

**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 8 November 2012 in the Board Room

### **Agenda**

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- 741 Minutes of the meeting held on 25 October** (See pages 3-11)
- 742 Action Log** (See pages 12-14)
- 743 Matters Arising**
- 744 Student Officer Action Plan Update**
- 745 Items for Tweeting and Items for Videoing**
- 746 What We Have Been Doing Diaries** (see pages 15-16)
- 747 GOATing Topics**
- 748 Planning for NUS National Demo**  
A discussion topic from the Chair.
- 749 Criteria for Placing of Charity Collection Boxes**  
A discussion topic from the Chair.
- 750 A Chill Out Room in Union House**  
A discussion topic from the Chair and a proposal from K Jenkins that the Snooker Room be turned into a Chill Out Room.
- 751 Review of Policies passed by Union Council on 1 November**  
(Please note policies can be viewed at <http://www.ueastudent.com/voice/unionpolicy> )
- 752 Training for SOC and Union Council**  
A discussion topic from the Mature Students Officer.
- 753 Campaign Sub-Committee Updates**
- 754 Budget and Spending Update**  
(Please see Appendix A)
- 755 Conference Expenses**

A report from the Membership Services Manager detailing the cost of sending delegates to conferences in 2011-2 together with an outline of major conferences scheduled this academic year. (see pages 17-19)

**756 Management Committee Minutes**

The minutes of the meeting held on 8 October (see pages 20-21)

**757 Any Other Business**

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



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

### **25 October 2012**

### **Summary**

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#### **Key Discussions**

- Desirability of holding a by-election for the vacant Ethnic Minorities Officer post
- Desirability of having a 'chill out' room in Union House
- Charity collection boxes in UUEAS commercial outlets
- The organisation of Union Council meetings

#### **Key Actions**

- Y Balboul's resignation noted, Chair to conduct exit interview
- By-election for the vacant Ethnic Minorities Officer to be held alongside the election for the NUS Delegation in November
- The need for a chill out room would be discussed at the next SOC meeting and would be added to the GOATING topics
- Islamic Relief to be able to place collection boxes in UUEAS outlets in the coming week
- Agreed the principle of providing free travel to the demo and that the travel would be by coach
- Elected E Fallows as Deputy Returning Officer
- The question of quorum at Union Council to be in the Constitutional Review
- The Matthew Project to be able to have weekly access to a stall and quiet room in Union House during term time

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## **Minutes of the Student Officer Committee 25 October 2012**

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### **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), Joe Levell (Finance Officer), Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer).

### **Non-Voting Members present:**

Richard Laverick (LGBT Officer), T Killeen (Mature Students Officer), K Jenkins (Students with Disabilities Officer), T Gilder-Smith (Women's Officer).

### **In attendance:**

T Moore (Representation Support Worker), E Allen (UUEAS Intern), L Hanner (Finance Manager).

### **Chair**

Matthew Myles (Communications Officer).

### **Apologies for absence**

A Forsyth (Non Portfolio Officer), A Heidemann Simonson (International Officer), John Taylor (Post Graduate Officer).

Chair welcomed E Allen, who had become interested in the work of SOC during her employment as a UUEAS intern, and L Hanner, UUEAS Finance Manager who would be deputising for the Chief Executive in his absence for the current meeting.

## **725 Membership**

Chair reported that Y Balboul had resigned as Ethnic Officer Minorities Officer because of time commitments. Chair suggested that SOC should conduct some sort of exit interview with Yousef to evaluate his experience during the elections and on becoming an Officer and to investigate the factors that caused his resignation.

SOC agreed that the Chair would conduct an exit interview.

Chair believed that SOC should address the question of replacing Yousef. He noted that the general elections would be in early February and wondered whether SOC believed there should be a replacement in office before then.

J Levell suggested a by election might be held alongside the earlier NUS Delegation elections.

