

**UNION COUNCIL – Monday 19 March 2018 – Meeting Room 1, 6:30pm**

**AGENDA**

- 1. Adoption of the agenda**
- 2. Apologies for absence** (for acceptance)
- 3. Minutes from previous meeting** (to note) (Paper A)
- 4. Minutes Board of Trustees** (to note) (Paper B)
- 5. Zero Tolerance Policy Review** by Jennie Watts (Paper C)
- 6. No Platform Policy Review Update** by Salman Anwar
- 7. Breastfeeding Policy Paper** (for discussion) by Jennie Watts (Paper D)
- 8. Student Officer Reports – Objective updates** (Paper E)
  - 5.1** President
  - 5.2** Education Officer (no report submitted)
  - 5.3** Welfare & Community Officer (no report submitted)
- 9. Zone reports** (Paper F)
  - 6.1** Governance Zone
  - 6.2** Education Zone (no report submitted)
  - 6.3** Activities Zone
  - 6.4** Welfare & Community Zone
  - 6.5** Sports Zone (no report submitted)
- 10. Your Ideas** (Paper G)
- 11. AOB**

**Date of next meeting:**

The next meeting of Union Council will take place on Monday, 23 April, 6.30pm, Meeting Room 1.

# HULL UNIVERSITY UNION

## UNION COUNCIL MINUTES Monday 19 February 2018 – Meeting Room 1, 6:30pm

### Attendance

| First Name                          | Surname     | Position                                      | Attendance           |                      |                     |                      |
|-------------------------------------|-------------|---|----------------------|----------------------|---------------------|----------------------|
|                                     |             |   | 16 <sup>th</sup> Oct | 13 <sup>th</sup> Nov | 4 <sup>th</sup> Dec | 19 <sup>th</sup> Feb |
| <b>Student Officers</b>             |             |   |                      |                      |                     |                      |
| Osaro                               | Otobo       | President                                     |                      |                      |                     |                      |
| Salman                              | Anwar       | Education Officer                             |                      |                      |                     |                      |
| Jennie                              | Watts       | Welfare & Community Officer                   |                      |                      |                     |                      |
| Caitlin                             | O'Neill     | Sports Officer                                |                      |                      |                     | Resigned             |
| <b>Governance Zone</b>              |             |   |                      |                      |                     |                      |
| Kym                                 | Cardona     | Councillor for Scrutiny                       |                      |                      |                     |                      |
| <b>Welfare &amp; Community Zone</b> |             |   |                      |                      |                     |                      |
| Tom                                 | Barnes      | LINKS Officer                                 |                      |                      | Thomas Gwilliam     | Matthew Ward         |
| Connor                              | Massey      | LGBT+ Officer (Role share)                    |                      |                      |                     | Resigned             |
| Georgina                            | Baulch      |   |                      |                      |                     | Resigned             |
| Rayan                               | Shipton     | LGBT+ Officer                                 |                      |                      |                     |                      |
| Hayley                              | Hatton      | Trans* Representative                         |                      |                      |                     |                      |
| Maria                               | Majekodunmi | BAME Officer                                  |                      |                      |                     |                      |
| Jacqueline                          | Gomes-Neves | Women's Officer                               |                      |                      |                     |                      |
| Jessica                             | Clunan      | Disabled Students Officer                     |                      |                      |                     |                      |
| Ruth                                | Williams    | Environment and Ethics Officer                |                      |                      |                     |                      |
| Jordan                              | Navarro     | Councillor for Scrutiny – Welfare & Community |                      |                      |                     |                      |
| <b>Education Zone</b>               |             |   |                      |                      |                     |                      |
| Ashley                              | Pattison    | Mature Students Officer                       |                      |                      |                     |                      |
| Adam                                | Clifton     | Part-time Students Officer                    |                      |                      |                     |                      |
| Lauren                              | Williams    | Postgraduate Taught Officer                   |                      |                      |                     |                      |
| Rebecca                             | Devine      | Postgraduate Research Officer                 |                      |                      |                     |                      |
| Stefan                              | Caluser     | International Students Officer                |                      |                      |                     |                      |

|                        |           |  |     |               |          |               |
|------------------------|-----------|--|-----|---------------|----------|---------------|
| Steven                 | Storey    | Faculty Rep Faculty of Science and Engineering |     |               |          |               |
| Katie                  | Hobson    | Faculty Rep FACE                               |     |               |          |               |
| Amelia                 | Smallwood | Faculty Rep Faculty of Health Sciences         |     |               |          |               |
| Michael                | Howe      | Faculty Rep Business, Law and Politics         | N/A |               |          |               |
| <b>Activities Zone</b> |           |  |     |               |          |               |
| Rayne                  | Goddard   | Chair SEC                                      |     |               |          |               |
|                        |           | Media Representative                           |     | Megan Hammell | Connor   | Megan Hammell |
| Tom                    | McNamara  | Chair RAG                                      |     |               |          |               |
| Katie                  | Wilkie    | Societies Council Rep                          | N/A |               |          |               |
| Alex                   | Fynney    | Councillor for Scrutiny - Activities           |     |               | Resigned |               |
| <b>Sports Zone</b>     |           |  |     |               |          |               |
| Natasha                | Wilson    | AU Secretary & Communications Officer          |     |               |          |               |
| Maisie                 | Loggie    | AU Members' Rep                                |     |               |          |               |
| Nick                   | Wright    | AU Presidents' Rep                             |     |               |          |               |

**In attendance:**

Nicole Steele, Student Voice Manager (SVM)

Liz Pearce, Membership Services Director (MSD)

Emily Normington, Executive Support Co-ordinator (ESC, Minutes)

**Election of Deputy Chair**

OO advised that the Deputy Chair of Union Council has resigned from their role, OO asked for nominees for the role. Tom McNamara (Chair Rag, TM) was the only nominee. Union Council appointed TM as Deputy Chair, with 11 votes in favour.

**Co-option of LGBT+ Officer**

JW noted that following the resignation of both LGBT+ Officers, Rayan Shipton would like to take on the role. Rayan was co-opted as LGBT+ Officer, with 11 votes in favour.

**1. Adoption of Agenda**

The agenda was adopted.

2. **Apologies for absence (for acceptance)**  
None received.
3. **Minutes for previous meeting (to note) (Paper A)**  
The minutes were approved as a correct record.
4. **Minutes for Board of Trustees (to note) (Paper B)**  
No questions.
5. **Breakout groups led by Ruth Williams on reward & recognition of Part Time Officers**  
Ruth Williams (Environment & Ethics Officer, RW) led a breakout group, asking attendees for their views on the role of a PTO and what recognition should be received.
6. **Breakout group led by Jennie Watts on Zero Tolerance Policy (Paper C)**  
JW advised that a review has begun into updating the Zero Tolerance Policy and led a breakout group asking attendees to note any areas of improvement for the policy.

RW said the policy is currently vague and should be clearer in relation to gender identity and harassment.

7. **Discussion led by Salman Anwar on No Platform Review**  
SA summarised the current No Platform Policy and led a breakout group asking Union Council to consider any changes, this could include removing the policy, amending or enhancing the list.

A student asked whether the policy includes individuals speaking on campus; SA advised that individuals will still need to be approved by the External Speaker policy. Nick Wright (AU President Rep, NW) suggested including views and characteristics of banned groups within the policy, to ensure it remains relevant.

8. **Request to amend the agenda**  
A request to amend the agenda was received and it was agreed that motions would be considered prior to Student Officer Objective Updates and Zone Reports.
9. **New General Business**
  - 9.1 **M. 1718-4 Motion to oppose strike action that affects students' teaching (Paper F)**  
Nathan Kett (Proposer, NK) presented a motion regarding the UCU strikes taking place in late February and early March 2018. NK noted that industrial action is detrimental to student experience and may impact on their results; urging HUU to take a stance opposing the strikes. The motion was seconded by over 100 students.

NW asked for clarity on what the motion is requesting; NK would prefer for action to impact on attendance at University meetings and office hours. A student said students should be supporting the action taken by academic staff who support students regularly; NK does not feel all avenues have been explored. It was noted that some academic staff have agreed to support students by providing lecture slides. Another student added that the dispute is between the UCU and UUK.

Union Council noted that a statement representing the stance of the Student Officer team has been published on hullstudent.com. SA ran a poll for course reps, with 73.3% of participants supporting the stance within the statement. SA added that the Student Officer team have continued to engage with students to seek their feedback and concerns regarding industrial action. OO reiterated that the officer team must represent all students, including those who are concerned about the impact strike action will have on their studies; the officer team will continue to support students and be accessible throughout the process. JW added that the threat

of industrial action has negatively impacted on the mental health of some students. Jess Clunan (Disabled Students Officer, JC) agreed that HUU should represent all students, including students with disabilities who will be hugely impacted by the disruption.

