

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 9 August 2016**

Present: President (Chair), Vice-President Activities (VPA), Vice-President Education (VPE), Vice-President Scarborough (VPSc), Vice-President Sport (VPS), Vice-President Welfare & Community  
Attending: Chief Executive (CEO), Marketing & Communications (MCM), Administration Co-ordinator (AC, minutes)

**1. Apologies**

Received from Membership Services Director (MSD)

**2. Minutes of previous meeting**

Approved as a correct record

**3. Matters arising - see attached**

**4. Impact reporting – none reported**

**5 – 10 Zone reports – circulated and taken as read (see attached)**

**6. Sports Zone**

- VPS has received further information about phase 1 of the sports investment, which will benefit 25 clubs across 3 tiers. The investment will help clubs with funding kit, coaching and physio. 5 sports have been chosen so far: football, squash, netball, rugby league and rugby union. Both male and female teams will benefit from the funding.
- UEC would like to meet with staff at the Sports & Fitness Centre (SFC) to look at plans for the development of the Sports Centre.

**Action:** AC/VPS

**7. Education Zone**

- VPE asked for support from UEC with running feedback events across the year, which would provide all zones with a platform to gain students thoughts and opinions. The feedback fairs form part of VPE's objective to increase student involvement using new methods of interaction.

**Action:** VPE

**8. Activities Zone**

- VPA is planning the next steps for the student experience report, MCM reminded VPA and VPS that it is important for the University to recognise the impact sports and societies have on the student experience.
- VPA is working with the University to see how societies and volunteering can be included in the Employability Awards scheme.

**10. Welfare & Community Zone**

- VPWC and VPSc are creating an equality and diversity policy using research conducted by the Research & Campaigns Co-ordinator (RCC) last year.
- Democracy & Governance Co-ordinator (DGC) to confirm whether the Zero Tolerance/Bullying and Harassment policy was taken to Union Council for approval last year.

**Action:** Chair to check with DGC

- VPWC and VPSc to bring a draft equality and diversity policy to UEC for discussion.

**Action:** VPWC/VPSc

12. Any Other Business

- a) **UEC ground rules & format**
  - UEC to send any ideas for changes to the weekly report template to President or AC by 19 August. Action: All
  - UEC agreed that weekly reports will be taken as read for future meetings, only providing updates on any developments since the report was submitted.
  - AC to put a weekly report reminder in all calendars. Action: AC
- b) **NSS boycott**
  - VPE provided background information on the proposed boycott of the National Student Survey (NSS) by the NUS as part of a wider protest against the White Paper and Teaching Excellence Framework (TEF). VPE asked UEC to decide whether or not to support a NSS boycott.
  - UEC agreed that there would be no benefit to students in boycotting the survey.
- c) **Monthly meeting rota**
  - UEC to let AC know if they are unable to make any of the dates suggested in the rota. Action: All
  - AC to put the rota dates into calendars. Action: AC
- d) **Clearing live stream**
  - Marketing will be holding an online Q&A session with students on A Level results day for new students to ask Student Officers questions about the Students' Union and life in Hull.
- e) **Office space**
  - Not discussed; AC to put on the next formal UEC agenda. Action: AC
- f) **Wall planner content**
  - The deadline for adding content to the wall planner is 10 August. UEC to update the wall planner document on the T drive. Action: All
- g) **Clearing rota**
  - UEC provided their availability for attending clearing open days. AC to co-ordinate a rota. Action: AC

13. Reserved Business – none reported

14. Next Formal Meeting - Tuesday 23 August 2016

## **UEC REPORT - WEEK ENDING 5 AUGUST 2016**

This report should be completed each Friday and emailed to Emily/Sally together with any papers for the meeting

