day. - Posted on the president’s page in July and asked for teams to sign up if they were interested in getting involved and 42 teams involved. | <p>I hope this will continue future individuals in this role or similar roles as it was an amazing way to give promotion not only to what the union offer but also for every club to have an equal opportunity to be seen.</p> |

- Promoted all teams that wanted to get involved no matter the size/popularity of the sport.
- Smaller teams were grateful for the promotion as they had not necessarily received this before.
- Great engagement over social media platforms.



Sports Fair

- Welcomefest Team
- 15th-17th September, 11-5pm each day in the marquee.
- Space for 52 teams social distancing.
- Did a video to help explain how to access the marquee – track and trace, hand sanitizer etc.



GIAG/Welcomefest events

- Welcomefest Team
- Attended/shared different GIAG/taster session events on my social media platforms.
- Did a video after attending a hockey taster session to promote them and GIAG in general

Rewards and Recognition

- President Team
- Ellis and I decided that the scheme needed a covid version to adapt the criteria already put in place
- Had a meeting with other Presidents about it and made some new criteria and points to be followed so it is easily adaptable for sports and societies to use.

Notes need to be written up and presented to sports and societies so they can start tracking their progress. Aim for beginning of Oct. This will give them motivation to participate in a range of activities that are COVID appropriate and the recognition to keep taking part.



President of Education Report

<Name> SIMEON N. ORDUEN

<Date> 22/09/2020

| Objectives | | |
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| <u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve. | <u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students. | <u>Next Steps</u> List your next steps and what you hope to achieve from them. |
| Diversifying the curriculum | <ul style="list-style-type: none"> • Raised this issue at the last HYMS Senate committee. Criticized the focus on alternative voices without an accompanying scrutiny of content. • Had a meeting with the Deputy Dean of Renal Medicine & Medical Education, Matthew Morgan, to discuss my thoughts on the issue and how I envisaged the right approach would look like. • Got invited to a forum called “Black Lives Matter in Medicine” where there were conversations had about students experiences on placements & within their modules, how to deal with those & review them to nip things in the bud where necessary. | Next steps would be to see how I can make further inroads into HYMS to help ensure that sustainable positive changes come out of these conversations |
| Extension in Trimester 3 | <p>Although the No-detriment policy was in play at the start of the lockdown, it had not yet been taken into account how covid-19 was going to affect some groups of students during the third trimester. Some of the work I (with great help from some course reps) have been able to do around this include:</p> <ul style="list-style-type: none"> • Extensions for PGT students: PGT students writing dissertations had no physical | I am not entirely sure if there are need for any more extensions, especially as the University has made it clear that they do not intend to pursue that sort of route at the current time. However, if |



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| | <p>access to the library whatsoever during the lockdown (and even when it opened eventually, only a limited number of students were able to access it). This meant that they were unable to make use of the physical facilities offered by the library and the University to do their work. After conversing with the PVC Education, it was decided that PGT students would receive an extension up until January next year, with International Students with visa restrictions supported to complete their dissertation before their visas came to an end.</p> <ul style="list-style-type: none">• On 08.09.20, a course rep of Adult nursing from got in touch with respect to a deadline on the 9th. They had been told that they would have 14days of extension, only to receive contradicting emails & canvas announcements. I began email communications with the relevant parties and ensured the got the extension, including those who had submitted earlier out a panic of receiving penalty for late submissions.• Both of these were communicated to the respective students via Faculty channels | <p>there were to be a second lockdown, things could change drastically and there could be need to review this and perhaps implement it again or find some better solution.</p> <p>As it stands at the moment though, there will be no further extensions for the coming academic year.</p> |
| Blended learning | <p>This section is just a bunch of stuff that I did to try and ensure that blended learning works for students:</p> <ul style="list-style-type: none">• Did a tour of the library to ensure that they had the right set up & preparation as they prepared for the return for students. Once the session fully begins, some of it may need to be review and I made sure to make this point; however, as it is, it looks like they have the | <p>Continue to pay attention to the various elements of Blended learning taking into consideration as well as how it impacts on the various student demography.</p> |



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| | <p>right idea and have done well going into this.</p> <ul style="list-style-type: none"> • Spoke to the University about being more transparent to students about the difficulties & potential complications that could come about due to covid-19 & blended learning. While to some degree this has been listened to, there is still a whole lot left to be done in this regard. • Put a case for potential discounts to the PVC-Education, especially for international students who receive no support & are from low income countries and are unable to come to Hull at this time for various reasons, but also for students who may be shielding and may also be unable to interact with certain elements of their studies. I will need to follow up on this. | |
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| <p><u>Core Responsibilities</u> Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.</p> | |
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| Name of activity | Description |
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President of Activities Report