An amendment to 'put pressure on the Vice Chancellor to resolve the situation as soon as possible' was seconded, 11 voted in favour of the amendment.

A second amendment was then made by Maisie Loggie (AU Members' Rep, ML) for a 'student led petition to encourage talks between the UCU and Vice-Chancellor to resolve as amicably as possible'; the amendment was seconded. 11 voted in favour of the motion, with none against and 2 abstentions. Following further discussion around the facts of the dispute between the UCU and UUK. This amendment was later amended to 'a student led petition to pressure the Vice Chancellor to encourage meaningful negotiations between the UCU and UUK'; this amendment was seconded and passed with 13 votes in favour, none against and no abstentions.

RW proposed an amendment to HUU's stance, changing this to neutral. SA noted that a neutral stance would not be appropriate given student concerns. The amendment was not seconded.

An additional amendment was proposed to change the motion wording from 'not supporting the UCU' to 'not supporting any action that damages the experience of students at the University'; the amendment was seconded. 11 voted in favour of the motion, with no votes against and one abstention.

The amended motion was put to a vote; the motion received 5 votes in favour, 5 against and 4 abstentions. Motion not passed.

## **9.2 M. 1718-5 Motion to amend Standing Order 8005 Governing the Union Executive Committee (Paper G)**

OO noted the key amends to SO8005, no questions were received. The motion received 14 votes in favour, none against and no abstentions. The motion passes.

## **Student Officer Reports – Objective Updates (Paper D)**

### **8.1 President**

OO advised that there will be a Diversity and Inclusion in the workplace event on Wednesday 21<sup>st</sup> February at 1pm; providing an opportunity for students to network with local and national employers, in addition to University alumni.

### **8.2 Education Officer**

Report taken as read, no questions received.

### **8.3 Welfare & Community Officer (no report submitted)**

JW welcomed questions; no questions received.

## **10. Zone Reports (Paper E)**

### **9.1 Governance Zone**

No questions received.

### **9.2 Education Zone (no report submitted)**

No questions received.

### **9.3 Activities Zone**

No questions received.

### **9.4 Welfare & Community Zone (no report submitted)**

No questions received.

### **9.5 Sports Zone (no report submitted)**

No questions received.

**11. Your Ideas (if applicable)**

OO advised that over 160 ideas were submitted during Your Ideas week, these will be allocated to Full Time and Part Time Officers as appropriate.

**12. Any Other Business**

Megan Hammell (Hullfire Editor, MH) advised that a Hullfire Elections Special will be available from 9<sup>th</sup> March and welcomed article contributions. OO suggested articles explaining why PTO roles are important, adding that students standing in the election would not be eligible to contribute to the newspaper.

JC asked Union Councillors to keep up to date with a number of events and campaigns taking place in the coming weeks.

**MEETING OF THE BOARD OF HUU LIMITED**  
**Held on 14 December 2017 at Student Central**

**Present:** Stuart Ferguson (Trustee, Chair, SF); Robin Gilchrist, (Trustee, RG); Osaro Otobo (President, OO); Salman Anwar (Education Officer, SA); Jennie Watts (Welfare & Community Officer, JW); Caitlin O'Neill (Sports Officer, CON); Andrew Paluszkiwicz (Student Trustee, AP); Madeline Holden (Student Trustee, MH)

**Attending:** Jackie Berry, Chief Executive (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kevin Pearson, Finance & Resource Manager (FRM); Rachel Kirby, Marketing & Communications Manager (MCM); Kate Jude, HR Manager (HRM); Emily Normington, Executive Support Co-ordinator (Minutes, ESC)

Part of meeting: Professor Susan Lea, Vice-Chancellor, University of Hull (VC)

**Apologies**

Received from Simon Clements (Trustee, SC); Gaius Powell (Trustee, GP); Kathryn Sharman (Student Trustee, KS); Rebekah Greaves (Student Trustee, RGr) and Stephen Willis, University Chief Finance Officer (UCFO).

**Conflicts of Interest**

None raised.

**1 Minutes of last meeting**

The minutes were approved as a correct record.

**2 Matters arising from last meeting**

The matters arising from the last meeting were noted as complete or on the agenda.

CEO advised that the Vision has been launched to staff using Christmas crackers; trustees and the University Leadership Team (ULT) will also receive crackers. MCM said feedback to date has been positive, with makeitcount.co.uk having 90 individual sessions since the launch.

**3 End of Year Accounts 2016/17**

FRM asked the board to approve the financial statements to 31<sup>st</sup> July 2017, the letter of representation and the proposed plans for the AGM in March 2018.

FRM advised a surplus for the HUU group overall of £666k, and a surplus of £115k on HUU Services. FARC discussed the financial statements in detail with the partner from Armstrong Watson at their last meeting. FRM noted the provision made of £40k for the ongoing potential VAT issue. Provision of £159k has also been made in recognition of the USS pension deficit, as recommended by the auditors. SF queried why the recommendation has been made; FRM said USS have been clearer with their guidelines. The management report details the work carried out by the auditors, with any issues raised in appendix C.

SF said the auditor's report is testament to the processes implemented and thanked FRM and the finance team on behalf of the Board. RG said Armstrong Watson understand the sector; CEO added that an auditor presence at FARC has been beneficial and provided additional context of HUU.

MCM said student media would be encouraged to attend and report on the AGM, with Union Councillors invited to attend the meeting.

The Board approved the financial statements for Hull University Union Ltd and Hull University Union Services Ltd to 31<sup>st</sup> July 2017 and the letter of representation. The Board also approved the proposed date and format of the AGM, to be held on 8<sup>th</sup> March 2018.

4 **Relationship Agreement & Code of Practice**

CEO summarised the annual review of the Relationship Agreement and Code of Practice for HUU and the University of Hull. The documents have been updated by CEO, President and the University Registrar, and formally noted by University Council. JW asked that future versions of the document use 'an individual' in place of he/she.

The Relationship Agreement and Code of Practice were formally noted by the Board.

5 **Terms of Reference Amends**

ESC explained the proposed amends to the FARC terms of reference to ensure meetings can remain quorate following a student trustee stepping down from the committee. The change to the terms of reference for AGDC was a change in title from Democracy & Governance Co-ordinator to Student Voice Manager. The amends were approved by the Board. CEO noted that Trustee Board quoracy will be reviewed by AGDC in February 2018.

6 **University Strategy Presentation by University Vice-Chancellor, Professor Susan Lea**

The VC thanked the Board for the opportunity to meet them. The VC said the University of Hull has a friendly, community feel due to being a single site campus; something which is not celebrated enough nationally. The VC recognised the substantial change that has taken place, noting that change has not always been communicated to staff and students as effectively as it might have been, acknowledging that such communication can be challenging in a large institution. The VC was clear that league table results and performance must improve, with challenges being addressed. The VC is keen to meet with students where possible, including postgraduate students, to understand their needs and improve the student experience. The VC also highlighted concerns regards retention and the attainment gap.

The VC highlighted NSS results as a key priority for the year ahead, adding that student satisfaction must be more consistent across all programmes. The VC is also keen to improve mental health and sexual violence support and awareness on campus; JW will be involved in progressing this project. Recruitment, academic outcomes and an improved programme portfolio will also be a priority, to make the University of Hull an innovative learning environment. The VC welcomed questions from the Board.

RG asked what the most important thing HUU can deliver to improve joint service quality for students is; the VC said NSS and academic representation is crucial. The VC attended academic representative training at the start of the trimester, recognising the fundamental role of reps in ensuring constructive feedback is received. The VC noted that additional work is required to continue to improve the relationship between academic reps and teaching staff.

OO asked how the collaboration between the University and HUU can be strengthened; the VC said the top level relationship with senior staff and student officers is positive, with further work required to ensure an effective relationship at all levels of the institution. MCM said non-academic staff relationships should also be an area for improvement.

MH asked how the University will communicate with students throughout their time at Hull; VC has worked with the student officer team to improve communications, with videos



improving engagement. VC said continuing to find impactful opportunities to maintain engagement with students is vital.

The VC asked the Board if there is anything they feel the VC and University should do differently; RG said Hull has strong strategic plans and investments, querying whether Hull can catch up with other institutions and raise funds through other methods. VC said the University must think innovatively to be a leader in the sector, as well as catching up in other areas. The VC said the financial portfolio of the University needs to diversify its income, particularly attracting postgraduate students. Degree apprenticeships should also be considered, to ensure the University has a clear offering which appeals to people in the region.