J Bowker suggested that a winning candidate for Ethnic Minorities Officer might take office immediately after the February elections. Chair noted that, if it were decided not to have a by- election, SOC, might investigate whether it was constitutionally possible for an Officer, to fill a vacancy, to take office immediately after February elections.

J Levell argued, very strongly, that there should be a by-election. S Clark believed it would be unfair to ask a student in term time to mount a campaign for a position they would hold for only 3 months. Several Officers believed that adding to the number of by-elections might lead to a decrease in turn out at the general elections.

J Levell argued that if a FTO had resigned there would have had to have been a by election called and that it should be no different for a PTO.

T Gilder-Smith believed it was not appropriate for a broadly non-ethnic minority group like SOC to be discussing whether it should allow an ethnic minority election.

SOC agreed to hold a by-election for the vacant post of Ethnic Minorities Officer simultaneously to the NUS Delegation Elections in November.

#### **726 Minutes of the meeting held on 18 October**

R Laverick noted that the reference in the NUS Demo item should be to "free" rather than "three" coaches. J Levell believed that the moustaches grown for charity would not be aesthetically ill advised but "beautiful and wonderful". E Fallows noted he had been absent and been minuted present at the meeting. With these changes, the minutes of the 18 October meeting were agreed.

#### **727 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 the tube tickets had not been paid for in cash. The campaign had devised a better method for payment and had transferred the money to the account of an Officer who was in London who had then purchased the tickets. She recommended that this method of payment be used in future for London demos.

J Lewis noted that the UUEAS turnout had been higher than other SUs including those based in London.

J Levell reported that he had asked the Christian Union to clear their material from the storage space and that they would be doing this by the end of the coming week.

S Clark noted that ENTS had provided a draft of the positioning of furnishing for the Bill Wilson Room. The draft envisaged provision of 8 couches with a 2-3 year lifecycle at a cost of £200 each plus VAT but with the probability of a VAT rebate and 5 low coffee tables at £50 each.

S Clark reported that ENTS had also investigated the Snooker Room as an alternative venue for a chill out room which might also be used during the day; the cost for this would be about £15,000 with around £2,000 to be recouped from a sale of the snooker tables.

T Killeen asked whether SOC had accurately assessed the real need for a chill out room; he believed this to be important before considerable amounts of money were spent. He, also, wondered whether the required staff resources in terms of security had been assessed.

J Levell believed that more detailed work on the costing of the Snooker Room option would need to be undertaken.  
S Clark, in answer to K Jenkins, confirmed that the Bill Wilson Room would be needed by bands when they came to UUEAS and therefore would not be available as a chill out facility on those occasions. SOC agreed that the question of a need for a chill out room would be discussed at the next SOC meeting and would be added to the GOATing topics.

### **Action**

On tweets and videos, Chair noted these had been actioned, except the Black History Month events as he had not heard from the African Caribbean Society. B Foday noted that there would be events in the near future; Chair noted he would find these on the ACS Facebook page.

J Bowker reported that he had been in touch with the VC about the petition on visa rules for international students; he noted that the VC had been supportive and had been working and lobbying on this issue.

Chair noted the FTOs had spoken to the International Students Advisory Team who would be emailing all international students alerting them to the petition.

S Clark believed that a link to the petition could be inserted as a tag line on FTOs' email signatures.

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

Chair noted he would catch up with J Taylor for a briefing on PG issues for GOATing.

J Levell reported that the loyalty cards action points were part of a very long term project and he would brief SOC on progress on developments as and when they happened.

Chair confirmed the schedule of FTOs' meetings with the VC was now on the SOC Facebook page and that posters and badges for No More Lies had been ordered.

J Levell reported on the format of budget reporting that it would be difficult to simplify the material down from its present form as it would be important to have last year's spending figures included. However, he noted that at future meetings he would talk SOC through the figures, in detail.

L Hanner advised that it was important that SOC looked at the comparator figures from last year in respect of the months ahead so as to not be caught unawares by items that required large expenditure.

R Rawle reported that it had been confirmed that all staff on campus were paid the Living Wage.

