

Meeting:	Student Officer Committee
Date:	Thursday 1 October 2015
Time:	4:30 pm
Location:	Board Room, Union House
Code	SOC 1450

- 1450 Chair Update**
- 1451 Attendance and Apologies**
- 1452 Minutes of the meeting held on 17 September 2015/Matters Arising/Action Log**
(See pages 3-10)
- 1453 Departmental Presentation: Marketing and Business Development**
- A presentation from L Moreton (Head of M and D)
- 1454 Issue Presentations**
- 1455 Items for Discussion**
- Islamophobia Awareness Week – A discussion topic from the Ethnic Minorities Officer
- Welcome Week Review
- 1456 Policy Implementation**
- Policy pages – a presentation on the new online policy display for UUEAS from the Campaigns & Democracy Officer
- 1457 Projects, Campaigns and Policy Reports**
- Black History month update from the Ethnic Minorities Officer
- Anti-Austerity Campaign Update – an update from the Campaigns & Democracy Officer and proposal for a series of local demonstrations against cuts to maintenance grants and for free education on 21st, 24th and 28th October
- Cost of Living Campaign Update – an update from the Postgraduate Education Officer

Mental Health Awareness Campaign Update – an update from the Welfare, Community & Diversity Officer

Save Our Union Campaign Update – an update from the Activities and Opportunities Officer

Transforming Education Campaign Update – an update from the Undergraduate Education Officer

Anti-Bullying Campaign - A proposal from the Activities & Opportunities Officer

Any additional campaigns or project reports

1458 Annual Elections Schedule/Appointment of DRO

1459 NUS Zone Conferences: Agree Attendance

1460 Management Committee Report
(See pages 11-12 latest sets of minutes: 1 and 8 September)

1461 Funding Requests

National Demo - Free Education & Living Grants for All – A funding request from the Campaigns & Democracy Officer (see page 13)

1462 Finance Update

1463 Cycle of Business
The note the Cycle of Business for 2015-16. (See page: 14)

1464 Any Other Business

1465 Time, Date and Place of Next Meeting
To note the next meeting will be held at 5.00 pm on Thursday 22 October in the Board Room, Union House

Minutes

Subject:	Student Officer Committee Minutes
Date:	Thursday 17 th September 2015
Paper:	SOC 1438
Author:	Josh Melling
Purpose:	Record of decision making

Key Discussions

- Quality Conversations, Issues with data protection and accessibility of questionnaires for staff
- Accessibility to the building has become greater with door adaptations for wheelchair users, adaptations to the blue bar and grad bar to make ordering more accessible, however there is still an issue with the lift regarding its reliability
- Board of Trustees urged caution in proceeding with BDS policy implementation

Key Actions

- Agreed to set up a working group for BDS policy, C Jarvis elected head of group.
- Agreed funding request of up to £400 for Wellbeing Festival
- Agreed funding request of up to £165 for Bi-Visibility Week
- Agreed funding request of up to £175 for #NeverOK

Union of UEA Students Purpose:

"To enrich the life of every UEA student"

Minutes of the Student Officer Committee

17 September 2015

Voting Members present:

Voting Members Present: C Jarvis (Chair), Tom Etheridge (Non-Portfolio Officer), Alex McCloskey (Ethical Issues Officer), Sam Jones (Environmental Officer), Theo Antoniou Phillips (LGBT+ Officer), Connor Rand (Undergraduate Education Officer), Liam McCafferty (Postgraduate Education Officer), Yinbo Yu (Activities & Opportunities Officer), Philippa Costello (Non-Portfolio Officer), Jo Swo (Welfare, Community and Diversity Officer), Jack Robinson (Non-Portfolio Officer), Ting Li (International Officer), Cameron Mellows (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer).

Non-Voting Members Present:

Jim Dickinson (Chief Executive)

Chair:

Chris Jarvis (Campaigns and Democracy Officer), first part of meeting; Theo Antoniou Phillips (LGBT+ Officer), second part.

