

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.



Student Officer Committee Meeting

5 pm 25 October 2012 in the Board Room

Agenda

- 725 Membership**
To note the resignation of Yousef Balboul (Ethnic Minorities Officer).
- 726 Minutes of the meeting held on 18 October** (See pages 2-7)
- 727 Action Log** (See pages 8-10)
- 728 Matters Arising**
- 729 Student Officer Action Plan Update**
- 730 Items for Tweeting and Items for Videoing**
- 731 What We Have Been Doing Diaries** (see pages 11-12)
- 732 GOATing Topics**
- 733 Coaches to NUS National Demo**
A discussion topic from the Academic Officer.
- 734 Faith Committee**
A discussion topic from the Chair.
- 735 Election of Deputy Returning Officer for the NUS Delegation Elections**
- 736 Review of Union Council Meeting of 18 October**
- 737 Campaign Sub-Committee Updates**
- 738 Budget and Spending Update**
There were no budget updates this week.
- 739 Any Other Business**
- 740 Time, Date and Place of Next Meeting**



Minutes of the Student Officer Committee

18 October 2012

Summary

Key Discussions

- Coaches to NUS National Demo in relation to Campaigns Budget
- Collection Box for Islamic Relief

Key Actions

- FTO's schedule of meetings with the VC to be posted on SOC Facebook
- Officers who are unable to attend the meeting must, in future, be informed of changes to communications
- Funding for Ethical Issues Officer and two UUEAS members to attend NUS Living Wage Masterclass agreed
- Agreed funding for publicity material for No More Lies promotional campaign for NUS National Demo

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

Voting Members present:

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

Non-Voting Members present:

Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer), Derek Bowden (Chief Executive), John Taylor (Post Graduate Officer), Richard Laverick (LGBT Officer), T Killeen (Mature Students Officer), K Jenkins (Students with Disabilities Officer).

In attendance:

T Moore (Representation Support Worker).

Chair

Matthew Myles (Communications Officer).

Apologies for absence

Astrid Heidemann Simonson (International Officer), Yousef Balboul (Ethnic Minorities Officer), T Gilder-Smith (Women's Officer).

710 Welcome

Chair welcomed K Jenkins to SOC and congratulated her on her election as Students with Disabilities Officer.

712 Minutes of the meeting held on 11 October

The minutes of the 11 October meeting were agreed.

713 Action Log

SOC noted the completed actions. R Rawle noted she would be working with the Media Marketing Assistant on the Green Success banner.

J Lewis reported that 49 members had now signed up which meant that one coach was now full. The campaign had decided to cap the numbers and send the one coach and any members who now signed up would be directed to the Unison or NCAC coaches which had spare places.

Chair noted that the Finance Officer was yet to arrive to report on space allocation for the Christian Union.

S Clark noted that he would report on the furnishing for a chill out

room at the next meeting.

On tweets, Chair noted he had published the material about international students' visas which he found to be very harrowing and urged Officers to sign the petition. In answer to J Taylor, he confirmed that there was one petition and that could be found on the government website.

Chair noted he would tweet on Launch of the Lens shortly.

Chair noted that Black History Month events would be discussed later in the agenda.

Chair noted the report on budgets and future conferences would be brought to the next meeting.

J Bowker reported that he had been unable to raise the matter of visa rules with the Vice-Chancellor because the meeting had been a formal meeting with a defined agenda to meet the Head of OFFA which did not provide the opportunity for raising the issue.

B Brown asked whether there would be future opportunities to raise this with the VC.

Chair noted there were a series of meetings arranged with the VC and he would post the schedule on the Facebook page.

Action

J Lewis reported that it had proved impossible to order the demo tube tickets as they could not be sent by post or ordered in advance. She would, therefore be taking cash to pay for them on the day.

Chair noted that, as the Finance Officer had not arrived, the report on Loyalty Cards would be given to the next meeting.

