



## **Student Officer Committee Meeting**

5 pm 11 October 2012 in the Board Room

### **Agenda**

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- 696 Minutes of the meeting held on 4 October** (See pages 2-8)
- 697 Action Log** (See pages 9-11)
- 698 Matters Arising**
- 699 Student Officer Action Plan Update**
- 700 Items for Tweeting and Items for Videoing**
- 701 What We Have Been Doing Blogs** (see SOC Facebook page and note these have been published on the website)
- 702 GOATing Topics**
- 703 Loyalty Cards**  
A discussion topic from the Finance Officer.
- 704 Report on the Priority Campaigns Poll**  
A report from the Communications Officer. (see pages 12-14)
- 705 The University's formulation of a Faith Policy**  
A discussion topic from the Communications Officer.
- 706 Campaign Sub-Committee Updates**
- 707 Budget and Spending Update**  
To note that no further expenditure has been notified to the Finance Manager since the last meeting.
- 708 Any Other Business**
- 709 Time, Date and Place of Next Meeting**



## **Minutes of the Student Officer Committee**

### **4 October 2012**

### **Summary**

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#### **Key Discussions**

- Priority Campaigns Poll
- Liberations Campaign Funding
- Christian Union activities in Union House
- Provision of a quiet room or chill out room at LCRs
- Whether PTOs should attend NUS Zones Conferences

#### **Key Actions**

- Summary briefing on each GOATing topic to be issued to Officers
- GOATing template to be re-examined to include individual Priority Campaigns
- SOC formally endorsed LGBT+ Report with its recommendations
- Hiring of up to two coaches for TUC Demo approved
- A quiet room at LCRs if provided should be run by UUEAS
- Question of space allocated to Christian Union in Union House to be referred to Societies Committee
- Agreed to principle of providing a chill out room at LCRs
- Question of mandating only FTOs to attend should be considered in the Constitutional Review
- SOC, provisionally, agreed that the three of the Non-Portfolio Officers, who had expressed an interest, B Foday, J Lewis and E Fallows should attend the Zone Conferences
- SOC agreed to undertake an analysis of which further conferences Officers might need to attend, the financial costs and budgetary impact.

**Union of UEA Students Mission 2009-13**

1. To create positive change in matters relating to the education of UEA students by effectively representing their collective views.



**Minutes of the Student Officer Committee  
4 October 2012**

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**Voting Members present:**

Jess Lewis (Non-Portfolio Officer), Abbi Forsyth (Non-Portfolio Officer), Bintu Foday (Non-Portfolio Officer), E Fallows (Non Portfolio Officer), Josh Bowker (Academic Officer), Sam Clark (Community and Student Rights Officer).

**Non-Voting Members present:**

Yousef Baboul (Ethnic Minorities Officer), Richard Laverick (LGBT Officer), Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer), T Gilder-Smith (Women's Officer), Derek Bowden (Chief Executive), Astrid Heidemann Simonson (International Officer), T Killeen (Mature Students Officer).

**In attendance:**

T Moore (Representation Support Worker).

**Chair**

Matthew Myles (Communications Officer).

**Apologies for absence**

Joe Levell (Finance Officer), John Taylor (Post Graduate Officer).

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**680 Minutes of the meeting held on 27 September**

The minutes of the 27 September meeting were agreed.

**681 Action Log**

SOC noted the completed actions. B Brown noted he was in discussions about the measurements for the Green Success banner and would then pass the design to the Media Marketing Assistant. R Laverick reported that the Sports Charter on Homophobia had been designed and it contained the names of all Clubs with spaces for the Presidents' names; it would be sent for printing.

Chair noted the outstanding item concerning GOATING on Class Size and Module Choice. He noted it was some time since this item had been raised and he believed that academic staff were best placed to decide on optimum class size; it should only be an issue for students if they perceived class sizes to be problematic. Therefore, he would

recommend this item be dropped as a GOATing topic. He noted that he would be updated on the issue at the next week's LTQC. SOC asked, that rather than this being a GOATing topic, Course Directors would be requested to email their students for their views.

### **Action**

Chair reported that all the tweets or videos had been produced or would be completed the following week. He noted B Brown's request for further tweets on cycling events and that the recruitment of student reps publicity would be accompanied by a four page item in Concrete.

#### **682 Matters Arising**

There were no other matters arising.

#### **683 Items for Tweeting and Items for Videoing**

J Lewis – Coaches for TUC Demo

T Gilder-Smith– International Day of the Girl

R Rawle – Screening of Tarmeggedon

B Foday – Black History Month in general or promoting events if UUEAS has organised any.