SA asked the VC for her view on two year degrees; the VC shared her experience of two year degrees at previous institutions, recognising that this type of course must be targeted at specific needs.

The Board thanked the VC for providing an insight into her vision for the University.

OO said the VC's commitment to engaging with students is encouraging. MCM said improvements in our communications with postgraduate students could play a key role. RG suggested sending a summary of ways in which HUU feels it can support the University with their ideas.

**Action: President/CEO**

7 **Brand Workshop**

MCM presented an overview of the visual brand since 2011; the board then engaged in a workshop with the Studio Manager and Marketing Co-ordinators to review initial mood boards and themes for the rebrand. Feedback on the mood boards from staff, managers and trustees will form research for the next stage of the rebrand.

8 **Financial Performance, Period 3 2017/18**

FRM presented the financial performance for Period 3, to 28<sup>th</sup> October 2017. Figures show a cumulative surplus of £90k for HUUSL. FRM advised that the shop continues to perform well, wet sales have increased due to a change in events; whilst catering sales are down following the reopening of Canham Turner.

HUUL is ahead of budget, with a deficit of £57k. Key changes within the charity are to the marketing budget following the additional work on the vision and rebrand, along with the use of Alterline for surveys. HR costs will also change due to CEO recruitment.

FRM will be reviewing the Period 4 results before Christmas, with a reforecast taking place in early 2018. RG queried when additional funds for the strategy would be reviewed; KP advised this would follow the reforecast.

SF asked if there is a plan in place to improve catering sales; CSD said collaborative working with the University is ongoing, with a joint loyalty initiative due to launch in 2018. CSD has also met with a hummus and pitta company to improve the offering on campus. MCM said social media has been improved, with daily hot specials being shared online.

9 **Report from Appointments & Governance Development Committee**

Report taken as read.

10 **Report from Finance, Audit & Risk Committee**

Report taken as read.

11 **Report from Chief Executive & SMT**

SF queried whether objectives have been agreed for the alumni joint working group; CEO said objectives have been set and will be circulated to the Board. **Action: CEO**

RG asked when the strategy dashboard will be compared against targets; CEO said SMT have agreed departmental KPIs. These will feed into the overall dashboard to allow this comparison to be made.

MCM advised that the first Student Central consultation has taken place with students, sixth form students will be consulted in early 2018. RG thanked MCM and the marketing team for their work on the vision launch and website.

HRM noted that Kings College London shows twice on the CEO recruitment update, and should include Birmingham; Prospectus have also confirmed their intention to tender.

The initial pay data has been received from the consultant; SMT will review the data in January.

RG and the Board thanked FRM and the finance team for the significant progress on improving financial systems and control.

CSD provided an update on the EPOS, there will be one till system across campus, with a view to assigning a loyalty scheme to student and staff cards. Counter Solutions are the biggest cashless campus provider and offer a 1 second transaction time, which will help to reduce queues. The EPOS system will enable customers to register their card on an app and collect funds/points. The EPOS will be installed on 15<sup>th</sup> January 2018. CSD confirmed that ordering via an app will be implemented in Sanc, with the first year as a free trial.

12 **Health & Safety Report**

Report taken as read. CSD advised that the risk assessment project is ongoing, with testing being carried out in all departments to ensure risk assessments are accurate and fit for purpose. Amends and updates to risk assessments will be finalised by the end of January.

13 **CEO Recruitment & Interim Cover**

SF thanked CEO for her contribution to HUU since 2013. HRM has liaised with students' unions and the University to outline a CEO recruitment timeline. HRM also explained the tender process, with companies required to provide detail of the services they offer and associated costs; HRM will be involved in the process to reduce costs. OO noted that the University Registrar and CEO of Kings College London SU will be included on the panel for interviews in March.

14 **3 Big Things**

The Board agreed the three big things from the meeting were:

1. The Board approved and signed off the financial statements to 31<sup>st</sup> July 2017 and agreed arrangements for the AGM.
2. Vice-Chancellor, Professor Susan Lea met with the Board to share her key priorities for the University, since joining in August.
3. The Board approved the timeline for the CEO tender and recruitment process.

**Next Meeting**

Thursday 8 March 2018, 10.30am

## Zero Tolerance Policy

### Statement:

Hull University Union (HUU) believes that there should be a zero tolerance attitude to discrimination, bullying and harassment as we are committed to providing equality of opportunity and believe that every individual deserves to be treated with respect and dignity during their time at the University of Hull in line with the organisation's values.

For the purposes of this policy Discrimination, Bullying and Harassment are understood as that stated in the 2010 Equalities Act.

### Purpose:

The purpose of this policy is to ensure that all students are able to enjoy HUU and all HUU activities and events without fear of discrimination, bullying and harassment. Discrimination, bullying and harassment is not acceptable on any level to any individual.

### Implementation:

This policy will be implemented in the following ways:

- Clear disciplinary processes from start to finish – discussion with staff members
- Potential consequences and outcomes – discussion with staff members
- This policy will be circulated to societies, sports teams, standing committees and wider members of HUU through website and at presidents training for Sports teams, Societies and Standing Committees
- Continue to ensure all staff undergo adequate training in regards to this policy

### Monitor and Review:

This policy will be reviewed every two years by the Welfare and Community Officer.

## Breastfeeding Policy

### Statement:

Hull University Union (HUU) believes that our building should provide a space for breastfeeding or expressing members, in line with the organisation's values.

### Purpose:

The purpose of this policy is to ensure that adequate space is provided within HUU's facilities for those mothers that are breastfeeding or expressing to do so in comfort and safety. As a result of this a private space will be created purely for this purpose.

### Implementation:

- While the building is undergoing redevelopments a space will be reserved for activities of breastfeeding and expressing
- Within the building redevelopment a space will be created for this purpose
- HUU will work towards becoming a breastfeeding friendly accredited organisation by fulfilling all necessary criteria

### Monitor and Review:

This policy will be reviewed every two years by the Welfare and Community Officer to ensure that facilities are provided to a high standard for HUU's members

## Osaro Otobo : Objectives Template

|   |                    |                         |   |
|---|--------------------|-------------------------|---|
| <p><b>Policy Objective</b><br/>Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p>   |                    |                         |   |
| <p>To have no lectures after 12pm on a Wednesday, to allow students to engage in activities and opportunities which HUU has to offer.</p> <p><i>(Background is that PG students are more likely to have lectures after 12pm)</i></p>  |                    |                         |   |
| <p><b>How will I know I have achieved success? What KPI will I need to measure?</b></p>   |                    |                         |   |
| <p>There will be no lectures taking place after 12pm on a Wednesday (or a significant decrease in the numbers which take place).</p>  |                    |                         |   |
| <p><b>How will this benefit students? Roughly how many students will this benefit?</b></p> <p>Who will benefit from this activity and how? You might want to think about the news story or Impact Report <a href="http://www.huu-impact.com">www.huu-impact.com</a> update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done? Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p> |                    |                         |   |
| <p>It will improve their student life experience, by helping them make friends, do activities to enhance their employability and skills, give balance to their life and improve student wellbeing. All students that normally have lectures on Wednesdays after 12pm will benefit from this. Once I know exactly how many students have lectures on Wednesdays after 12pm I'll be able to comment on the number of students it will benefit but it will definitely have an impact on Postgraduate Students.</p>   |                    |                         |   |
| <p><b>Action Plan</b></p>   |                    |                         |   |
| <p>What actions do I need to take?</p>  | <p>By when?</p>    | <p>Who can help me?</p> | <p>Update</p>   |
| <p>Investigate with University how many lectures are scheduled to take place in 17/18 on Wed after 12pm. Breakdown of where/groups of students it affects.</p> <p>Can the new student card which tracks attendance, give any information on this?</p>   | <p>4 September</p> | <p>Jeannette/Anji</p>   | <p>Salman has emailed Timetabling expressing my interest in attending an already pre-existing meeting with them.</p> <p>I have had a meeting with Nikki Davies (Timetabling Group) – she said she will send me information on how many students are affected by lectures after 12pm but can't guarantee when she'll be able to send it to me as they are busy with finalising the timetable to release to students in time.</p> |

