

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

5pm 17 January 2013 in the Student Office Centre

Agenda

15 mins **OFFICERS' ACTIVITIES SHARING**

Break out discussions to include: what Officers have been doing and what they plan to do, SOAP updates, items for tweeting and videoing, GOATing and Campaign Sub-Committees

15 mins **FORMAL AGENDA ITEMS**

837 **Minutes of the meeting held on 10 January** (See pages 2-7)

838 **Action Log** (See pages 8-10)

839 **Matters Arising**

840 **NUS Course Rep Conference**
A funding request from the Academic Officer (see page 11)

841 **Union Council Agenda Printing Costs**
A discussion topic from the Chair.

842 **Left in the Pot** (formerly Budget and Spending Update: see appendix A)

843 **Management Committee Minutes**
The minutes of the meeting of 17 December (see pages 12-13)

10 mins **ACTIVITIES REVIEW**

20 mins **OPEN SPACE DISCUSSION**

5 mins **DISCUSSION ROUND-UP**

844 **Any Other Business**

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

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**Minutes of the Student Officer Committee
10 January 2013
Summary**

Key Discussions

- Budget Reporting
- Organisation of PTO Training
- Reaction of students to RBS boycott
- Format of SOC meetings
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Key Actions

- Membership Services Manager to consult with PTOs who are MED students before arrangements are made for Officer Training
- Clarification article in Concrete and Q&A session on RBS boycott to be organized

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**Minutes of the Student Officer Committee
10 January 2013**

Voting Members present:

Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer), , Josh Bowker (Academic Officer), Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), Astrid Heidemann Simonson (International Officer), Benjamin Brown (Environment Officer), Bintu Foday (Non-Portfolio Officer), Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer).

Non-Voting Member present:

D Bowden (Chief Executive).

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker), Lesley Hanner (Finance Services Manager).

Apologies

Rosie Rawle (Ethical Issues Officer), Abbi Forsyth (Non Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer).

Chair welcomed members back from the winter break and wished everyone a happy New Year.

823 Budget and Spending Update

L Hanner, Finance Manager, made an explanatory presentation for Officers on how to interpret the figures in the Update. She noted that she would highlight one change in that the Stationary Item now included the cost of printing Union Council agendas. SOC noted the significant cost of this item. SOC agreed to Chair's suggestion that, in future, the Finance Manager would provide just the back page of the present format and would include a note on any 'big ticket' item.

Action

R Laverick asked as to the £1,000 charged for Welcome Week. L Hanner noted that this was for the musical entertainment in the Street that the FTOs had asked for.

824 Minutes of the meeting held on 13 December

D Bowden noted that F Poole had been erroneously described as “Commercial” rather than “Retail Services Manager” With this change the minutes of the 13 December meeting were agreed.

825 Action Log

Chair noted the completed actions.

R Laverick noted that he was colour blind and asked as to the possibility of an alternative to the traffic light colour presentation for the Log.

Chair noted that this would be changed to a greyscale scheme.

Action

J Levell reported there had been no action as regard to the Safe Room.

J Bowker noted that, on Attendance Monitoring, there seemed to be some confusion within the University as to the policy and he was unsure whether a sub-committee would be needed.

R Laverick believed that policy implementation should be driven by a sub-committee. J Bowker noted he would report back on this question.

J Taylor noted that his Officer email address was not yet on the website.

Chair noted the PTOs would be meeting with Neil Ward, the new PVC Academic. There was a short debate as to whether this would be the incoming PTOs or the current Officers.

SOC agreed that both existing and incoming Officers would be invited.

Action

J Levell reported, as to the Joint Lobby, he would be meeting with the President of City College, the next day.

Chair noted that the non-consumerist Christmas item had, inadvertently, not been blogged.

On Charity Collections, Chair noted that the revised form would be dependent on the timing of the restructuring of Reception and that he would be liaising with the Student Activities Manager on this item.

SOC discussed in a confidential session the constitutional position of one of its members and agreed that this would be addressed in the forthcoming Constitutional review.

Action

D Bowden advised that, on the Colney Lane upgrading and gender neutral facilities, on outside firm was, currently, undertaking a feasibility study and he would update SOC on its outcome.

J Levell updated SOC on progress as to the Activities Hub. He noted that the new administrator, Katy Daly, was now in post and that Ellana Allen would be continuing her work until the appointment of the new Enterprise and Activities Coordinator.

Chair noted that prospective Officers would be notified about training in the upcoming Nominations Workshops. He noted that PTO Training would take place immediately after Easter in response to the current PTOs' feedback.

J Taylor noted how useful the earlier presentation from the Finance Manager and wondered whether this could be part of the initial PTO Training.

Chair noted that there had been some form of financial training offered to PTOs but he agreed that it would be useful to have this as a presentation to a meeting of SOC.

Action

T Killen noted, as a MED student, that it would be useful if PTOs were consulted as to their availability before training dates were offered.

Chair suggested that T Killeen and A Forsyth, as PTOs who were MED students, should consult with the Membership Services Manager as to the timetable of MED students with regard to PTO Training.

Action

T

826 Matters Arising

There were none.