J Levell confirmed that this included UUEAS student staff when holiday pay was taken into account.

Chair noted, on charity collection boxes, that he had consulted with the commercial services managers and there was no clear policy on this issue. He noted that he would be bringing a recommendation to SOC with clear criteria on which future decisions would be based.

However, he noted that there would be some sort of Charity Week the coming week and the Islamic Society had asked for Islamic Relief collection boxes to be placed in UUEAS commercial outlets.

R Laverick wondered whether placing the boxes might be an endorsement of religious activities in Union House.

S Clark noted that UUEAS allowed stalls run by religious charities to operate in the Hive.

R Laverick argued that a manned stall was different from a collection box as many people seeing a collection box in situ would assume that the charity had been endorsed by UUEAS.

T Gilder-Smith looked up Islamic Relief, online, and read to SOC the Charity's aims and objectives.

SOC agreed to Chair bringing a recommendation on the criteria for the placing of collection boxes in Union House to the next meeting of SOC.

SOC agreed that Islamic Relief would be able to place collection boxes in the coming week.

**Action**

**728 Matters Arising**

There were none.

**729 Student Officer Action Plan Update**

B Brown reported he had been in discussions with UEA TV as to making a film to raise awareness of recycling and that this should be added.

R Rawle noted she had written to the VC over the University endorsing the Workers' Rights Consortium.

K Jenkins asked for the establishment of a chill room to be added.

**Action**

**730 Items for Tweeting and Items for Videoing**

E Follows – the Union Radio Show Podcast and the Union Radio Show on Wednesday 5-6 pm

R Rawle – Link to an online exhibition

B Brown – Tarsands

B Foday – NBS Careers Fair at UEA London

**Action**

**731 What We Have Been Doing Diaries**

Chair confirmed to R Rawle that Go Global would not be happening, on the University side, as a week-long event. R Rawle noted that students had spoken to her of their disappointment about this decision as they believed this to be one of the best events at UEA.

Chair noted that there would still be the Go Global party and, to B Foday's comment of why was the Union taking everything away, reiterated the rationale of spreading Go Global over a year rather than a week.

B Brown believed that the event should be run over two weeks and thought this should be UUEAS' decision to make.

Chair noted that Go Global was, very much, a joint venture with the University. He welcomed any future ideas and proposals from Officers

including a possible Go Global Fortnight. B Brown asked that these include the global relevance of the Climate Change campaign. J Levell, in answer to R Laverick, noted that whenever new facilities were planned by the University, including the upgrade of Colney Lane, he would be pushing for gender neutral toilet and changing facilities to be included. He would ask the Chief Executive to liaise with Estates on this matter.

**732 GOATing Topics**

SOC agreed that the National Demo and the Chill Out Room as the topics for the next week.

**733 Coaches to NUS National Demo**

J Bowker reported that he was yet to finalise arrangements with NUCA and City College over coach sharing.

Chair noted that no decision had been made at the last meeting as to the level of spending on the demo.

J Lewis believed no decision on spending should be made until NUCA and City College had indicated how many of their students would be going. She also noted that investigations would have to be made as to where the coaches would be allowed to drop off as this might necessitate tube travel which would increase the costs.

J Levell asked whether the cost of train travel had been investigated. SOC agreed the principle of providing free travel to the demo and that the travel would be by coach. J Lewis to investigate set down and pick up points for coaches.

**Action**

**734 Faith Committee**

Chair noted that the first, ever, UUEAS Faith Committee had met the previous evening to discuss the University's consultation exercise about faith on campus. He reported that the Committee had agreed not to express a view over which particular faiths needed which particular facilities and that the Committee had agreed that its task would be to comment purely on the consultation process, itself. Chair noted that he had put together the Committee's findings, on its behalf, and he would be presenting them to the Pro-VC Academic in the coming week.

R Laverick reported that an application had been made for funding of up to £4,000 from the NUS toward to develop interfaith relations; he believed UUEAS to have a good chance of winning the funding.