|                                   |                                 |  |  |
|-----------------------------------|---------------------------------|--|--|
|                                   | Mid October – End of semester 2 |  | <p>I've received the timetable now and I have my whiteboard; I will go out to lectures each week (on a Wednesday or on another day) to talk to students about how Wednesday lectures effect their experience.</p> <p>Time tables are still changing (10 Oct) <i>Action – Osaro to use the breakfast meeting next week with VC as a deadline for the info.</i></p> <p><i>Action - Set up meeting to review first stats of attendance monitoring with Jim.</i></p> <p>I've emailed Marketing (30/10) to set up a meeting to review this objective to see how it can get more impact. I want more students to be aware of what I am doing.</p>  |
| Market this objective effectively | Ongoing                         |  | <p>I had a meeting with Marketing on 17/11. I have a survey that students can fill out now telling me about their Wednesday afternoon experience. This will be send out on social media and via email. Marketing will help me target postgrads especially as they are the ones who are mostly effected.</p> <p>Here is my action plan from Marketing:</p> <ul style="list-style-type: none"> <li>• Osaro is going to write some content on her experience as a post grad and missing out on sports, which we can use for an email to post grad students. She's sending this w/c November 27th.</li> <li>• The email will also include a survey on which course they study, if they have lectures on Wednesday, which times they find inconvenient, and a tick box on if they'd like to 'sign' the petition on getting rid of Wednesday lectures. We're looking to get this set up w/c27th November.</li> </ul> |

|   |  |  |
|---|--|--|
|   |  | <ul style="list-style-type: none"> <li>• For other students, Osaro is going to find a target of 10 compelling quotes from students which we can use for a social media campaign inviting people to send their thoughts to her. She's aiming to do this by December 8th.</li> <li>• The social media campaign will start on December 17th.</li> </ul> |
| <p><b>How will you working with students on this?</b></p>   |  |  |
| <p>What roles will students plan and how will you engage / keep them engaged?</p>   |  |  |
| <p>Once I know exactly which students are affected, I will go to them to find out the impact they think this is having on their student experience. I will go out to them with a whiteboard to get them to write their views down and take a photo (if they are comfortable with me taking one) so eventually I'll have many photos to have a collage on have on display at various locations (e.g. Student Central).</p> <p>I have briefed this into Faculty reps – I have their support on this. I will follow up to encourage feedback if there are any issues on their course.</p>  |  |  |
| <p><b>Monthly reflection</b></p>  |  |  |
| <p>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>  |  |  |
| <p>September/October – So far I've had feedback on how timetabling is effecting the student experience for many students – it appears to be the main problem throughout the first weeks of the semester. The first time I will go out to a Wednesday lecture is 11/10 so I'll have more to say once that gets going.</p> <p>October – I emailed the Marketing team (3010) to arrange a meeting with to discuss my timetabling objective. Upon reflection I've realised that what I've done so far isn't making as big of an impact that I would like it to and not many students will be aware of what I'm doing. I'm thinking it would be a good idea to have a re-launch of my objective with branding for semester 2 so more students can be aware that this is something I am looking into. In the meantime I think to get it out there more I need to make sure of Facebook live and get the marketing team to tweet when I'm out there.</p> <p>I also want this objective to encompass how timetabling affects mature and part-time students too.</p> |  |  |

November – After having my meeting with marketing on 17/11 I feel more confident about making an effective impact with this objective.

Dec - Email survey has been sent out – 30 responses to date, mostly post grads who said it affected them with sport (1 mentioned societies) Went out with white board on Wednesday – a few quotes from students (mostly part time students, so it didn't bother them) Targeting 50+ responses – Osaro to talk to Marketing to agree how can be pushed out on social media/all student email. Has enough free text comments from survey to link into social media campaign. Students targeted based on info that Nicki supplied. Osaro to speak to PGT/PGR reps to gain their support. On track for deadlines so far. Reflection that could have involved them at the start as partners with this.

Jan – Marketing really helpful getting posts on social media. Had feedback from lots of students individually – some mature students also raised issues with time tabling eg early and late lectures. Next step to collate info and decided what appropriate next steps are. Goal to complete within the next 2 weeks.

February – Survey is now closed and I had over 80 responses. I'm currently analysing the data. So far there has been mixed responses, those that are interested in sports & activities, especially postgrads, would like the afternoon free. However those that are not interested in sport & activities aren't bothered about it.

March – For the past few weeks I've been dealing with the strike action and I'm re-running for President so my objective updates are on hold at the moment.



|   |            |                  |  |
|---|------------|------------------|--|
| <p><b>Activist Objective</b> Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p>   |            |                  |  |
| <p>There will be 3 visible student campaigns by the end of the academic year (on campus and online) which engage with students.</p>   |            |                  |  |
| <p><i>Ideas of options – Women’s Officer, LGBT?, links to Varsity/Sport?, BME (racial discrimination on campus?) Welfare? Are there any national campaigns that could be a focus?</i></p>   |            |                  |  |
| <p><b>How will I know I have achieved success? What KPI will I need to measure?</b></p>   |            |                  |  |
| <p><i>3 visible student campaigns – how will engagement be measured? Hits on web site? Likes on FB, Retweets? Attendance at events?</i></p>   |            |                  |  |
| <p>Ultimately new leaders will be developed and more people will run for elected positions.<br/>I will need to measure: attendance at events, likes on Facebook, the number of people that join a Facebook group relating to a campaign, the number of people that engage with a campaign hashtag.</p>  |            |                  |  |
| <p><b>How will this benefit student? Roughly how many students will this benefit?</b> Who will benefit from this activity and how? You might want to think about the news story or Impact Report <a href="http://www.huu-impact.com">www.huu-impact.com</a> update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?</p> |            |                  |  |
| <p>Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p>  |            |                  |  |
| <p>It will benefit students by empowering them to make change. Depending on the individual campaign, it will benefit students by bringing about the change they want to see. Making sure that the campaigns are visible on campus and online will make sure every student has the potential to feel included.<br/>The particular groups of students that it will definitely benefit will become known when the campaigns arise.</p>                       |            |                  |  |
| <p><b>Action Plan</b></p>   |            |                  |  |
| What actions do I need to take?   | By when?   | Who can help me? | Update   |
| Discuss with Tania and Chloe the support needed to hold a campaigns workshop during semester 1  | Semester 1 | Tania/Chloe      | <p>I will tie in campaigns/projects with the Your Ideas scheme during WelcomeFest</p> <p>We have a date set for the Your Ideas workshop - 25/10 – now compulsory for part time officers.</p> <p>Everyone is welcome to attend the workshop; part time officers will be told it’s a compulsory thing for them to attend. I will then see how I can support each of their campaigns.</p> <p>I will attend the session on Union Council, to</p> |



|  |                                  |  |
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|  | <p>Semester 1</p> <p>Ongoing</p> | <p>Martin Batstone (Head of Student Support) as I've been told he's interested in working closer with HUU in regards to racial discrimination.</p> <p>I have got in contact with Martin. I have also spoken to Anji about hate crime reporting centres. I have a meeting in mid-November to discuss this further with them.</p> <p>I'm working with Student Services now on this anti-hate crime project. Here are the action points from my meeting with Anji and her team:</p> <ul style="list-style-type: none"> <li>- Osaro to liaise with HUU marketing and UoH Marcomms team to come up with a brand and marketing materials for the Hate Crime reporting centre and reporting button.</li> <li>- Osaro to discuss with HUU Advice centre regarding availability for training</li> <li>- Janet to liaise with Sgt Bunker regarding dates for awareness training</li> <li>- Sarah and Martin to discuss with Mark Jardine regarding Talking Head and then all to meet with Osaro &amp; Jennieto create script, content, etc.</li> <li>- Janet to liaise with Jim Keane regarding him, Dimitar Nikovski and Andy Marston working with Stewart Doyle in ICT on reporting button, form behind, etc.</li> <li>- Janet to discuss with Carl Palmer &amp; Sgt Bunker regarding Police presence/representation on campus last week Jan/first week of Feb 2018)</li> </ul> <p>Jan update – working with Univ to get</p> |
|--|----------------------------------|--|



I will work on this with students continuously throughout the year through the Your Ideas scheme by asking them what do they really want to change to make their time at university better.

To date, the suggestions for campaigns have included breast cancer awareness, sexual harassment, vegan food, sustainability/renewable energy.

### **Monthly reflection**

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

September/October – So far things are going well. All of the Officer Team talked about the Your Ideas scheme during WelcomeFest and we have had new suggests given from students online. We also have had a lot of students express an interest in running a campaign so we should definitely be on track to have 3 student led campaigns by the end of the year.

October/November – I am on track with this objective. The Ideas for change workshop was successful and it is something I would like to do again next semester. It is looking like I will have more than 3 student led campaigns by the end of the year. Some students that have come forward with ideas have already expressed an interest in running for a full-time officer position so hopefully this objective is really making a difference and inspiring more people to stand in elections!