In attendance:

Josh Melling (Student Officer Centre Assistant) Josh Clare (Head of Student Engagement), Tony Moore (Democracy and Governance Coordinator)

1438 Chair Update

There were none.

1439 Apologies:

Beth Smith (Women's Officer), Paul Erasmus (Mature Students' Officer)

1440 Minutes of the meeting held on 21 May 2015 & Matters Arising/Action Log

The minutes of the meeting were approved, however T Antoniou Phillips noted only using 'Trans' in minutes as 'Trans*' is non-binary

exclusionary. There were no matter arising and no comments made concerning the Log.

1441 Strategic Exercise: The Post-Election HE Landscape

Presentation was given by J Dickinson.

1442 Issues Presentations

Presentation was given by R Drury, the Fresher's Student Organisation.

1443 Items for Discussion

Quality Conversations – Presentation was given by the Head of Student engagement.

T Etheridge questioned whether all members of student staff are required to have a quality conversation as some situations may not be suitable.

J Clare noted student staff have a quota of 1 therefore they may fill out the survey themselves.

L McCafferty believed the collation and analysis should be reworded to reflect how the data will feed into the actions of the Officers. Also noted how student staff are not the most representative of a whole student body therefore an issue arises if said staff fill out questionnaires as the same voices will be repeated over the course of the proposed scheme.

J Clare noted limitations of the research and how many surveys are completed by a particular group more than others.

J Swo highlighted the issue with location and how representative the survey will be if this is not monitored.

J Clare noted as results come in they will be tracked and deployment of staff members will then ensue, there will be a student support staff member who will identify where gaps occur and deal with this accordingly.

J Swo questioned how secure data will be considering the private nature of some themes.

J Clare noted limited people will have access to the survey.

J Swo argued that there should be something in writing to quell any fears of leaking confidential information as the actual conversations with student staff may be a topic of discussion at a later date.

C Rand noted many University focus groups held with students reported a negative view of the Union and its engagement with students, therefore the Education Communication Team will be linking up with Business Intelligence Unit to tackle issues stated.

J Clare noted where the link is beneficial, communication will be made, also noted the often hesitant attitude of the University to share such information.

T Etheridge questioned the logistics of a student staff member completing the survey themselves as they would not receive any feedback. Also how said staff will separately take the students email.

J Clare recognised the issue which will have to be addressed. Implement a concise way of recording these but noted for the time being write down email addresses during the conversation and have a mass send out at the end of each week.

J Dickinson noted responding personally engages students however, may be an issue for staff who have a large amount participants to email, never the less the issue was noted and will be looked at.

S Jones argued whether certain conversations will be allocated between officers and staff to avoid a situation of staff becoming accountable for the Unions views.

J Clare recognises the point and agrees that care will need to be taken if conversations become political.

Y Yu questioned whether there is a system in place for staff who may not comfortable to collect information from students.

J Clare noted there were no specific ways to collect information so staff can choose to go with staff who are more confident.

J Clare suggested emailing any suggestions or amendments to themes due to time sensitivity of the meeting.

Chair agrees, suggestions or amendments to be emailed in due course to the Head of Student Engagement

1444 Access to the Union House

J Dickenson gave a report on the current state of access for wheel chair users to Union House; highlighting the issue of the lift that was very old and prone to break down.

1445 Islamophobia Awareness Month

Deferred to the next SOC meeting.

1446 Policy Implementation

Report given by C Rand on the extent to which policy 1714 can be implemented whilst remaining within the law, following guidance from the Trustee Board to be aware of the legal grey areas and guidance from charities.

C Jarvis suggests setting up a Working Committee on BDS policy and nominating an officer to lead the group.

C Rand believed Union Council should be updated with the development of the policy and discussions with the Trustee Board.

C Jarvis put themselves forward as candidate to head the Working Committee.

C Jarvis was elected.