Chair reported that he had suggested to the University that an independent, external body be commissioned to evaluate the results of the consultation. He noted that he had investigated organisations that might provide this service and a local charity with expertise in this area, Suffolk Interfaith Resources could provide an evaluation of 50 responses for, only £200.

**735 Election of Deputy Returning Officer for the NUS Delegate Elections**

Chair noted that this would now include the Ethnic Minorities Officer by-election.



Chair outlined the role of the DRO and noted the elections would take place on the 27 and 28 November with nominations opening around 15 November.

S Clark and E Fallows put themselves forward as candidates.

E Fallows was elected DRO.

Chair noted DRO training would be organised for E Fallows.

### **736 Review of Union Council Meeting of 18 October**

Chair noted that a new member of Council had submitted a report of their impressions of Council and UUEAS democracy which would be posted on the SOC Facebook page.

Chair noted that because of the recruitment of a large number of new Councillors the quorum had been incredibly high and, after a few members had left, the meeting became inquorate.

Chair asked Officers for ideas for improving the running of Council meetings.

J Bowker noted that in the report there was a suggested constitutional change that would allow Clubs or Societies to opt out of membership of Council on an ad hoc basis.

S Clark suggested that, as this might be a huge open ended discussion topic, the FTOs should draft a set of proposals to bring to the next SOC.

T Killeen believed this should be addressed immediately by SOC as the matter concerned whether UUEAS were truly representing the membership.

Chair thought that SOC should try to find ideas to increase attendance at Council.

R Laverick argued that very little could be done in the short time because of the time constraint on change within the current Constitution; however, he believed the question of quorum should be in the Constitutional Review. He argued that with the wide fluctuations in membership the quorum rule lost its original function of ensuring legitimacy. He believed the introduction of a fixed number quorum rather than one reflecting a 'ghost' membership would be desirable. Chair agreed and asked that this question be included in the Future Action Log.

J Lewis noted that several Councillors had raised the idea that if members left a meeting they might still be taken as to contribute to the quorum but, for votes taken after they had left the meeting, they would be marked down as having abstained. She believed this approach would then allow meetings with high quora to complete their business.

T Killeen argued that the quorum rule was vital to ensure that Council was truly representative. He believed that a way forward would be to run a campaign to educate Councillors in the representative function and the importance of their role rather than taking punitive measures against Councillors.

T Gilder-Smith argued that there would always be a proportion of Councillors who came to Council just for the part of the agenda that directly affected their Club or Society and had little interest in wider UUEAS politics.

R Laverick argued that some Clubs or Societies felt obliged to nominate a Union Councillor but did not want to make a commitment to engage in Council.

R Rawle believed SOC should look at the organisation of the last Council meeting. She argued that Councillors had simply received emails inviting them to Council and had been given little idea of how Council functioned. She argued that the Council Handbook was very helpful but that it had only been given out at the meeting which was too late. She noted that there had been no proper introductions at the meeting and that it had followed the same shambolic pattern of the first meeting of the previous year. She believed that faces were important and that all the Officers should have been introduced to Council. She believed there had been no warm welcome to Council; the meeting had proceeded straight to the business section with many Councillors having no understanding of the proceedings. She stressed that the second meeting should attempt to greet Councillors in a way that would make up for the failure of the first meeting.

J Levell noted that he would be speaking to Club and Society Presidents to explain that being a Councillor was the same as being a Treasurer, if a Treasurer failed to keep the accounts they would be expected to resign, so if a Councillor did not attend, they, too, should resign.

T Killeen noted that UUEAS were campaigning against the University imposing punitive sanctions as part of attendance monitoring and it would be bizarre if UUEAS tried to penalise its members for not taking part in the democratic process. On the organisation of the meeting, he argued it would be helpful in future to have an introductory meeting of Council which would be a kind of pre-meeting, a sort of 'mock' meeting.

B Brown argued that the election of the Chair should not in future be at the first meeting. Chair noted that this was required by the Constitution. T Killeen argued that the election could be held as part of his suggested pre-meeting.