<b>NAME:</b> Matt Evans, President	
<b>I'd like to thank</b>	<ul style="list-style-type: none"> <li>The rest of the <b>officer team</b> for their hard work and commitment to HUU in the first couple of months of training, induction and work.</li> <li><b>Emily Normington</b> (Admin Co-ordinator) and <b>Sally Bates</b> (PA to CEO &amp; Directors) for keeping our diaries up to date as everything is moving around with University meetings, training and people being away at conferences.</li> <li><b>Tania Struetzel</b> (Democracy &amp; Governance Co-ordinator) for her help with my objectives and her work on the Governance Review.</li> </ul>
<b>Things I'm proud of</b>	<ul style="list-style-type: none"> <li>The way the officer team have approached their training with new concepts and ideas with an open mind.</li> <li>The Board of Trustees for our first board meeting of the year, and setting our objectives for the year, and looking at our strategy.</li> </ul>
<b>General updates</b>	<ul style="list-style-type: none"> <li>Vice-Chancellor recruitment</li> </ul>
<b>Update on my objectives</b>	<ul style="list-style-type: none"> <li>Operationalising the HUU Strategic Plan</li> <li>Governance, Democracy and Representation</li> <li>Creating a vision for the development of the SU Building, collectively with the University.</li> </ul>
<b>I need support with</b>	Coming up with ideas for engaging students in the recruitment of the new VC.

### **ENGAGEMENT BREAKDOWN**

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
05.08.16	37	N/A	N/A	N/A

## UEC REPORT - WEEK ENDING 5 AUGUST 2016

NAME: Matt Thorneycroft	
I'd like to thank	Everyone for just being them. Particular thanks to Liz Pearce for being an excellent mentor through the critical time of adapting to the role and creating objectives.
Things I'm proud of	I have made significant advancement on the creation of my objectives, becoming far more disciplined and organised, and settling well into the Union.
General updates	I have many plans for us as a team, such as creating a Feedback Fair and increasing student engagement. For now these are in my objectives but it is something to discuss at this UEC if it could become a group objective in which I would like to lead on.
Update on my objectives	<p>Aims are split into three key areas and objectives developed in each aim. They are currently not in the SMART format. These will be developed and will meet the deadline of the next trustee board.</p> <p><b><u>Aim 1 – Communication</u></b></p> <p>All of these objectives are based on increasing student engagement across the university without having to be forced into our current zone structure. (i.e. having to be a course rep to give academic feedback).</p> <p><b><u>Objective 1 – Feedback Loop</u></b></p> <p>Currently the feedback loop is rather hit and miss. When a problem is fixed or being worked on we find very commonly that this isn't told to students and no one knows something has been done. This objective surrounds closing the feedback loop and potentially removing the need for it.</p> <p>On a micro level the process should be that the students are included throughout the decision making process and implementation, and are the agents that implement the change. Therefore, we don't need to worry getting back to students as they are the ones who have done it! It also means that there will be more students telling the whole student body instead of the few involved emailing all students.</p> <p>On a macro level I am looking to increase the whole student body's involvement through more active polls and videos. This creates more evidence to lobby the university as well as including the students in all of our university/faculty level decisions.</p> <p><b><u>Objective 2 – Technology</u></b></p> <p>Increasing the use of technology for engagement, involvement, and communication.</p> <p>IHull – To create a HUU tile which has three major factors: Top news, Decision Making, and Your representation.</p> <p>Top News would include all of the big union news and big wins such as the VC leaving, governance review discussions, or the White Paper. These could then lead to a blog post/video written by officers.</p> <p>Decision making – active polls that are going and previous polls that show the percentage of votes per decision and a section on what we are going to do with the decision.</p> <p>Your Rep – Sections on who my course/school/faculty rep is, and all of the academic rep wins to tackle the stigma of "reps don't do anything" and to increase recognition of those who do.</p> <p>Canvas – Increase the amount of videos through lecture capture software (dead easy to do!).</p> <p>Monthly webinars – to cover all of the content that people may have missed at the course rep conference and to discuss solutions that have come out of them.</p>

	<p>Monthly/Bi-weekly course rep tips videos. Explanatory videos on what I've been doing as an officer.</p> <p><b>Objective 3 – Feedback Fair</b> To run a full day event where any student can attend and provide feedback on a vast array of topics, with fun and innovative methods of acquiring feedback. This will be used to get feedback on topics included in the education survey as well as tackle critical areas of the NSS.</p> <p><b>Aim 2 – Peer Mentoring</b> To lobby for a buddy scheme system whereby students are partnered with 2<sup>nd</sup> /3<sup>rd</sup> years in 1<sup>st</sup>/2<sup>nd</sup> year to aid with academic content and to improve their student experience. Example: Drama's "parenting" system.</p> <p><b>Aim 3 – Best Practices</b> To identify and disseminate the best practices of the university to improve the academic experience of our members.</p> <p><b>Objective 1 – Placement and Year Abroad Standards</b> To lobby for the improvement of regulations and standards for placement/Y/A students.</p>
I need support with	<p>Potentially making the feedback fair a full officer team mission. Working with marketing to implement the iHull and online polls tasks.</p>