1447 BDS Policy Implementation

UUEAS is moving towards increasing revenue through advertisement for external companies. However, Ethical Steering Group and Management Committee believed there should be an advertising policy in place in order for advertising to adhere to the Unions values and not advertise for companies that are on any boycott list.

C Rand noted that Union Council have called for boycotts on numerous companies including those complicit with Israeli violations of international law, therefore clarity needs to be made on companies that are part of BDS movement, for example whether Coca-Cola will or will not.

1448 Black History Month Update

Deferred to next SOC meeting.

1449 Priority Campaigns Update

C Jarvis voiced apologies to those who could not make it to residential. Further steps were made following the data collected from the survey sent out to officers. Each sabbatical officer has been assigned a priority campaign; C Jarvis – Anti Austerity Campaign, C Rand – Transforming Education Campaign, L McCafferty – Cost of Living Campaign, Y Yu – Save Our Union Campaign, J Swo – Mental Health Awareness Campaign. Both working groups for Anti Austerity and Cost of Living campaigns met and had productive discussions.

L McCafferty reported that ideas had been gathered in regards to campaign objectives, these will be typed up and presented to SOC for discussion.

L McCafferty noted that each campaign had sub-objectives which will be championed by part time officers, more specifically non-portfolio officers.

1450 Anti-Bullying Campaign

Deferred to next SOC meeting.

Chair noted full reports in the agenda are optional however, if Officers send points on current work, before SOC, these can potentially be discussed within SOC within the additional reports.

1451 Additional Campaigns and Reports

S Jones reported in two weeks' the University is holding 'Travel Matters Week'. For which S Jones has been working on a campaign called 'UEA On Your Bike' involving a cycling awareness and advice.

1452 Management Committee Report

Minutes are approved by SOC.

1453 Funding Requests

Funding Allocation

SOC approved the allocation for General Campaigns (£5,000), Priority Campaigns (£4,000), and SOC Projects (£4,000).

C Jarvis noted a protected budget for liberation officers had been set.

1454 Funding requests made over summer have all been approved.

1455 Wellbeing Festival

J Swo amended the amount requested from £600 to £400. The funds will go towards travel for speakers, posters, programmes, and materials for arts and crafts.

SOC approved funding request of up to £400.

1456 Never OK Campaign

J Swo noted A3 posters that will go in all university accommodation need to be created externally due to quality of resolution.

SOC agreed the funding request of up to £175.

1457 Bi Visibility Week

T Antoniou-Phillips noted Bi students are the largest part of the LGBT+ acronym therefore, engage with said students during this

week. The funding will go towards, badges, printing of posters and leaflets, and for face paint.

Equal Opportunities Committee agreed the funding request of up to £165.

Chair noted for future funding requests an itemised breakdown of what the funding spent on would benefit SOC.

1458 Any Other Business

There was no other business.

1459 Time, Date and Place

The next meeting of SOC will be held at 5.00 pm on Thursday 1st October in the Board Room, Union House.

SOC Action Log for October 1

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
16 October 14	Public statement to be made on DSA Cuts in collaboration with NUA and City College	Liaising with University over joint declaration with NUA/City	Holly, Aaron, Chris	Ongoing
26 February 15	Proposed amendment on the Referendum Bye-Laws to be brought Council.	To be brought to Council	Chris	16 Apr 15
23 April 15	Working Group of PTOs to be set up to work with the Campaigns and Democracy Officer on planning for Policy 1712 (Caucuses and Assemblies) and to report back at residential training	In operation	Chris	June
21 May 15	Officer Role Review group to be set up to include considerations on gender balance which will also go to Women's Caucus	In operation	Chris/Beth	October
17 September 15	QC Feedback mechanisms to be investigated/ Changes to QC themes to be emailed to Josh	Officers to email any theme ideas	Chris/All	October
17 September 15	Investigate location for breast feeding space	Report to be made	Liam	October
17 September 15	BDS briefing to be circulated to Officers Chris to coordinate BDS Working group membership/what is covered in advertising	Actioned	Chris	October