### **Action**

#### **684 What We Have Been Doing Blogs**

Chair noted that these had been posted that afternoon. Copies of CommUnity newsletter were distributed.

J Bowker asked that the ground breaking series of lectures by students in the Forum be added.

Chair asked that FTOs include all their activities in their blogs before the meeting.

#### **685 GOATing Topics**

Chair noted that the last week had been the Priority Campaigns Poll. Chair thanked Officers for their hard work promoting the poll. He reported that there had been 11,800 endorsements in three days, compared to the just 300 votes in last year's electronic poll.

He noted that for the coming week the GOATing template had an elections theme to tie in with the by election for Students with Disabilities Officer.

S Clark suggested, on the election theme, running a scheme based on that pioneered by Exeter SU, to engage first year students and publicise UUEAS democracy and opportunities for involvement.

T Killeen asked that a briefing document for Officers be produced for each GOATing topic so that Officers would be communicating the same message.

### **Action**

R Rawle asked that this could be produced for the PCPs as some of the material produced to cover ethical investment had been erroneous.

Chair noted that the material had been compiled from that produced at residential training and this had not covered ethical investment so he had put together a summary with his own limited knowledge. He noted that summaries of the PCPs were posted on the SOC Facebook page.

T Killeen asked that SOC look at its communication methods as to which ones would work best for Officers in AOB.

A Simonson asked that each PCP have a week's GOATing devoted to it. Chair referred her to the GOATing template.

J Lewis inquired whether, given the nature of the method of polling, UUEAS would be declaring the PCP with the most endorsements, the winner.

SOC concluded that this had been an awareness raising campaign and it would be inappropriate to regard the results in terms of 'winning' campaigns but that the number of endorsements would feature in the publicity.

Chair noted that the GOATing template would be revisited to see if each individual Priority Campaign might be allocated as the GOATing topic for a particular week. The GOATing topic for the coming week would be elections and the PCP results.

**Action**

**686 LGBT+ Report**

Note: the Executive Summary of the Report had been placed in the Minute Book.

R Laverick noted that he was requesting that SOC endorsed the body of the Report with its recommendations; the proposed resolutions and Constitutional amendments would be brought separately to Council. SOC formally endorsed the Report with its recommendations.

**Action**

**687 Loyalty Cards**

In the absence of the Finance Officer, discussion of this item was postponed to a future meeting.

**688 Coaches to TUC Demo 20 October**

J Lewis reported that seven members had signed up and that she hoped more would be added at the meeting called for later that evening. She asked that SOC approve the booking of up to two coaches depending on expressions of interest. She noted that if there was a lack of interest then there were the options of taking a UUEAS minibus or booking places on the Unison coach.

Chair noted that UUEAS would happily take City College and NUCA students but they would have to, as non-members, pay a fee.

A Simonson asked as to the reasons that NUS had not endorsed the march.

J Lewis thought the reason to be sectarianism and she characterised the resultant overlapping of planning for two demos as ridiculous.

D Bowden wondered as to the cost of coach hire.

Chair noted that the exact cost had not been ascertained.

A Simonson noted that if there was enough interest from members to

book two coaches, in terms of engagement, this would be a worthwhile investment.

SOC agreed to approve the hiring of up to two coaches for the TUC demo.

**Action**

**689 Christian Union Activity in Union House**

Chair noted he had not been at the meeting when SOC had endorsed the idea of the CU providing a quiet room at the LCR. He believed the decision to be misguided.

T Killeen and T Gilder-Smith believed the decision had been merely to ask the Finance Officer to find out more about the CU's proposals and that the room, itself, would be UUEAS run and non-affiliated to any group.

SOC agreed that any provision of a quiet room should be not associated with any ideology or religious beliefs and should be run by UUEAS.

**Action**

R Laverick noted, in reference to the CU, that they, even though they were not, as yet, a UUEAS Society, had an inordinate amount of space in Union House allocated to them.

SOC agreed to refer this matter to the Societies Committee.

**Action**

T Killeen asked that SOC should consider whether a quiet room with its associated costs was, actually, necessary at LCRs.

B Foday noted that there was already a First Aid Room.

S Clark believed that the room might add to the LCR experience by providing a chill out space where one could talk to one's friends.

R Laverick argued that it would be a valuable resource: for example, there was a stigma involved for any student suffering from a panic attack in using the First Aid Room.

A Simonson suggested running the facility on a trial basis and gauging the numbers using it.