November – I've had another student come forward this month as she heard me on the student radio talking about campaigns and so dropped me an email so we could discuss her idea. I felt very happy that she came forward after hearing me on the radio, I think it shows that I am actively trying to mention it wherever I can and it does interest people.

December – on track. Met with student (See Nov) along with BAME officer. Student interested in blood born diseases, and raising awareness of blood donation in the BAME community. Opportunity to do a specific blood drive on campus, or to piggy back on one planned already on campus. Student don't some research about current campaigns (I.e. national) Looking at best time to hold this.

January – Blood drive “can't” happen on campus. Plan to promote a nearby promo. Osaro to check with Sam who said it can't take place on campus. Course rep wants to do a English festival for a week near end of Feb – Life & Literature. Your ideas week coming up - goal to generate more interest in student campaigns. Blog written to advertise the week – 5<sup>th</sup> Feb. Check Varsity – is standing against homophobia in sport going to run at same time – rainbow laces. Planning to link in with Georgina via Jeni for LGBT.

February – Blood drive meeting with Jennie & Sam w/c 12/02. We have contacts in NHS that can possibly help with the drive if we tie it in to organ donation. Your ideas week was a success; it was a great way to talk to students face to face about student-led campaigns. For varsity we are able to do the standing against homophobia and transphobia in sport however Jennie did some research for rainbow laces and its something we can't afford to do this year.

March – For the past few weeks I've been dealing with the strike action and I'm re-running for President so my objective updates are on hold at the moment.

### **Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

| <p><b>Representative Objective</b></p> <p>Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p> <p>To improve the employability prospects of students from minority groups/those looking at restrictive career areas, giving them an equal fighting chance at employment by:</p> <ul style="list-style-type: none"> <li>• having an equality job fair* with inspirational speakers from relevant areas that connect with these groups</li> <li>• to give all final year students an employability guide tailored to their course.</li> </ul> <p><i>Question to think about - how will you “empower” students?</i></p> <p><i>*working with the Universities career fairs to widen their participation with the above groups. Could be an event that sits alongside the current University fairs, that is solely targeted towards these groups. Could Ben in Alumni help with this i.e. speakers/Alumni as mentors?</i></p> |            |                  |   |                                 |          |                  |        |  |            |            |   |
|--|------------|------------------|---|---------------------------------|----------|------------------|--------|--|------------|------------|---|
| <p><b>How will I know I have achieved success? What KPI will I need to measure?</b> This might be a policy change, a number of people attending an event, a change in attitudes or awareness.</p> <p><i>Feedback from students (survey?) and looking at employability rates. OR are there measures which Careers and E&amp;D have which could be used?</i></p> <p>Short feedback after the events (e.g. dropping counters in labelled columns), the positive response to the question relating to employment in the RYU survey will improve and the overall employability rate will improve.</p>   |            |                  |   |                                 |          |                  |        |  |            |            |   |
| <p><b>How will this benefit student? Roughly how many students will this benefit?</b></p> <p>Who will benefit from this activity and how? You might want to think about the news story or Impact Report <a href="http://www.huu-impact.com">www.huu-impact.com</a> update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?</p> <p>Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p> <p>It will benefit students that identify as these minority groups (BME, disabled, LGBT+ and women) and those that are looking at careers in restricted areas (e.g. women in STEM). I will update with rough numbers once I get data from Patrick John.</p>  |            |                  |   |                                 |          |                  |        |  |            |            |   |
| <p><b>Action Plan</b></p> <table border="1"> <thead> <tr> <th>What actions do I need to take?</th> <th>By when?</th> <th>Who can help me?</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Investigate what groups fall into “restrictive career areas” Ideas to date are women in stem subjects, LGBT, BME, Disabled</td> <td>End August</td> <td>Norman Day</td> <td>Had a meeting with Norman on 10/08. We discussed having a big event and smaller</td> </tr> </tbody> </table>  |            |                  |   | What actions do I need to take? | By when? | Who can help me? | Update | Investigate what groups fall into “restrictive career areas” Ideas to date are women in stem subjects, LGBT, BME, Disabled | End August | Norman Day | Had a meeting with Norman on 10/08. We discussed having a big event and smaller |
| What actions do I need to take?  | By when?   | Who can help me? | Update  |                                 |          |                  |        |  |            |            |   |
| Investigate what groups fall into “restrictive career areas” Ideas to date are women in stem subjects, LGBT, BME, Disabled   | End August | Norman Day       | Had a meeting with Norman on 10/08. We discussed having a big event and smaller |                                 |          |                  |        |  |            |            |   |

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| <p>students.<br/> Investigate what the University already does; how can it be enhanced to connect with these groups?<br/> Understand what employability guides exist at present? Can it be made more accessible e.g. on line?<br/> What part could Hull Awards play in this objective? What is the current participation of students in these (and also of these target groups)<br/> What KPIs do you use, that could be relevant to this objective?</p> | <p>October – February/March</p> | <p>Ben Butler</p> | <p>events in the year. I will have a Team Meeting with him again in the beginning of September when he is back on holiday and he will introduce me to Julia (who is in charge of resources on SharePoint and canvas) and John (who will help with deciding what events we have and how many). We will set a date for the big event for early next year. He said they can provide funding for the events too<br/> The big event will have inspirational speakers as well as different companies attending. The smaller events may involve workshops and presentations run by the Careers team and external organisations.<br/> I will work alongside Norman and the Alumni Office to make sure the “Inspired in Hull” speakers are more diverse (they come from the minority groups I’ve mentioned previously) so it’s more inclusive of all the students we have.</p> <p><i>Action - Osaro to link in with chairs/students to get their input into the event – what would they like to see.</i></p> <p>PDFs for employment guides can be made available online. Once I met Julia we can make it happen in the 1<sup>st</sup> semester. Looking to put on canvas – meeting scheduled to review.</p> <p>When I met with Ben Butler he said Alumni from the groups I want to target (e.g. BME, LGBT, Disabled, Women) will be happy to come and speak at events.</p> |
|--|---------------------------------|-------------------|---|



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|  | Ongoing                          |                     | <p>I'm now working with Matthew Beecroft &amp; Amy Blenkiron from the careers team for this objective. We are planning to have the job fair event in February/March. We are currently researching employers and organisations we might want to reach out to. Matt &amp; Amy have been tasked to handle inviting the employers and organisations. They also have been tasked to talk to Ben Butler regarding getting alumni to be speakers at this event. I'm also working with Amy &amp; Matt on the employability guide. Our last meeting was on 04/10 and we will keep in regular contact and have another meeting in 4 weeks time. I'm also working with them to promote the events they do to get a wider reach of students.</p> <p>We have a date set for the event – 21<sup>st</sup> of February</p> <p>I have Johnny Mac provisionally booked for the event.</p> |
| <p>Investigate what data University E&amp;D have already, and what their plans are for 17/18. Are there any synergies that OO can help?</p> <p>What KPIs do you use, that could be relevant to this objective?</p> | <p>Mid August</p> <p>October</p> | <p>Patrick John</p> | <p>EDI aren't focusing on employability. I will be working with them on the Race Charter, BME attainment gap and Disability Confident.</p> <p>EDI want the union to help celebrate and push important dates and events more like Black History Month and LGBT+ which is something I put down in my original manifesto so will be happy to work on that.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working</p>   |

|   |                                      |                   |  |
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|   |                                      |                   | <p>in partnership with different societies.<br/> I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie &amp; I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>   |
| Investigate other methods of employment e.g. setting up your own business | End of September – End of Semester 2 | Paula Gouldthorpe | <p>I met with Paula Gouldthorpe on 14/08 to discuss Enterprise, here are the outcomes:</p> <ul style="list-style-type: none"> <li>- Engage and bring together students of different cultures and countries via existing societies</li> <li>- Help draw out and identify those who have a passion for entrepreneurship or being their own boss someday</li> <li>- Sharing of experience and knowledge on different cultural approaches to business (and networking)</li> <li>- Opportunity for students to meet new contacts and develop friendships and potential business ideas</li> <li>- Potential to continue on as a peer group for continued cross cultural shared learning on enterprise</li> </ul> <p>I last spoke to Paula on 03/10, I'm now actively going to contact societies now that all</p> |