Chair reported that A Simonson had registered for the International Officer training and that the banner and badges for Save UEA Music had been ordered.

Chair noted that the meeting of Presidents of Faith Societies would take place on 23 October and, as yet, representatives from the Islamic Society and the Hindu Society as well as one Sikh student had confirmed they would be attending.

Chair noted, R Laverick's report noted that there was NUS money available to encourage inter-faith relations in higher education.

Chair noted to B Foday that he believed notes of the meeting would be taken and would then be made public.

713 Matters Arising

T Killeen acknowledged that it had been the first week of the new communications structure but he reported all the SOC documents had not been posted Tuesday. He believed that if material were not posted in time it negated the purpose of using Facebook.

Chair noted A Forsyth's point that, if decisions on communications were taken, Officers who were unable to attend the meeting must be informed.

Action

714 Student Officer Action Plan Update

Chair noted he had received no updates but had made some himself on Officers' behalf.

B Brown asked that research into plastic cups' provision should be added after checking with the Finance Officer. J Taylor asked for paper recycling bins for the Grad Bar to be added to Go Green. B Brown reported he had met with the University's Environment Manager who had informed him that 33% of the University's energy supplies were still bought from the Grid on the EDF Green Tariff. B Brown asked that lobbying the University to switch to a greener tariff be added to the plan.

Action

715 Items for Tweeting and Items for Videoing

R Laverick – Pride general meeting

R Rawle – Move Your Money

B Brown – the VC's signing of the Green Education Declaration

Action

716 What We Have Been Doing Diaries

Chair noted to R Rawle that on Go Global he had met with the Student Advisory Team and that the consensus had been this would be trialled this year as an all year round celebration rather than a week-long event.

717 GOATing Topics

Chair noted that the past week's theme had been elections and democracy and that the next week's suggested topic would be student finance.

Chair noted to J Taylor that the feedback from members had been good, with nearly all of 70 students spoken to having indicated they would be voting in this year's elections.

Chair noted students had also been informed about HEAR, the Higher Education Achievement Record. He noted that very few students had heard about this as it was only on page 40 of the Student Handbook. He further noted that, at the HUM LTQC, the Teaching Directors had not known about HEAR's implementation, except for one who had read about it in Concrete.

J Taylor wondered whether students would be able to opt out of HEAR.

Chair noted that they would not. He further noted that students had thanked Officers for the information on HEAR.

SOC agreed to student finance as the next week's topic.

718 NUS Living Wage Masterclass

J Levell apologised for not making an earlier request for R Rawle to attend this event. He noted that the event was free and R Rawle would be travelling home by Megabus, so the cost would be minimal. Chair noted that this opportunity should be available to the wider membership.

SOC agreed to fund the request and advertise at Council the opportunity for two other UUEAS members to attend.

Action

719 Campaign Sub-Committee Updates

S Clark briefed Officers on the publicity campaign for the NUS National Demo; he asked for Officers' input and approval of a funding request of a maximum of £365 for five large posters in the Hive, 10 posters for the Street and 3,000 A7 flyers.

S Clark noted that the headline slogan would be "No More Lies" and feature the history of the lies told by politicians to students since 2004. SOC agreed to the verbal funding request for £365 for publicity material.

Action

R Laverick wondered whether UUEAS would be sending three coaches to the demo again, this year.

Chair noted this would have to be formally approved.

In discussion, Officers agreed that this would be one of the most important campaigning events.

J Taylor and R Laverick both agreed that, although this was the most important campaign event it would be unwise to devote the whole campaign budget to it.

J Bowker noted that he was looking into coordinating coaches with NUCA and City College.

SOC agreed to discuss the logistics of coaches to the NUS Demo as an agenda item at the next meeting.

Action

There were no more reports from Sub-Committees.