R Laverick suggested that an email be sent to Councillors explaining what had happened and the details of the quorum call bringing the meeting to a halt so that new Councillors would be able to understand the reasons why the meeting had ended prematurely.

T Killeen wondered whether there was a possibility of members who had sent their apologies being included in the quorum.

T Moore advised that the Constitution made this impossible which was a pity as members who sent their apologies were showing a continued commitment to Council.

S Clark believed that a possible way forward would be to mandate the FTOs to produce a multi-faceted educational campaign for Councillors.

J Bowker agreed and argued that a lot of Councillors had attended the first meeting with no idea of what they needed to do; this needed to be addressed. He believed it should be stressed to Clubs and Societies that they should always elect their Union Councillors.

Chair thanked Officers for their contributions and noted that these would inform the planning for the next meeting of Council.

**737 Campaign Sub-Committee Updates**

R Laverick reported that there would be a General Meeting of the LGBT+ campaign in the coming week.  
There were no more reports from Sub-Committees.

**738 Budget and Spending Update**

Chair noted that there was no update for the week.

**739 Any Other Business**

B Brown wondered whether there would be funding available for some more subsidised bike maintenance workshops.

Chair asked B Brown to submit a formal funding request.

J Levell reported that a team from NUSSL, the wholesale trading arm of NUS had visited UUEAS, and they had given details of an Enterprise Fund with funds of up to £15,000 available. He noted that if UUEAS members wanted to start, for example, a food co-op, they could apply for start-up funding from the fund.

J Levell noted that he would be away at NUS Zone Conference the day of the next Council meeting and, the one after, on 22 November, coincided with the time he had booked as annual leave. He asked SOC whether they would like him to come in for the latter meeting during his annual leave.

Chair believed that Council meetings were the most important of UUEAS meetings and he did not think it would be for SOC to decide; rather it would be for Council to hold J Levell to account.

J Levell agreed and noted that it would naturally be part of holding Council's remit of holding Officers to account. However, he wondered whether the absence due to his presence at a conference for which he was mandated to attend would count as missing one Council meeting.

R Laverick believed it would be a positive step to obtain a ruling from Council on the matter of Officers missing meeting due to UUEAS business.

S Clark reported that the Matthew Project, a youth drug and alcohol rehabilitation and awareness charity, had asked to book a stall in the Hive on Wednesdays throughout the term. The group had also asked for the use of a quiet room to give a more confidential service, in addition to the stall.

SOC agreed that the Matthew Project should be given these facilities on a weekly basis during term time.

J Lewis reminded Officers that the Save UEA Music One Year On event would be held the next day.

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

The next meeting will be deferred until 5 pm on Thursday, 8 November.



### 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	
11 Oct 12	Space allocation of Christian Union to referred to the Societies Committee.	Actioned	Joe	25 Oct 12
11 Oct 12	Furnishings for proposed Chill Out Room to be investigated. Need for a Chill Out Room to be discussed at SOC meeting	Actioned Agenda item	Sam Tony	25 Oct 12
25 Oct  4 Oct 12 updated 18 Oct	Items for Tweeting and Items for Videoing E Fallows – Union Radio Show and Podcast R Rawle – Link to an online exhibition B Brown – Tarsands B Foday – NBS Careers Fair at UEA London B Foday – Black History Month in general or promoting events	To be updated at next meeting  posted on Facebook	MM  Bintu	  25 Oct 12
4 Oct 12	Analysis to be made of which further conferences, Officers might need to attend, the financial costs and budgetary impact.	Report presented as agenda item	MM	25 Oct 12
25 Oct	Exit interview with departing Ethnic Minorities Officer to be conducted	To be arranged	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	Actioned	Josh	25 Oct 12
11 Oct 12/ updated 18 Oct 12	Short briefing on PG issues for Officers to be posted	Briefing on PG Issues to be posted	John	
25 Oct 12	National Demo and Chill Out Room to be GOATed	To be updated at next meeting	All	