SMT Notes 1st September

Building Update

- Jim: Almost all on time (the bits that will allow us to trade are being prioritised)
- Fire risk assessment due 17th. Most of building should be ready for Monday Week 0 (International arrivals week)
- LCR getting new roof fans

Fortnightly Publication

- Paper as appended approved.
- Discussion on: concrete budget (meeting with them/Jim/katy coming- may be moot as Lauren will be tasked with selling ads to top up budget)
- Distribution- Lauren will handle for this and concrete, intent to get it out across campus
- Marta will lead on coordinating copy production although format should allow cross organisational effort
- Sign off discussion needs to be had, Jim to take forward

Campaigns and Policy- Interim Staffing Arrangements

- Closed Session

SMT Notes 8th September

Updates

- Chris- Social action day good programme speakers and stalls. Also working on day of action on grants on 18th.
- Jim- Building
- Connor- Exam timetabling and Quality
- Yinbo- Sports Exec Structure, DOS/Careers/UEA Global project
- Liam- Quality Review, Inductions, PG Mental Health Project, Mature Students Survey
- Toby- Freshers Welcome events and comms (esp officer briefing and support)
- Jo- Wellbeing festival, Estates/Light Up Campus project

Relationship Updates

- Liam- DOS/Registrar re Prevent. Need to ID who is leading within Uni
- Chris- DOS DSA Consultation

Building

- Broadly on time. Low no of snags. Lots of suppliers due in next week. Open day on Saturday means lots will be ready
- Pool and snooker- As table won't fit Lynne working on deal with Rileys
- Discussion re Gateway, Lodge and Uni Reception to ensure joined up messaging
- Room Bookings- slow to end up on system. University borrowing some rooms before 1pm weekdays as rooms crisis. Review at Xmas
- Small studio to have multiple uses
- Nap Nook/Chill out, will be partly bookable partly not. Issue at present is securing the space at night
- Rooms can be booked now manually through Robyn

Finance Unit and Other Staffing Issues

- Closed session

Appendix

Getting our messages out- A new fortnightly publication

Introduction

Across both our own internal surveys and the national Student Survey we know that we have some problems with getting our core messages across

Analysis

From the student perspective:

- We are failing to get at some key demographics
- We have an issue on some courses and in some faculties

From the union's perspective:

- We are probably getting messages across to the heavily involved but to the moderately involved and uninvolved we are not succeeding at getting key messages across
- We are poor at "growing demand" for the aspects of the union's work which require it (ie getting across why we take ethical stances on issues)
- We need to take steps to dramatically improve officer profile and awareness of/involvement in our priority campaigns

Print Products

In addition whilst we have been attempting (with some success) to get positive stories into Concrete and The Tab; and whilst we have a range of digital and physical assets that can be "sold" to advertisers; we lack a regular print media product of our "own". Whilst print media is widely believed to be "dead", freesheet media (ie Evening Standard/metro) remain highly viable products.

Concrete

We have suggested for the second year in a row that Concrete goes "weekly" with core pages given to us to promote our campaigns, services and events. However they remain of the view that they would struggle with volunteers and are not in a position to rethink the format and productions rhythms at this late stage.

Proposal

The proposal is therefore that on the "alternate" weeks that Concrete appears, a union free sheet of 4 or 8 pages is produced with the following core objectives:

- To communicate clearly the union's campaigning activity (both planned and reactive)
- To give a high profile to union officers and their representative/leadership work with key opinion pieces
- A chance to communicate clearly the work of union officers on university committees to less engaged students
- A chance to communicate clearly the work of union committees and council to less engaged students
- An opportunity to promote student opportunities to students in line with our brand (featuring students, telling stories)
- An opportunity to promote key welfare and education messages focused around the time of year (ie housing advice, academic appeals, don't drop out drop in etc)
- A centre page fortnightly union events planner featuring commercial and non-commercial messaging

Production

A sample edition will be produced in the next week or so we can agree the basic format. Venues, Advice and Opportunities will be commissioned to develop content and Josh's team, principally via Marta, will develop core campaigns and officer copy that can work both as material for this publication and for online.