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|   |  |  | <p>the returning students are back and Welcomefest is over.</p> <p><i>Action: Osaro to suggest meeting with Paula/Jackie to discuss enterprise in context of student central capex development.</i></p> <p>I've not had any interest from societies on this topic.</p> |
| <p><b>How will you working with students on this?</b></p>   |  |  |  |
| <p>What roles will students plan and how will you engage / keep them engaged?</p> <p>I plan to keep them engage by talking to 2<sup>nd</sup> and 3<sup>rd</sup> regarding what things are they worried about when it comes to employment and what a good employability guide should have.</p> <p>I will take to the part time officers that represent the minority groups and the people that identify as those groups to ask them about their concerns about employment to help make the events relevant.</p>  |  |  |  |
| <p><b>Monthly reflection</b><br/>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>  |  |  |  |
| <p><b>July/August</b> – fact finding with relevant University departments<br/> <b>September/October</b> – things are going really well. Careers are very supportive and helpful in making this happen. I've had regular meetings with Careers and it looks like my big event will actually happen next semester. In terms of celebrating diversity, HUU have made a massive impact for Black History Month and I've had very positive feedback from students. In terms of the enterprise side of my object, I need to be more proactive and have more concrete steps established.<br/> <b>October/November</b> – For the diverse job event things are on track, I have a date set for the event now. For the enterprise side of the objective I have not had much interest so far.<br/> <b>November</b> – the careers event is on track, I have a venue booked. I've not had any interest from societies on enterprise unfortunately.<br/> <b>December</b> – 21<sup>st</sup> Feb (Diversity and Inclusion in the Work Place) Have had meeting with careers as well as some of the liberation officers/BAME committee etc. so they can feed their view in. Their feedback confirmed Osaro on right track. Osaro communicating with Alumni to get inspirational speakers – Nigerian alumni, professor of diversity at Bradford Uni. Event has been briefed into Marketing, Johnny Mac booked, organised jointly with Careers/Osaro. Univ inviting companies/speakers. BAME &amp; LGBT chairs have said they will help promote the event. Osaro to speak to Sam to see if she has any thoughts (post her organising a great Black history month)</p> |  |  |  |

**January** - all on track. Alumni & careers supporting. Had meeting with HUU marketing about the event. Success looks like – no people attending? Speak to marketing re how to track? Hope to have 30-50 people attend.

**February** – We are just promoting the event now that everything is sorted.

**March** – The event was a success. We had approximately 45 people. More detail to follow.

### **Reflection on completion**

Overall

- What has gone well?
  - What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

### **Trustee Objective**

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Make student officers and student trustees feel confident to communicate at the board and challenge anyone including SMT for this current board of trustees and all the future ones to come.

### **How will I know I have achieved success? What KPI will I need to measure?**

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

I will know I have achieved success if everyone contributes at the board and if board members challenge SMT when they present their reports and if I get positive feedback on how well everyone was able to contribute & challenge at the board.

### **How will this benefit student? Roughly how many students will this benefit?**

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

I will benefit all students studying at the university as it will make sure that their Union is an outstanding board that represents them well. It will also develop the student trustees well and give them skills that they can use throughout their life.

**Action Plan**

| What actions do I need to take?   | By when?          | Who can help me? | Update  |
|---|-------------------|------------------|---|
| Speak to Stuart re this - I will have a monthly meeting with the Chair. | 18/08             |                  | <p>We spoke about helping the student trustees and student officers remain in better contact with the external trustees outside board meetings so that they feel more confident and comfortable at the board.</p> <p>I also spoke about making sure that the student officers remain in contact with their student trustee buddy.</p> <p>I've created a whatsapp group for trustees so we can stay in contact better.</p> |
| Review with Emily how to attract student trustees in 2018               | End of Semester 1 | Emily            | I've had a meeting with Emily and we have reviewed the information that comes alongside the applications and have made suggestions on how to make it more   |

|  |         |       |                          |
|--|---------|-------|--------------------------|
|  |         |       | interesting to students. |
| Review the new governance code of practice at AGDC to see what areas can be prioritised to support this objective.   | Ongoing | Emily |                          |
| <b>How will you working with students on this?</b>   |         |       |                          |
| What roles will students plan and how will you engage / keep them engaged?   |         |       |                          |
| The students involved in this objective are the student trustees and I'll keep them engaged by making sure we have catch up meetings with them often.  |         |       |                          |
| <b>Monthly reflection</b>  |         |       |                          |
| This month:  |         |       |                          |
| <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>  |         |       |                          |
| <p><b>September/October</b> – I think things are going well. In terms of my weekly catch ups with the Chair I need to have them planned more in advanced. I can enlist the help of Alex (Administration Co-ordinator) to help with getting that in my diary.</p> <p>I've had positive feedback regarding creating the whatsapp group from Trustees.</p> <p>I need to organise a meeting with Emily to look at how to attract student trustees in 2018 &amp; review the governance code of practice.</p> <p><b>October/November</b> – Student trustees have had meetings with mentors before the board and they have found it very useful. If a student trustee has not contributed at the board I have followed it up and asked how we can be more supportive in helping them speak up. Externals, student trustees and officers have been in contact via email or text to help build strong communication between us all.</p> <p><b>November</b> – The review of student trustee recruitment went well with Emily. I feel that it really helped that I reviewed it because I could use my own experience of when I was a student trustee to help shape it.</p> <p><b>December</b> - Date to read through papers with student trustees to be organised (Board papers going out 7 Dec) Osaro will contact student trustees to highlight importance of replying/responding when requested to group emails to board - a present, only feedback is generally external trustees &amp; Osaro/Jeni. Osaro to message student trustees on the Whats App group to remind them. Osaro to look at organising a monthly catch up with student trustees (Via Emily)</p> <p><b>January</b> – sent out email in December asking student trustees to contribute/respond to emails. Also posted in the Whatapps group re this. Everyone replied apart from one student trustee. I feel this was a good thing to do as this didn't happen when I was a trustee. Need to follow up with Emily re monthly meetings with student trustees/check when good days to catch up with papers. Student Trustee recruitment – shared notice of elections on social media. On lookout for people appropriate for the role to give them a nudge. Talk to Maddie and/or Kathryn re possible contacts for role. Need to chase up outstanding student trustees to give a testimonial about the role.</p> <p><b>February</b> – Waiting for student trustees to let me know when they are free to meet before board &amp; committee meetings. Before the student trustee deadline, I mentioned applying for the role at any available opportunity including AU council, where I got some interest from 2 students.</p> <p><b>March</b> – I arranged for the student trustees to catch up with student officer pre-board to go through papers, the session went well. Only one student is running to be a student trustee – many that expressed an interested did not follow through unfortunately. It would be good to understand why.</p> |         |       |                          |

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| <b>Reflection on completion</b>   |
| Overall <ul style="list-style-type: none"><li>• What has gone well?</li><li>• What hasn't gone well? Why?</li><li>• What would you have done differently?</li><li>• What did you learn (about the topic / your approach / yourself / others?)</li></ul> |

## Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

| Issues   | Source   | What am I going to do? / The part I played.  | Who can help me?  | When will I do this by?         |
|--|--|--|---|---------------------------------|
| There is a lack of promotion and visibility of important events online and on campus for minority groups | Feedback from EDI<br>Director Patrick John and Societies | <p>• Support Part-Time Officers in organising an event</p> <p>• Contribute to a University Working Group</p> <p>Contact these groups and tell them to send us info whenever they are doing these events and we will make sure we shout out about it online and on campus.</p> <p>Osaro to speak to Rachel/Liz re how to effectively communicate to these groups.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies.</p> <p>I have picked 4 inspirational BAME figures to celebrate each week – I’ve wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie &amp; I got students and staff to make a ‘I Stand Against Racial Discrimination’ pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p> <p>Throughout the year I’ve been helping minority groups (e.g. women, other nationalities etc) to celebrate important events in their calendar e.g. I am working with Alumni on an employability event for women in leadership to celebrate 100 years of womens suffrage.</p> | Society Presidents<br><br>Part Time Officers<br><br>Officer Team<br><br>Marketing | Mid October – End of semester 2 |



**Monthly reflection**

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

**Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## Team Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

As an Officer Team we want to ensure that students at the university have better academic representation by:

- Having a Student Officer assigned to each faculty and working together with faculty reps & the associate deans to make change
- Having faculty drop in sessions once a fortnight to allow students to raise their concerns
- Having lecture shoutouts throughout the year with an important HUU topic (e.g. which officer is assigned to the faculty) mentioned on a slide each time (a minimum of 5 times per year)
- Working together with the university as an Officer Team to make sure that the online feedback form is used by students to raise their concerns. We also want to make sure that student officers and course reps have an insight to the data being collected so we can analyse the data, take appropriate action and hold the university to account.
- Actively asking students around the campus about their concerns by going around with a whiteboard and asking them to write it down.
- Making an informative video to students about academic representation.