720 Budget and Spending Update

J Levell believed the current reporting format to be confusing and noted he would ask the Finance Manager to produce a Traffic Light Format which would, at R Laverick's request, include Liberations Campaigns. R Rawle requested it should have last year's figures as comparators. J Levell asked Officers to post comments on the format which he would pass on to the Finance Manager.

Action

J Taylor asked why the cost of the NUS Affiliation had risen by so much. Chair noted the formula for the affiliation fee calculation was on the Facebook page.

Chair explained to B Brown the financial benefits of NUS Affiliation through membership of NUSSL, the wholesale purchasing arm.

721 Management Committee Minutes

SOC received the minutes from the 10 September and 24 September meetings without comment.

722 Items to note on the Union Council Agenda

Officers reviewed the agenda and order of business.

R Laverick noted he would be proposing Stephen Fry for Honorary Life Membership of UUEAS.

J Levell noted to J Taylor that after expert advice had been taken by

FTOs and UUEAS staff, it had been realised that UUEAS Societies were constitutionally able, indeed could be supported, in raising money for charities.

723 Any Other Business

B Foday noted the African-Caribbean Society had sent her a programme of talks and screening for Black History Month which they would like support from UUEAS to stage and publicize.

Chair noted there would be no problem in terms of publicizing but that for staging there would need to be a funding request.

SOC agreed to support with publicity and await a funding request.

B Foday noted she would post the proposed events on Facebook

Action

J Levell reported on the coming social event involving a meal and laser tagging and a charity initiative for November where Officers and staff were being encouraged, in a possibly aesthetically ill-advised attempt, to grow moustaches.

Chair reported that he had met with the Islamic Society who had requested that during Charity Week they would like to have collection boxes for Islamic Relief in the Hive, bars and shops.

R Laverick believed that this might open the floodgates to religious fundraising in Union House and might go against an earlier SOC decision.

SOC noted that there already some collection boxes in the UFO and that the Chair would ask the commercial services managers what criteria were used for approval of the placing of charity boxes.

Action

J Taylor reported that the University's request for an extension of planning permission for the Islamic Centre was still under consideration by Norwich City Council.

724 Time, Date and Place of Next Meeting

The next meeting will be at 5 pm on Thursday, 25 October.



SOC LIVE ACTION LOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Green Success Banner	RR in discussions to commission	RR	
27 Sep 12/updated 4 Oct	Number of students signed up to attend TUC demo to be reported	49 students (one coach) attended	Jess L	20 Oct 12
11 Oct 12	Space allocation of Christian Union to referred to the Societies Committee.	Joe will reporting back from Societies Committee	Joe	
11 Oct 12	Furnishings for proposed Chill Out Room to be investigated.	To be updated at next meeting		
18 Oct 4 Oct 12 updated 18 Oct	Items for Tweeting and Items for Videoing R Laverick – Pride General Meeting R Rawle – Move Your Money B Brown – VC's signing of the Green Education Declaration B Foday – Black History Month in general or promoting events	To be updated at next meeting Proposed events to be posted on Facebook	MM Bintu	
4 Oct 12	Analysis to be made of which further conferences, Officers might need to attend, the financial costs and budgetary impact.	MSM has been asked to investigate and report	MM	
11 Oct 12/updated 18 Oct 12	Petition on changes to the visa rules for international students in the UK to be raised at meeting with the VC	Update at next SOC – no opportunity to raise at VC meeting. Josh will contact VC	Josh	
11 Oct 12/ updated 18 Oct 12	GOATing timetable and short briefing on PG issues to be posted	Briefing on PG Issues to be added	John	
11 Oct 12	Discussion forum on Loyalty Cards to be set up - disposable non-track able cards option to be investigated	To be updated at next meeting	Joe	