18 Oct 12	FTOs schedule of meetings with the VC to be posted on SOC Facebook	Actioned	Matt	25 Oct 12
18 Oct 12	Officers to post comments on format of budget reporting	SOC acknowledged difficulties of changing format agreed to Finance Officer providing verbal analysis of figures in future.	Joe	25 Oct 12
18 Oct 12	Officers' updates to SOAP to be added	Actioned New Updates to be reported to meeting	Matt	25 Oct 12
25 Oct 12	Recommendation on the criteria for the placing of charity collection boxes in Union House to the next meeting	Placed on agenda	Matt	5 Nov 12
18 Oct 12	Commercial services managers to be consulted on criteria for approving collection boxes	Actioned	Matt	25 Oct 12
25 Oct 12	Chief Executive to be asked to liaise with Estates over gender neutral toilets to be included in the upgrading of Colney Lane	To be updated at next meeting	Joe	
25 Oct 12	Set down and pick up points for coaches to NUS demo to be investigated	To be updated at next meeting	Jess	
25 Oct 12	Faith Committee's findings to be presented to Pro-VC	To be updated at next meeting	Matt	
25 Oct 12	DRO training for E Fallows to be held	To be updated at next meeting	Matt	
25 Oct 12	Matthew Project to be given facilities in Union House during term time	To be updated at next meeting	Sam	

### SOC FUTURE ACTION LOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
25 Oct 12	By-election to be held for Ethnic Minorities Officer post	To be held alongside NUS Delegation elections	Eliot	
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	FTOs	
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	

25 Oct 12	Question of Council quorum	<b>To be in Constitutional Review</b>	Matt	
25 Oct 12	If Tube tickets required for London demos – advisability of pre-purchasing at London Tube stations noted	<b>To be implemented at any future demos</b>	Tony	
25 Oct 12	SOC to be briefed on developments in the Loyalty Card Scheme	<b>SOC to be updated as developments occur</b>	Joe	

### 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>	Tony	
11 Oct 12	Possibility of info booklet on Priority Campaigns to be investigated – with info checked that it is up to date	<b>To be decided on at planning stage of PCP</b>	All	
25 Oct 12	Possibility of pre-meet for Union Council before first meeting	<b>To be discussed at residential training</b>	Tony	

## What Have We Been Doing? Term 1 Week 7

### Joe

This week, I went to **Union Development Zone Conference** and learnt LOADS about societies and employability which I'm hoping to bring to UEA really soon. I also **stood for election** for Zone Committee and came 4<sup>th</sup> so didn't get elected but I hope to run again. I had sports committee meeting where we allocated a lot of **grant money** where Rich discussed the **Homophobia charter** and most sports clubs have signed up to.

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### Matt

I've been to **Society & Citizenship Zone Conference**, which informed my speech to Council about the **National Demo**.

The **faith policy** has been taking up a lot of time; we've had a **faith committee** meeting and I've met with PVC Prof Nigel Norris about their concerns, as well as meeting with the NUS Faith Officer and liaising with the Suffolk Inter Faith Resource about the possibility of them providing independent advice to the University over the policy.

I've been working hard on trying to improve **Union Council**; for last week's Council we had an introductory 'welcome to Council' presentation, a full list of descriptions for committees, a 'quick guide' sheet and a big speech about the Demo.

I'm getting stuff ready for the **NUS delegate elections and the Ethnic Minorities Officer By-election**, and also working towards having a combination of **paper and online voting** following the success of the Priority Campaigns Poll – it's looking quite hopeful at the moment, just awaiting permissions from NUS and the University for the plans to go ahead.

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### Josh

Over the last week I've has been to **NUS HE Zone conference** where I spent much time discussing the public value of higher education and how good the food was.

While not at Zone I've been working with Sam on preparing for the **national demo** (book your tickets now at [ueaticketbookings.co.uk!](http://ueaticketbookings.co.uk)) booking coaches and preparing logistics e.t.c. I have also been writing a memo regarding **representation**, appraising our system and trying to find where we could improve, and also looking into **student charters** and ways to improve ours, they are myriad.