D Bowden advised that SOC should decide whether it was a chill out room or a quiet room that was required.

SOC agreed that a chill out room would meet the needs of members.

S Clark asked that whether the facility might increase attendance at LCRs should be looked at as this would defray any associated costs.

SOC agreed to the principle of the provision of a chill out room: the FTOs will hold discussion with ENTS and Building Services.

**Action**

**690 Campaign Sub-Committee Updates**

R Laverick reported that the Pride Committee, for the first time in many years, had two trans committee members which would mean a greater potential for campaigning on trans issues.

R Rawle reported that the Ethical Investment Campaign had booked three influential guest speakers for the next week's events.

## 691 **Budget and Spending Update**

Chair drew SOC's attention to the funds allocated in the Budget. He noted that five PTOs had expressed an interest in attending NUS Zone Conferences. He reported that with travel and accommodation the total cost per attendee would be £350, making a total of £1,750 to send all five. He noted that SOC should consider whether it was happy to spend this sum.

D Bowden advised that SOC should consider if there were any further conferences that Officers might wish to attend this year.

J Bowker noted that PTOs were mandated to attend Zone Conferences and, he believed, this underlined their importance.

R Rawle noted that the Shared Planet Conference was coming up and that, last year, 20 delegates had attended at a cost of £500.

R Laverick noted there would be a need to send members to the International and the LGBT Conferences.

D Bowden advised that SOC draw up a list of what it deemed to be essential conferences and their cost up until April. He noted the importance of Zone Conferences but asked SOC to be minded that, in the last two years, no PTOs had attended.

Chair noted that there was a time constraint, as registration for the Zone Conferences would close on the following day to the present meeting.

J Bowker argued that, as it appeared to not factor in Zone Conference attendance, the Budget should be revised to take account of this.

D Bowden advised that SOC should assess the likely Conference expenditure and, if necessary, look to find this from elsewhere in the overall Representation Budget, for example, for training.

S Clark noted that the PTOs were, essentially, being asked to choose between future Liberations Conferences and the Zone Conferences.

T Killeen asked SOC to remember that, although PTOs wanted to attend, SOC would, already, be sending four Officers to the Zones. He believed that sending nine Officers to these and none to future conferences might be seen as disproportionate.

S Clark and R Laverick argued that sending PTOs who were still to graduate could be seen as a long term investment for UUEAS.

Chair agreed and noted that the question of mandating only PTOs to attend should be considered in the Constitutional Review.

### **Action**

J Bowker noted that some PTOs were not Liberations Officers and would not have Liberations Conferences to attend and this should be taken into account in considering approval of their attendance at the Zones.

J Bowker questioned where money would come from if SOC exceeded Budget spending.

D Bowker advised this would come from UUEAS' reserves and that, if SOC had set a Budget, it was good practice to adhere to it.

SOC, provisionally, agreed that the three of the Non-Portfolio Officers, who had expressed an interest, B Foday, J Lewis and E Fallows should attend the Zone Conferences. SOC agreed to undertake an analysis

of which further conferences Officers might need to attend, the financial costs and budgetary impact.

**Action**

**693 Student Officer Action Plan**

Chair noted he had updated plan.

B Foday noted changes on representation and UEA London.

A Simonson noted changes on the international students' forum.

**694 Any Other Business**

Chair asked, concerning SOC communications, whether Facebook or email was preferable or, if, SOC would like to use another medium.

SOC agreed that the present system, using both methods worked well.

**695 Time, Date and Place of Next Meeting**

The next meeting will be at 5 pm on Thursday, 11 October.



### SOC LIVE ACTION LOG

Date	Action Required	Status	Assigned To:	Date actioned:
Commissioned				
31 May 12	Green Success Banner	<b>RR in discussions to commission</b>	RR	
31 May 12/updated 4 Oct	Class Size and Module Choice question from HUM LTQC	<b>To be updated at next meeting</b>	ALL	
27 Sep 12/updated 4 Oct	Number of students signed up to attend TUC demo to be reported	<b>To be updated at next meeting</b>	Jess L	
4 Oct 12	Items for Tweeting and Items for Videoing J Lewis – Coaches for TUC Demo T Gilder-Smith– International Day of the Girl R Rawle – Screening of Tarmeggedon B Foday – Black History Month in general or promoting events if UUEAS has organised any.	<b>Standard agenda item: to be updated at next meeting</b>	MM	
4 Oct 12	Briefing document for Officers be produced for each GOATING topic so that Officers would be communicating the same message.	<b>Completed</b>	MM	9/10/12