11 Oct 12	Tube tickets for TUC demo to be ordered	Actioned	Jess	12 Nov 12
11 Oct 12	A Simonson to register for International Officer training	Actioned	Astrid	12 Oct 12
18 Oct 12	FTOs schedule of meetings with the VC to be posted on SOC Facebook	To be updated at next meeting	Matt	
18 Oct 12	To be minuted that decisions made at SOC on any change to SOC communications must be communicated to members who could not attend	Minuted	Tony	23 Oct 12
18 Oct 12	Officers' updates to SOAP to be added	To be updated at next meeting	Matt	
18 Oct 12	R Rawle and up to 2 UUEAS members to attend NUS Living Wage Masterclass	R Rawle unable to attend. Council became inquorate before invitation to attend could be made	Rosie/Matt	22 Oct 12
18 Oct 12	Posters and flyers for No More Lies to be ordered	To be updated at next meeting	Sam	
18 Oct 12	Question of Coaches to NUS Demo to be agenda item	Item on agenda	Tony	23 Oct 12
18 Oct 12	Officers to post comments on format of budget reporting	To be updated at next meeting	Joe	
18 Oct 12	Commercial services managers to be consulted on criteria for approving collection boxes	To be updated at next meeting	Matt	

SOC FUTURE ACTION LOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Committee of Presidents of Faith Societies	Matt meeting Presidents on 22 October	Matt	
31 May 12	Faith Officer	Possibility of this role to be in Constitutional Review	SC	
7 June 12	Religious Activities in Union House	To be brought to Council in the Autumn Semester	Matt	
27 Sep 12	Elections to Liberations Campaign	To be in Constitutional Review	Matt	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	To be in Constitutional Review	Matt	

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	To ordered in March 13	JL	
4 Oct 12	PTOs attendance at NUS Zone Conferences to be factored into Budget	To be discussed with Finance Manager during budget preparations.		

SOC FUTURE ACTION LOG/Autumn Semester 13

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
27 Sep 12	FTOs' timetables during International Arrivals	Practicability of keeping FTO Timetables free to be assessed	AM	
11 Oct 12	Possibility of info booklet on Priority Campaigns to be investigated – with info checked that it is up to date	To be decided on at planning stage of PCP		

What Have We Been Doing? Term 1 Week 5

We've been working on the new **Three Year Plan**, led by Sam. This week we've met to sure up our general framework, and have started to meet with Senior Managers to talk it through. When we have a framework we'll start to fill out the plan, using market research and policy, and then further consultation.

Matt oversaw the **AMS rep elections**, with 10 candidates earning 37 votes between them.

Sam's been working on the creation of an **International Students Forum**; he will be meeting with the International Student Advisory Team from the Dean of Students Office this week.

We're working on a plan to **improve feedback, particularly exam feedback** following the Priority Campaigns Poll, led by Josh.

The **faith consultation process** has raised some issues around who are reviewing the submissions and how the University is evidencing their decision. These issues will be discussed at **Faith Committee** this week, which Matt has convened.

The Cultural Fund has had 30 applications from students so far, which Sam has been dealing with. This is a pot of money available for promoting cultural diversity.

We've been working on a plan for **funding applications** to improve our provision for students, led by Joe.

We've been helping to organise the **Save UEA Music: One Year On** event in the square on Friday 26th at midday, with Josh and Matt being involved in the process; we're helping to publicise, organise and we're both playing some music there!

Joe's been working with clubs and societies to set budgets for the year, and we've agreed to increase the **society grants budget** to £8,000 from £5000 as more funding applications have been coming in!

We've been investigating the possibility of running **paper and online voting** simultaneously for our elections, following the success of the Priority Campaigns Poll. It's not illegal – but it is complicated, as there are issues around duplicate voting and process the data accurately with very little resources. Despite this, we're feeling fairly confident.

Josh has been preparing for **Learning & Teaching Committee** and the **Education Board**. He also attended the **Library forum**, and will be helping the University to undertake a 'high demand book survey'.

Joe's met with the Sportspark to talk about **sport at UEA**, as well as working with Estates to improve Colney Lane.

We've been planning how to build for the **National Demonstration** in November, with the slogan 'No More Lies'.