### How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

We will know if we have achieved success if our NSS question on academic representation (Q26) improves.

### How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will benefit every student studying at the university.

| <b>Action Plan</b>  |   |                  |  |
|---|---|------------------|--|
| What actions do I need to take?   | By when?  | Who can help me? | Update   |
| Talk to Associate Deans to ensure that we can do shoutouts and have HUU slides at lectures. | <p>End of August</p> <p>September</p> <p>Semester 1</p> | Emily            | <p>We all have met with our ADs, we have done shoutouts &amp; had a HUU presence in induction lectures during WelcomeFest.</p> <p>ADs support having HUU slides in lectures.</p> <p>The Officer Team has decided on 5 topics for the slides including:</p> <p>WelcomeFest/Introduction to Officers<br/> Faculty and School rep introduction<br/> Your Ideas<br/> Varsity<br/> Elections</p> <p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on 23/10</p> |

|  |  |               |   |
|--|--|---------------|---|
| <p>Talk to the team managing SID in regards to the online feedback form to ask how we can have insight to the data</p> | <p>August/September</p> <p>Ongoing</p> | <p>Emily</p>  | <p>Jeannette &amp; Anji (university registrar &amp; director of student services) have said that there will be a form but we have not been told when it will be operational.</p> <p>At the Officer breakfast meeting with the university senior leadership team and at Osaro's breakfast meeting with the university registrar &amp; director of student services, we asked when the form will be operational and they still have not given a clear date.</p> <p>The form will be on ihull on the student voice tile.</p> <p>Still waiting on the form from the university.</p> |
| <p>Talk to marketing about making a video on academic representation</p>   | <p>End of August</p>                   | <p>Rachel</p> | <p>The video that was made last year is the one that is being used this year as it is still fit for purpose in regards to the information about the academic reps we have.</p>  |

|   |   |  |  |
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|   | <p>September</p> <p>October – End of Semester 2</p> |  | <p>As a team we did facebook live videos to introduce ourselves and tell students which faculties we are aligned to. We also mentioned it in our lecture shoutouts.</p> <p>The officer team will do regular facebook live videos to promote our faculty drop-ins as well as our hot-topics of the week.</p> <p><b>Benedict and Salman are looking into videos for Academic Rep training. Can link videos around Academic Representation around that too.</b></p> |
| <p>Decide which committee meetings we will attend</p> | <p>September</p>                                    |  | <p>Each Officer is aligned to a faculty board and SEERs level 4 panel. Faculty reps will sit on the Faculty Education and Student Experience committee meetings. Each Officer will have meetings with Faculty reps before Faculty board and Faculty Education and Student Experience committee meetings.</p> <p>The Officer team will get SVEN minutes from SEOs</p>   |

|  |         |                |   |
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|  | Ongoing |                | <p>so you can keep up to date with what's happening and from minutes can see if there's any consistent themes.</p> <p>The officer team have been attending SEERS level 4 panels and have been at their faculty board meetings.</p> <p>Osaro and Salman attended the NSS open forum meeting on 24/10.</p> <p><b>Jennie, Osaro, and Salman went to University Senate in November with Steven Storey and Stefan Caluser.</b></p> |
| Plan and carry out School & Faculty Training | October | Tania/Benedict | <p>Each officer will be supporting the School &amp; Faculty Training on 09/10. We ran through with Tania &amp; Benedict exactly what it will consist of on 06/10.</p> <p>Osaro invited the VC to attend the training and it will be a good way to show School &amp; Faculty reps how</p>  |

|  |         |        |   |
|--|---------|--------|---|
|  |         |        | much HUU and the university values them.  |
| Look online at timetabling to see when big lectures are to be able to try and engage outside, cafes nearby? Hubs are okay but also get limited footfall. | Ongoing | Salman | We have found that hubs have very limited footfall so we are right to look at other areas to engage with students in our faculties  |
| Decide on questions we have from our objectives that we want to have as our Hot Topics   | Ongoing |        | <p>The officer team will</p> <p>Our first Hot Topic will be related to Anti-hate Crime Week.</p> <p>Our second Hot Topic was about timetabling.</p> <p>Our third hot topic is lecture recording.</p> <p>We have all of our hot topics planned for Semester 1.</p> <ul style="list-style-type: none"> <li>• Anti-Bullying - WC 13/11</li> <li>• Academic Reps - WC 20/11</li> <li>• Your Ideas - WC 24/11</li> <li>• Student Concerns - WC 4/12</li> </ul> |
| Send out promotional material and information to students about faculty, school reps and officers so they know who represents them in each faculty       | Ongoing |        | Officers have sent out their faculty drop in dates & times to marketing and Tania so it can be sent to  |

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|  |  |  | <p>faculty hubs and promoted on HUU social media.</p> <p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on so they can be displayed in lectures for students to see.</p> <p>The Faculty newsletters are now scheduled to go out 4x per year. The first will be sent on November 3rd which will include an introduction (text and photo) of the relevant Faculty rep and Student Officer.</p> <p>Subsequent newsletters are scheduled for:</p> <ul style="list-style-type: none"><li>- 8th December: Elections teaser, impact reports from Faculty</li><li>- 16th February: Elections promotion, impact reports from Faculty</li><li>- 13th April: Impact reports from Faculty, sign-up for course reps for 2018/19</li></ul> |
|--|--|--|--|



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|   |  |  | <p>Faculty reps will be able to add content to these newsletters that they deem relevant for their Faculty.</p>  |
| <p>Have regular monthly meetings with ADs</p> |  |  | <p>Each Officer has had meetings with their Ads to discuss any issues or hot topics in their faculty or within the university.</p> <p>At the meeting with the FoSE AD, Osaro and Salman discussed:</p> <ul style="list-style-type: none"> <li>- Open forums for subject areas</li> <li>- Slides from HUU that are being shown at the start of lectures</li> <li>- Course rep recruitment</li> <li>- Officer weekly faculty engagement</li> <li>- faculty board</li> <li>- SEERs panel</li> <li>- SEATs</li> <li>- Lecture recording</li> </ul> <p>Continue to have regular meetings with the ADs to catch up and raise any issues. Have the meetings now scheduled for the rest of the year.</p> |

|   |  |  |  |
|---|--|--|--|
| <p>Officers will raise important issues to relevant members of staff</p>  |  |  | <p>Issues &amp; concerns have been raised at:</p> <ul style="list-style-type: none"> <li>- VC monthly meeting</li> <li>- Breakfast meeting</li> <li>- Jeannette and Anji meeting</li> <li>- University meetings such as USEEC (the student written submission was presented there)</li> </ul> <p>Emails have also been sent to:</p> <ul style="list-style-type: none"> <li>- Chris Turnock</li> <li>- ADs</li> </ul> |
| <p><b>How will you working with students on this?</b></p> <p>What roles will students plan and how will you engage / keep them engaged?</p>   |  |  |  |
| <p>We will engage with students by actively asking them, about their academic concerns and encouraging them to raise them. We will engage with students with the help of various academic reps and Ads. Social media is another way we will keep students engaged</p>   |  |  |  |
| <p><b>Monthly reflection</b></p> <p>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>   |  |  |  |
| <p>September/October - The Officer Team have been active in course, school &amp; faculty recruitment – we wanted more course reps but we have found that only a similar amount of people from last year were interested in being course reps at the beginning of this academic year. We have now made course rep nominations open for the whole year. As a team we are happy that each faculty now has a faculty rep.</p> |  |  |  |

We feel that lecture shoutouts have been a great way to get our faces out there to the students in our faculties. Facebook live videos have been an easy innovative way to also introduce ourselves & explain our alignment to faculties.

Footfall at hubs are very limited so we have been looking into doing our drop-ins at other places.

October/November – The SEERs panel meetings have been very interesting, some academics take full responsibility for their NSS scores while others seem to deflect it. Meetings with the ADs have been very useful as we are able to raise any issues that we have found directly to them and we can raise any problems they flag up to the senior leadership team.

November/December – We've explored different ways in which we can continue to engage students, including tying it to academic societies and intramural teams to show we're available across campus and don't only have drop ins. We're going to have a brainstorm to see what can be done

January/February – Now that it is a new semester and now that there are only 3 student officers, we have had to do some reflection and re-evaluate this objective. This was done at our UEC away day. We worked through what success would look like if we did this object well. Each officer is now on the same page with the objective – this semester we should all be more effective in carrying this out. We have been to faculty boards and have had meetings with our ADs.