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05/08/2016				

## UEC REPORT - WEEK ENDING 5 AUGUST 2016

<b>NAME:</b> Matthew Bramall	
I'd like to thank	Liz Pearce (Membership Services Director), Andy King (Commercial Services Director), Jackie Berry (CEO), Emily Normington (Admin Co-ordinator), Sally Bates (PA to CEO & Directors) & Vicky Dean (Sports & Societies Co-ordinator).
Things I'm proud of	Varsity Date Club Videos on SU Monitors WelcomeFest magazine
General updates	SFC – Investment Phase 1 update released. <ul style="list-style-type: none"> <li>- Slow response of training time requests.</li> <li>- Sports Pass negotiations.</li> </ul> Clubs applying for coaching fund. Want to examine and improve use of incoming funds through the year. AU Exec regular conversations and engagement throughout summer.
Update on my objectives	Comms – Methods being put in place with Hullfire <ul style="list-style-type: none"> <li>- Club Promo Videos – looking into Lawns as well</li> <li>- WelcomeFest Mag</li> <li>- Instagram</li> <li>- Looking into Asylum shout outs</li> <li>- Improving Game of The Week</li> <li>- AU Fair floor plan</li> <li>-</li> </ul> Improve Match day Experience <ul style="list-style-type: none"> <li>- Not a lot so far</li> <li>- Looking into club mascots – a race perhaps as a fun event</li> <li>- Potential media work on peoples experiences</li> <li>- Fixture boards</li> <li>- Looking into yearly running of Rainbow Laces as part of a potential campaign</li> </ul> Updating students on promised investment <ul style="list-style-type: none"> <li>- Uni Released PR Release on phase 1</li> <li>- HUU Q&amp;A blog draft submitted Friday 5<sup>th</sup></li> <li>- Queries from students/presidents have been answered</li> <li>- Another blog + use of student media when phase 1 is completed in Sept/October</li> </ul>
I need support with	Work/Life Balance – Reflection Time per week

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
22 <sup>nd</sup> July	36	-	-	-
29 <sup>th</sup> July	36	2.30 Hrs	1-1 meetings with Sport Presidents & AU Exec Members	-
5 <sup>th</sup> August	35	-	-	-

## UEC REPORT - WEEK ENDING 5 AUGUST 2016

NAME: Amy Jackson

I'd like to thank	<p>Chloe Birr-Pixton (Student Activities Co-ordinator) for booking the media law training whilst I was away at conference.</p> <p>Liz Pearce (Membership Services Director) for her discussions with me regarding our external speaker policies and safeguarding procedures throughout the week.</p> <p>Chelsea (Research &amp; Campaigns Co-ordinator), Rachel (Marketing &amp; Communications Manager) and Jack (Marketing &amp; PR Co-ordinator) for meeting with myself and Matt B (VP Sport) in regards to our next steps with the student experience survey.</p>
Things I'm proud of	<p>Started conversations with the SEC about how our new societies accreditation scheme will look.</p> <p>Went to Lead and Change and made some connections, with people in the student media and RAG fields particularly.</p>
General updates	<p>Trying to organise a meeting with those organising Hull Employability Award about how union volunteers could fit into this system</p> <p>Meeting in the coming week with the international office to discuss how we engage with international students now we don't have the ISA</p>
Update on my objectives	<p>Meeting with Hannah from employability awards means I can start working on a plan for my employability objective</p> <p>Working on society accreditation means volunteers are being recognised</p> <p>Societies and opportunities fair is now organised to engage students – something to discuss at marketing meetings</p>
I need support with	A timeframe for how we progress with student experience survey.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
05.08.2016	40	4	Equipment meetings with law soc and Hullfire Meeting with ComSoc about member issues	10