4 Oct 12	GOATing topic for the coming week would be elections and the PCP results.	<b>To be updated at next meeting</b>	MM	
4 Oct 12	Space allocation of Christian Union to referred to the Societies Committee.	<b>JL will be approaching CU directly will report back</b>	JL	
4 Oct 12	Provision of a chill out room to be discussed with ENTS and Building Services.	<b>To be updated at next meeting</b>	SC	
4 Oct 12	Analysis to be made of which further conferences Officers might need to attend, the financial costs and budgetary impact.	<b>MSM has been asked to investigate and report</b>	MM	
4 Oct 12	E Fallows, J Lewis and B Foday to register for NUS Zone Conferences	<b>Completed</b>	EF, Jess L, BF	5/10/12

#### SOC FUTURE ACTION LOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Committee of Presidents of Faith Societies	<b>MM talking to Presidents</b>	JL/SC	
31 May 12	Faith Officer	<b>Possibility of this role to be in Constitutional Review</b>	SC	
7 June 12	Religious Activities in Union House	<b>To be brought to Council in the Autumn Semester</b>		
27 Sep 12	Elections to Liberations Campaign	<b>To be in Constitutional Review</b>	TR	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	<b>To be in Constitutional Review</b>		

**SOC FUTURE ACTION LOG/Spring Semester 13**

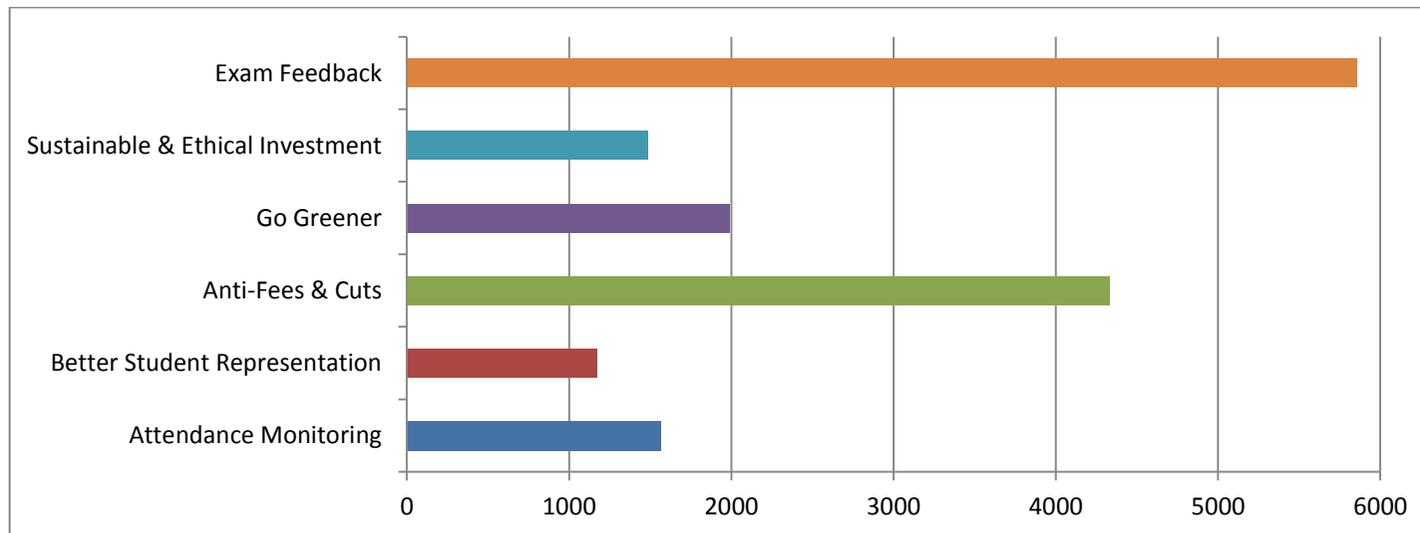
Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
27 Sep 12	Officers Hoodies to be ordered immediately after elections	<b>To ordered in March 13</b>	JL	
4 Oct 12	PTOs attendance at NUS Zone Conferences to be factored into Budget	<b>To be discussed with Finance Manager during budget preparations.</b>		