March – The officers have been helping promote the feedback season including the NSS. The officers have been doing a lot of work around the strike action to ensure that the different concerns and views that students have are being put to the university. We are lobbying the university to mitigate the impact strikes are having on the student experience. The money being deducted from lecturer pay is being ring fenced and we will be involved in discussions that will decided what is done with the money. We have asked the VC to come out with comms to let students and everyone else know what her thoughts are and what she is doing herself to help the situation. The officers helped pass a paper at Senate that covers emergency measures which will allow students effected by the strike to get grades for effected modules. The officers have escalated important emails from students to the university registrar. We have helped get canvas announcements to students about cancelled lectures.

### **Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

October/November

Faculty drop-ins appear to work better for some Officers than others. Some Officers get loads of students to feedback to them and others have found it hard to get students to talk to them about their issues.



## Activities Zone Report

### RAG:

- 1 Our Kilimanjaro team affected by the collapse of Childreach International are now on a trip with the Charity Dig Deep at no extra cost to the students.
- 2 A similar deal couldn't be found for our Machu Picchu team, so the Union made an offer to help the team get back on track with another provider. However, not many students have wanted to continue with this package.
- 3 We have had our second round of meetings for Jailbreak and our Three Peaks Challenge, gaining new sign ups for both.
- 4 We have just had our first info meeting for our Charity Skydive for Meningitis Research Foundation, gaining 8 new sign ups.
- 5 During Adopt a Charity Week, students raised an incredible £893.78 through a variety of events held throughout the week.

### SEC:

The SEC has completely revamped the way that it runs, which is a lot of internal work but essentially makes it easier for students.

1. We have reformatted the way that SEC-President meetings work. Instead of them being run by the chair of the SEC, a middleman at best, they're now to be run by the AO. As we don't have one this year, Salman and Osaro offered to replace them.
2. We have streamlined the way that we approach the Soc Grant. Given that we have 3k for all the societies we decided to create more specific criteria to allow us to be as effective with the money as possible.
3. We have also done a lot more to create transparency within the union. The SEC will have a union member present at all meetings related to the Grant and we will publish who we give what to, allowing societies to know what claims were successful and what weren't.
4. We have also looked at changing the way that training is given to presidents and treasurers to make it easier for them to run, that's still a WIP.
5. I have begun to collate the HUU policies surrounding society activities - so health and safety, accessibility, zero tolerance, charity law, etc - and compile them into a neat little rule book that'll be easy to access and understand.
6. We're coming up on AGM season so we're all getting busy.

### The Hullfire:

1. Hullfire Elections Special will come out on the 9th March, a 16 page issue with articles about the Industrial Action, Part Time Officers, and the Life & Literature Festival. This issue will include the manifestos of all nominees.
2. Exec hoodies were ordered and have now been delivered, so the 9 person exec team now all have hoodies.
3. Ideas for the website revamp have been gathered, waiting for finalisation before the website can get up and running.
4. First meeting to organise the final issue (32 page paper, coming out the first week of May) will be held on the 13th March.
5. AGM for Student Media will be held on the 16th March to elect Editor of the Hullfire and Station Manager of JAM Radio.
6. A workshop by Jenna Thompson, Hull Daily Mail Digital Editor is organised for Tuesday 10th April for exec and contributors. Waiting for time to be confirmed.

## Governance Zone Report

### 1. Tom McNamara, Chair of Activities Zone/ Deputy Chair of Union Council

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### 2. Maisie Loggie, Chair of Sports Zone

No report submitted

### 3. Osaro Otobo, President

- Diversity & Inclusion in the Workplace event with Careers on 21<sup>st</sup> February was a success – 45 people attended
- Presented the HUU AGM
- Lecture strikes
  - Officer team has had meetings with the VC and University Registrar
  - Students asking to be refunded for the time missed
  - Consultation is still ongoing to find out what students want HUU to do.
  - Lobbying the university to mitigate the impact strikes are having on the student experience.
  - The money being deducted from lecturer pay is being ring fenced and Officers will be involved in discussions that will decide what is done with the money.
  - We have asked the VC to come out with comms to let students and everyone else know what her thoughts are and what she is doing herself to help the situation.

- The Officers helped pass a paper at Senate that covers emergency measures which will allow students effected by the strike to get grades for effected modules.
- The officers have escalated important emails from students to the university registrar. We have helped get canvas announcements to students about cancelled lectures.

4. Chair of Welfare Zone (Vacant)

No report submitted

5. Chair of Education Zone (vacant)

No report submitted

6. Kym Cardona, Councillor for Scrutiny

No report submitted

## Welfare and Community Zone Report

### Trans Rep Report:

- I continue to be present at committee meetings and sit on union council. Have taken on some role aspects of the previous LGBT+ chairs, primarily in communicating with the society members over changes and events.
- Still curious as to what's gone on with regards to the wider university's adoption of unisex toilets? Seems to have stalled since advances 6 months ago as far as I'm aware?
- Interested in seeing the zero tolerance policy pass so the transgender population on campus can feel more protected.
- I guess another thought is, as a member of staff here several years ago I was required to do diversity training, which was less threatening than it sounds (basically just a wide coverage of axes like disability, age, race, gender, sexual orientation, religion, covering how they're discriminated against and how we can avoid accidentally doing so/contributing to "systemic oppression") and rather expanded my horizons as to how to interface with people for their benefit in a university environment. Mentioning this at trans group a few weeks ago, a couple of people there thought union members should at least be offered something similar. Most people who volunteer here are very unlikely to be "bad people", but we all have blindspots and I think it's much easier to assimilate information if it's presented as an opportunity like this, rather than after having made a mistake. It's just better for everyone that way? Just food for thought tbh.

### LGBT+ Officer Report:

- I was elected acting-officer by the committee in mid-February after the resignation of both officers. There are four other committee members so HUU LGBT+ is currently very understaffed with five empty committee positions.
- Because of the small committee, we have had to scale-down operations and stop the regular Friday meetings and Sunday coffees. Officer duties are going to be shared more equally than is usual and we are aiming to focus on getting people in the university LGBT+ community more involved in the running of events and campaigns through outreach on Facebook.
- Pride Party was held on the 23rd February and was very successful despite organising it on short notice. It was well-attended and went to plan. However donations were disappointingly low relative to the number of attendees which is down to not publicising the donations enough.
- We are hoping to connect more with the other welfare groups. To this end we have a snug cinema event planned with Mojyin, the BAME officer, to screen Moonlight and planned joint events with LINKS. Hoping to connect with other groups as well.

### Disabled Student Officer Report:

- Created a brand for the committee, which is now on all social media.



- Started/reinvigorated social media, so now the committee have a larger presence.
- Attended refreshers fair. Got to talk to a lot of people and to hype up this semesters work.
- Currently planning the #invisibilities campaign, which aims to make people more aware of the existence and struggle of people with invisible disabilities.
- For this, so far we have:
- Disabilitea in Jmac
- Talk from expert in autism about autism
- On the side campaigning for parking on campus
- And most importantly, keeping myself well and happy 😊

#### BAME Officer Report:

- Organising a snug cinema with LGBTQ+ Officer Rayan for movie moonlight
- Assisting Afro Street Dance in their production Wakati showcasing African culture which was a success and had a huge turnout
- Radio show every Friday with one on cultural appropriation and had good feedback from listeners

#### Environment and Ethics Officer:

- My 3 things I have been working are my flower books for bee positive which are currently germinating in staff offices,
- I have started working on a new recycling scheme with mean girls inspired slogans called 'don't be mean, recycle' which I hope to have established by the end of the year.
- I have been talking to those who contact me about running for my position telling them exactly what it is and what kind of time commitment it is.

#### LINKS

- AGM went well – currently in the process of handing over to the new committee
- Organised the weekend away for the 16-18<sup>th</sup> March
- Looking forward to varsity and the Jujitsu 24hr marathon which is raising money for Marrow

## Your Ideas Update

Your Ideas Week took place during 5<sup>th</sup>-9<sup>th</sup> Feb 2018

|  |     |
|--|-----|
| Total number of ideas received                             | 168 |
| Currently working on/assigned                              | 113 |
| Left to vote on  | 46  |
| Ready to go to UEC for allocation (20 <sup>th</sup> March) | 23  |

Breakdown of allocated ideas:

|        |    |
|--------|----|
| Salman | 42 |
| Osaro  | 47 |
| Jennie | 26 |

Visit <https://hullstudent.com/suggestions> for an up to date picture of Your Ideas, and in particular to read and vote on any suggestions related to Union Council and officer roles and responsibilities.