Last but not least, I've been working on a joint proposal with Adam Longcroft, the director of taught programmes, for taught programmes policy group/learning & teaching committee to get **exam feedback in all schools!** Is that a win? It sounds like a win.

## Sam

**National Demo Work:** Working out booking coaches, strategies to get people to go on the demo and written an open letter for Concrete.

**Sexual assault reporting/support map:** I have drafted a map of who/where you can go to if you have been sexually assaulted. Met with Annie Grant, DOS, to discuss this. Big meeting planned for before the end of term to clearly and simply lay out procedures for all student services.

**Student Affairs Group Meeting:** AS a result of this, students with disabilities' carers no longer need to pay to get into the SportsPark, they can now get a passport which allows them in for free when they're working.

**Faith student issues:** Taken over from Matt, I have emailed NUS Faith Officer Kat Luckock about her visit.

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**Conference Expenses: 2011/12**

<b>Date</b>	<b>Description</b>	<b>Delegates</b>	<b>Cost</b>
30/06/2011	Minibus Hire, 19th June and Return Journey 21st June		170.00
01/08/2011	Hot Fork Buffet/Coffee/Tea in Council House		376.47
02/08/2011	Champion Activist Students, 2nd-5th August	Finance Officer	1077.60
08/08/2011	Active Political Leadership, 8-12 August	Communications Officer	2155.20
30/09/2011	Coalition of Resistance - 2 Delegates	Non-Portfolio Officer	6.00
30/09/2011	Norwich - London for Coalition of Resistance - 2 Delegates	Non-Portfolio Officer	86.82
12/10/2011	Meal Expenses - European Confederation	Non-Portfolio Officer	4.79
20/10/2011	Rail Tickets, Norwich to London Returns		515.67
25/11/2011	Coalition of Resistance Conference		17.40
30/11/2011	SOC CIT Welfare Zone Conference	Students with Disabilities Officer	78.00
30/11/2011	SOC CIT Welfare Zone Conference	Women's Officer	78.00
30/11/2011	SOC CIT Welfare Zone Conference	Community and Student Rights Officer	1284.00
05/12/2011	Rail Ticket for Reps Training	Student Support Services Manager	77.64
09/12/2011	National Course Reps Conference	Student Support Services Manager	24.00
15/12/2011	15 Seater Van to Oxford (Shared Planet)		170.00
21/12/2011	Introduction to Management, 15th December	Volunteers and Fundraising Coordinator	25.00
09/01/2012	Norwich to Stafford and Bury to Stafford Train Tickets	Community and Student Rights Officer/Membership Services Manager	129.04
19/01/2012	Strategic Conference	Academic Officer/Membership Services Manager	830.40

24/02/2012	19 Tickets to Shared Planet Conference	UUEAS Members	603.15
12/03/2012	Safer Programme Training 5th March	Volunteers and Fundraising Coordinator	150.00
23/03/2012	Various Rail Journeys	Academic Officer	232.92
26/03/2012	NCVO/UUK/NUS CONF, 27th March	Membership Services Manager	50.00
26/03/2012	NCVO/UUK/NUS CONF, 27th March	Volunteers and Fundraising Coordinator	50.00
29/03/2012	NUSSL Convention Event	Marketing and Communications Coordinator/Finance Officer	1440.00
16/04/2012	Premier Inn, Sheffield	Academic Officer	143.00
19/04/2012	Rail Travel to Sheffield		222.54
22/04/2012	Meal Deals for Sabbs		65.29
30/04/2012	NUS National Conference	UUEAS Member	30.16
01/05/2012	Rail Travel Re. Hop Trip		110.00
02/05/2012	NUS National Conference 23rd-26th April 2012		2.95
09/05/2012	Rail Ticket, NUS PG Conference	UUEAS Member	76.80
11/05/2012	LGBT Conference	UUEAS Members	668.40
11/06/2012	Rail Travel	Academic Officer	31.14
14/06/2012	Crested Bonded Red - Trustees Training		11.04
20/06/2012	Exec Training	Non-Portfolio Officer	30.35
22/06/2012	Residential Training Costs	Non-Portfolio Officer	34.60
27/06/2012	Postgraduate Students Conference	UUEAS Member	150.00
27/06/2012	NUS and Higher Education Academy Student Engagement		70.80
25/07/2012	Officer Travel to UEA London and Training		237.48
26/07/2012	Officer Travel to UEA London and Training		10.32
		<b>Total Cost:</b>	11526.97