Costs

To print 1,000 copies of an 8 page tabloid newspaper printed on 55gsm improved newsprint with a page size of 369mm x 289mm (Endorse folded, bundled, strapped and packed on pallet) is £350 in delivery, so approx £4k for the two full terms

We would:

- Reduce the concrete budget by around 10%
- Fund the remainder through advertising sales via Lauren (eg the centre events spread is highly attractive)

Project/Campaign Title: National Demo – Free Education & Living Grants for All

Amount of money requested: £1200

Budget requested from: Priority Campaigns

Details of project (500 words max)

On 4th of November, a demonstration is taking place in London, organised by National Campaign Against Fees and Cuts and supported by NUS. This demonstration is to call for the abolition of tuition fees and for their replacement with a system of Higher Education funding which is fair and paid for by progressive taxation, in addition to supporting the implementation of a system of living grants, in opposition to government proposals to cut maintenance grants.

We currently have existing Union policy supporting free education and mandating the Student Officer Committee to support campaigns for free education at a local and national level, including providing transport to relevant demonstration.

This funding request of £1,200 would pay for two coaches to London, thereby funding 100 students to attend the demonstration.

Mobilising students to attend the demonstration will require little money to be spent on printed materials as we have received a lot from NCAFC and the Student Assembly

How will this benefit our members? (300 words max)

We have decided that fighting austerity will be one of our priority campaigns this year. As part of this, we have participated in a national day of lobbying by petitioning Chloe Smith and demonstrating at her office.

This demonstration is part of a wider mobilisation across the country against planned cuts to maintenance grants, and the broader campaign for free education. A powerful national demonstration is an important step in this fight, but also will work to mobilise a substantial portion of our student body in fighting the government's cuts agenda, develop our anti-austerity priority campaign, allowing us to build a more effective network of students on our campus to achieve our campaign objectives.

Number of members directly benefited: 100

How will you ensure this benefits hard to reach/liberation/underrepresented groups? (300 words max)

The demonstration is being risk-assessed by NUS, and provisions will be in place for an accessible route on the demonstration.

We will ensure that one of our coaches is fully accessible.

The demonstration's aims to reverse government plans to cut maintenance grants is of particular relevance to students from wider participation backgrounds – working class students are those who will be most directly hit by cuts to maintenance grants.

In promoting the demonstration, we will actively seek to promote it amongst hard to reach groups – targeting international students, health science students and mature student among others.

SOC Proposed Cycle of Business

Each Meeting (format agreed earlier):

- Chair Update
- Departmental Presentations and Strategic Exercises
- Issue Presentations
- Items for discussion
- Policy Implementation
- Projects, Campaigns and Policy Reports
- Management Committee Report
- Funding Requests

Semester One	
Week 2	Departmental Presentation: Marketing and Business Development Annual Elections Schedule Appointment of DRO Zone Conferences: Agree Attendance Review of Welcome Week
Week 5	Departmental Presentation: Advice Union House 2015: Feedback on the new building Finance Update
Week 7	Departmental Presentation: Campaigns and Policy NUS National Conference Delegate Leader Election
Week 8	Departmental Presentation: Operations Reports from Zone Conferences Finance Update
Week 10	Departmental Presentation: Opportunities (Clubs and Societies)
Semester Two	
Week 1	Departmental Presentation: Venues Finance: Estimates Steering Discussion
Week 3	Departmental Presentation: Housing
Week 6	Departmental Presentation: ENTS/Waterfront
Week 9	Departmental Presentation: Retail Finance: Estimates 15-16 Proposal
Week 10	Departmental Presentation: Opportunities (Volunteering & Enterprise)
Week 12	Departmental Presentation: Review (Find and Fix) Finance Update