**SOC FUTURE ACTION LOG/Autumn Semester 13**

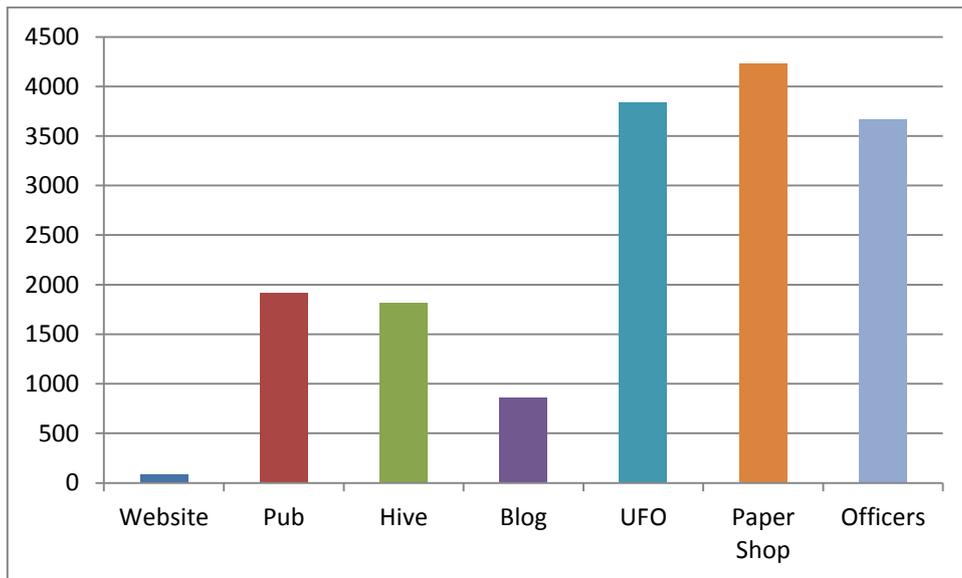
Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
27 Sep 12	FTOs' timetables during International Arrivals	<b>Practicability of keeping FTO Timetables free to be assessed</b>	AM	

## REPORT ON THE PRIORITY CAMPAIGNS POLL 2012

	Attendance Monitoring	Better Student Representation	Anti-Fees & Cuts	Go Greener	Sustainable & Ethical Investment	Exam Feedback	Total
<b>Monday</b>	247	370	1166	493	403	1502	<b>4181</b>
<b>Tuesday</b>	316	225	1117	530	322	1529	<b>4039</b>
<b>Wednesday</b>	439	156	1049	442	421	1138	<b>3645</b>
<b>Thursday &amp; Friday</b>	562	419	1002	523	339	1688	<b>4533</b>
<b>Total</b>	1564	1170	4334	1988	1485	5857	<b>16398</b>



	Monday	Tuesday	Wednesday	Thursday & Friday	Total
<b>Website</b>	10	7	10	54	81
<b>Pub</b>	173	146	699	897	1915
<b>Hive</b>	249	374	693	495	1811
<b>Blog</b>	343	44	29	444	860
<b>UFO</b>	1049	1140	757	893	3839
<b>Paper Shop</b>	1104	1075	597	1451	4227
<b>Officers</b>	1253	1253	860	299	3665
<b>Daily Total</b>	4181	4039	3645	4533	16398



## Report Summary

This year we've done the poll slightly differently; we've run it using tokens and allowed people to vote more than once. We recognised the aim of the exercise this year to be raising awareness that we are a campaigning organisation that is here to make positive changes for students. The idea was not first and foremost to get a winner from the poll, because we will campaign on all of these issues – but having such a clear winner does mandate us to have exam feedback as a particular focus, and provides us with a good evidence base to show that students think this is important.

The overall total of 16398 endorsements is a figure we are very happy with. It shows that many people on campus have engaged with the process, and having tokens at our outlets made the whole exercise more visible and got people talking on campus about what is important to them. This also means that hopefully a link is made between buying something at our outlets and campaigning; hopefully there has been an increased awareness that our money is spent on campaigning as a side effect of the exercise.

We think that one of the weaknesses of the exercise was that students didn't really understand what Attendance Monitoring, Better Student Representation and Sustainable & Ethical Investment were all about. People were just paying attention to the headline statements, for which Go Greener, Exam Feedback and Anti-Fees & Cuts are all more self-explanatory. This might explain the balance of the endorsements to some extent. What might be better next year is to simply ask for each campaign 'is this important to you?' with a yes/no option, instead of making people choose between each campaign. If they think something is really important then they can vote yes more than once, and the same if they think it's not important at all.

The number of endorsements made offline in comparison to online has led us to believe that for the main elections this year it may be better to have a combination of online and paper voting; something to consider carefully.

We definitely did not need flyers, as nobody read them and we have a lot left over.

Overall, it was definitely a useful and successful exercise.