**Upcoming Conferences and expected costs: 2012/13**

Date	Event	Location	Who can attend	Costs	Costs last year (£)
26 Nov	Religious Diversity and anti-discrimination training	Derby	Any student, officer, activist, society committee	Free + travel and accommodation	
27 Nov	National Student Interfaith Forum	Derby	Any student, officer, activist, society committee	Free + travel and accommodation	
1-2 Dec	Black Students Winter Conference	London	Any black student	£110 = travel	
26-27 Feb	NUS Disabled Students Campaign Conference	tbc	1 elected official  Up to 4 observers	1 X free then £250 each observer = travel	
5-7 March	NUS Women's Campaigns Conference	tbc	Up to four delegates 1 must be elected, one Black woman one LGBT+ woman	Free for up to four delegates + travel	
19-21 April	LGBT+ Campaigns Conference	tbc	tbc	tbc	668.40



## Minutes of Management Committee Meeting

Monday 8<sup>th</sup> October 2012

Boardroom, Union House

Present:           Derek Bowden                                 Lynda Johnson  
                  Annie Grant                                 Matt Myles  
                  Joe Levell   Sam Clark

Apologies:       Josh Bowker

5969       Minutes from previous meeting - 24<sup>th</sup> September 2012

- The minutes were agreed by the MCM.

5970       Matters Arising

Bar Staff Training

- Concerns were raised by AG regarding the report circulated by the Bars Manager in respect of drunken students. It was expressed that the content of the report did not reflect the duty of care of the Union with regards to responsible drinking.
- [SEE ACTION LOG](#)

5971       Complaints

- MM introduced a Complaints Log that will be a standing agenda item for the MCM. The log highlights complaints and the actions taken to resolve the complaints. This will also be reported at each JMG meeting.
- [SEE ACTION LOG](#)

5972       Three Year Plan

- Meeting to be scheduled in the i-Lab to progress further.
- [SEE ACTION LOG](#)

5973       Zone Conferences

- It was confirmed that seven members will be attending the Zone Conferences at the end of this month in Manchester. Other requests to attend were put forward, but due to budget restraints not accepted.
- It was suggested to have a bigger training budget for next year.
- [SEE ACTION LOG](#)

5974       Student Union Membership for recent graduate

- Request received from an ex-student for a lifetime membership of the Union. Concerns were raised regarding the lack of monitoring for lifetime members in respect of their behaviour and influence amongst the younger students.

- It was agreed for the Officers to take concerns to next Trustees Board meeting for further discussion and to determine what "life membership" means and how to monitor this.
- [SEE ACTION LOG](#)

5975

AOB

- MM requested an action log be formulated for MCM's.
- JL requested half day off as lieu time on Friday 19<sup>th</sup> October, for working arrivals weekend. This was agreed by the Committee.
- Jo Spiro requested more recycling points in the Hive.
- [SEE ACTION LOG](#)
- Dominic Kent from the Powerboat Club presented a proposal to MC, requesting permission to hire out the boat during quiet periods of the year. This will be assisted by Marcus Gladwell of Southwell Sea Training. Estimated earning potential £160 per charter.
- [SEE ACTION LOG](#)

5976

Date of next meeting

- Monday 22<sup>nd</sup> October 2012  
Commencing after MMM  
Boardroom, Union House