## UEC REPORT - WEEK ENDING 5 AUGUST 2016

<b>NAME:</b> George Bainbridge	
<b>I'd like to thank</b>	<p>Patrick John, following our meeting we have been in contact to organise union involvement within his projects. In a simple interpretation of his work, he plans to make campus more accessible to a wider diversity of students and University staff.</p> <p>Toni Proctor, I was invited along to a landlord advisory board to discuss current issues with housing, most notably the problem with 'sturents'.</p>
<b>Things I'm proud of</b>	<p>Visit to Pacific Court.</p> <p>Met with a lady who may be going for Disabled Student Officer, I finally have a voice from this group of people. We shared many ideas and it turns out there are issues that I was previously unaware of.</p> <p>I have formulated an idea to tackle the waste problem that has occurred in previous years. I will organise a charity event throughout June, which will collect items that are generally left on the street such as duvets, old clothing and shoes then distribute them to an appropriate charity. I believe that this will improve relations with the community on many levels, both physically and in terms of public image.</p> <p>Healthy living week seems to be getting a good response from students which will therefore back up my reasoning to hold one.</p> <p>Testing strips have been ordered for Asylum after a compromise was met between me and Andy King.</p> <p>The Lawns has agreed for HullSTARS to advertise at their Halls. This will enable a year round advertisement rather than one day campaigns therefore achieving much better coverage.</p>
<b>General updates</b>	<p>Meetings with Patrick John are continuing, currently discussing black history month and international women's day.</p> <p>Awaiting response from the University accommodation to discuss the disabled access of Thwaite Hall.</p> <p>Contemplating a cyber bullying video as to tackle the current problem, I am basing this on some candidates fearing to run in elections. May use the stonewall video as a format as it was very effective and received great feedback at Lead and Change.</p> <p>LGBT night is still on a standstill as the group do not want to move forward until September.</p> <p>Black History month - I have booked in Shakira from the NUS to speak, Claire has had issues with fundraising due to a misunderstanding with crystal clear, therefore she has asked for my help but has since stopped replying to my messages.</p>
<b>Update on my objectives</b>	Still listening to my zone and trying to create what they desire from me, yet still missing a voice from the women's committee.
<b>I need support with</b>	Making the website content more accessible, currently there is not much in place to accommodate for visually impaired students etc. yet research needs to be put in place as to highlight problems that may be there.

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## UEC REPORT - WEEK ENDING 5 AUGUST 2016

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NAME: Si Hernandez	
I'd like to thank	NUS – for an amazing and productive Lead and Change.
Things I'm proud of	Being able to reflect and learn from the past year.
General updates	Attended NUS Lead and Change, Presidents training. This course was aimed at returning Officers, with a focus on reflection. The workshops were mostly group led and dealt with looking back over the last year, recognising the high and low points, along with what was learnt and how to plan ahead. This was a great opportunity to network, both within tutor groups and outside. It was very interesting to talk with Officers who are from small institutes, or who have small campus sites, some of which are going through a transition.
Update on my objectives	Objectives are currently being planned.
I need support with	Keeping the momentum up from Lead and Change.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
05/08/2016	33 (Friday off, used lieu time)	N/A	N/A	N/A

## UEC/SEC REPORT - WEEK ENDING 29 JULY

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

NAME: Si Hernandez	
I'd like to thank	Campus Management Team – For taking on board queries from the student body.  Sports Development Team – For a productive meeting with clear outcomes.  Kevin (Finance Manager) – For a useful visit with discussion on financial breakdown.
Things I'm proud of	Having a clearer plan for events, campaigns, and operations.
General updates	Liaised with the Campus Management regarding student queries. Topics included the catering menu review, availability of accommodation at Cayley Halls, and the need to sustain email access to utilise elements of the SSEE (Scarborough Student Experience Enhancement) packages.  Discussed plans for participation sports with the Sports Development Team. Basketball has been added to their programme with a view to make use of the basketball court by the bottom car park.  Focused on progressing plans for music at the "We Are Scarborough" community event. The proposal being to work with Sant'Angelo Events to co-ordinate local musicians for performance.
Update on my objectives	Objectives are currently being planned.
I need support with	Maintaining expectations with the staff footprint.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
29/07/16	38	N/A	N/A	N/A