Ellis Leonard

21.09.2020

| Objectives | | |
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| <u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve. | <u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students. | <u>Next Steps</u> List your next steps and what you hope to achieve from them. |
| Review Standing Orders to become more up to date, and make sure they are ready for the first Union Council. | <p>Met with Alex Tute to go over the Standing Orders for the Activities Zone, we reviewed each one and made edits to make them more in line with our current practices, and make sure anything that was outdated was brought up to date or simply removed.</p> <p>Plenty was removed and edited in the Standing Orders and as of 21/09/2020 I have edited 4 out of 5 of the Standing Orders- the only one remaining is 2005 Societies Council as this is the one with the most that needs changing and I want to do more with Societies Council in general to make it more useful for Societies</p> | <p>Try to bring the final standing order up to date in time for UC</p> <p>Bring a motion to UC to approve the updates</p> |

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| <p>Student Media Improvements</p> <p>After Student Media became Societies during the last academic year, it highlighted that Student Media felt that they did not have a connection to HUSU and that becoming a society would make this worse. From my previous position of running Torch TV I also saw this. I've been researching different Unions and how their Student Media run differs greatly between those organisations that I have looked at.</p> | <p>I have written a Student Media Policy, and Union Council Motion, and have begun a Student Media Executive Committee to be presented for the first Union Council of the year</p> <p>One thing I believed in setting out was a Student Media Policy which outlines exactly what we do expect of them, as they are given a budget to spend. From this I also wanted to create a 'Student Media Executive Committee' which would be led by the three heads, and a Student Media Representative who would be a PTO position in the Activities Zone- not leading the heads but being someone who votes at Union Council on their behalf. This is to set some boundaries for both Student Media and HUSU in terms of how cooperation works. The student media executive committee is designed to meet 3 times a trimester, and this is where a variety of things should happen;</p> <p>Open the floor for scrutiny by Student Media of the President of Activities in direct relation to the student media groups.</p> <p>Create a space where Presidents, HUSU Staff can ask Student Media for help with projects, and vice versa for Student Media to ask. This can be asked outside of here if there is a short turn around.</p> <p>A space for openness towards cross collaborative projects that the groups may want to do to help split work loads of large projects, IE Varsity Coverage.</p> <p>The creation of this would take up one of my currently 3 non assigned role in my zone, and would give Student Media a seat once again on Union Council, but gives them the freedom to continue as societies already have.</p> | <p>To get the Student Media Executive Committee Standing Order up and ready in preparation for bringing this motion to UC to be able to get this going as soon as possible.</p> <p>Working with Student Media to see how best it would be to run this, and help them get started to run it themselves</p> |
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| <p>Academic Societies; looking into creating automatic enrolment into academic societies that connect to a student's course- and explore the possibilities of course reps being incorporated</p> | <p>Met with Huddersfield 27/08/2020 to discuss how they achieved this. Notes made and taken. Meeting booked with PE and Other staff to discuss this and how we could apply it to HUSU.</p> <p>There are some interesting things that Huddersfield do to achieve this, I have a version of their Data Share Agreement between the University and Union to look at how we might approach the University in gaining the students information.</p> <p>Engagement at Huddersfield between societies and students has increased massively since this, but their union relies heavily on the committees of groups to tell them data as student engagement isn't told by students signing up to the groups</p> | <p>A meeting is organised for the 1st of October to discuss the meeting I had and how to further approach this project from our perspectives.</p> |
| <p>Rewards and Recognition</p> <p>Review the current process, and work to create one that benefits student groups more. Also to create a COVID-19 specific one</p> | <p>Sian and I reviewed the current Rewards and Recognition programme and feel that we want to make it more uniform between groups, and feel it's a perfect way to also include campaigns into it to encourage more groups to take part, for things like SHAG week etc.</p> <p>We also feel with the current situation the programme right now is almost impossible so we wish to make a COVID-19 specific one for the current year, so that no groups are currently missing out</p> | <p>We have made notes on what things currently don't work, and what we want to change. We are considering COVID more than the overall future of the rewards and recognition, more so currently so we can get something out soon.</p> |

Next Month I will be focussing on:

- SOCTober; Instagram promotion campaign for all societies and student volunteering projects
- Academic Societies; furthering the campaign and projects

- Student Media; furthering the campaign and projects
- Rewards and Recognition; Aims to complete the COVID-19 specific one and release to Students alongside the President of Sport