827 Student Officer Action Plan Update

R Laverick – the upcoming Black History Month

B Brown – Go Green Week

828 Items for Tweeting and Items for Videoing

J Levell believed that there was an urgent need to clarify to members the reasons for the RBS policy and what it contained: he reported that even members of the student media had asked him as to a link between the NatWest branch on campus closing and the policy. He thought this could be done via the blog.

B Brown believed there was an urgent need to highlight why the policy specifically targeted RBS.

SOC agreed that S Clark and B Brown would jointly write a clarification article for Concrete.

T Gilder-Smith believed that it should be emphasised that this was not the 'evil' Union acting against the members.

J Lewis believed it should be emphasised that the FTOs were implementing policy passed by the members through their representatives in Union Council.

A Simonson believed that any response should take into account students' frustration about the lack of information about the consequences of the policy. She thought that a staff member might prepare a briefing on the effect on members

each time a policy was before Council so that members could make a more informed choice.

T Gilder-Smith believed it would be beneficial to run a Q&A on the matter.

D Bowden advised there was a clear need for a statement as to what the policy actually prohibited.

J Taylor believed the question was as to whether UUEAS was prepared to dilute its principles or adhere to the boycott with the sacrifices that it entailed.

Chair noted that this question would involve further discussion which would have to, because of the time it would take, be pursued outside the meeting.

SOC agreed that a clarification article be placed in Concrete and a Q&A session be organised for after the matter had been debated at Council on 24 January.

Action

829 Food Coop to be tweeted – B Brown

830 **What We Have Been Doing Diaries**

Chair noted that these had not been completed, except by J Bowker, and they would be completed and posted the following day.

831 **GOATing Topics**

SOC agreed this would be for Elections' Nominations.

Action

Chair noted the importance of the UUEAS Annual Survey the data which would help to formulate the next Strategic Plan. SOC agreed that this would be the topic for the subsequent GOATing and that Chair would prepare a briefing.

832 **SOC re-invented**

Chair noted that SOC's format might be stilted and frustrating for Officers and he asked Officers to note down 5 things they liked about SOC, 5 things they did not like and 5 things they would like to get out of SOC. He noted he would collate the results and post them on the Facebook page.

Action

833 **Policy Party**

Chair noted that he and S Clark had been working on producing a digest of UUEAS policies to make them more accessible to Officers, Councillors and members. The digest would highlight policies that might be streamlined. He noted that an action log for policies would also be produced that would differentiate the required short term and long term

actions to be taken. He noted the Policy Party would explore the above ideas and, for the first time in nine years, debate the fundamental beliefs underpinning policy. He noted the Party would take place, immediately after the next SOC meeting.

Action

834 Campaign Sub-Committees

R Laverick reported that the LGBT+ Campaign had received the £500 grant that they had applied for to fund the Campaign Newsletter; they would be, therefore, be able to return £500 to the Campaigns Budget.

R Laverick reported that last year UUEAS had sent 4 delegates to NUS Conference. He noted that NUS had reserved quotas for different sections of the LGBT membership. He noted that if the 4 elected members did match the section quotas, he might be making an extra funding request to send one of the delegates as an observer.

T Gilder-Smith noted that this might be the case for the Women's Conference, as well.

835 Any Other Business

J Taylor reported that he had been in discussions with the University over representation of PG students. He noted he would be preparing a funding bid from the GSA for the University for a part-time post to support PG representation.

J Taylor, in reference to the earlier financial presentation, believed that SOC should look into an alternative to spending £1,200 per meeting of Council on printing agendas.

SOC agreed to discuss this at its next meeting.

Action

J Levell noted he would be organising another SOC Social. He apologised that he would miss the next SOC as he would be at an NUS event in Manchester.

836 Time, Date and Place of Next Meeting

5 pm, Thursday 17 January in the Board Room.



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
10 Jan 13	Items for Tweeting and Items for Videoing Food Coop – B Brown	☹ To be updated at next meeting	All	
10 Jan 13	Budget and Spending Update to just include back page and have notes on big ticket items	☺ New format for agenda	Tony/Lesley	15 Jan
6 Dec 12	Officers' updates to SOAP to be added	<i>New Updates to be reported to meeting</i>	Matt	
8 Nov 12/6 Dec	Informal SOC group to meet and draft plan for Safe Room	☹ To be updated at next meeting with reports of conversations with Ents	Joe	
8 Nov 12/6 Dec	Attendance Monitoring SOC Sub-Committee to be formed	☹ To be updated at next meeting	Josh	
8 Nov 12	Officers' email addresses to be made available on the UUEAS website	<i>To be updated when staff time available</i>	Matt	
22 Nov 12/10 Jan 13	PTOs to be invited to meet with newly appointed senior University staff	☹ Discussed both present and future PTOs to be invited to meeting with Neil Ward	Matt	
13 Jan 10	Elections Nominations and Union Annual Survey to be GOATed	☹ To be updated at next meeting	Matt	29 Nov 12
22 Nov 12	Joint lobby group with NUCA and NCC to be established, SOC to be updated on progress	☺ Actioned with City College - waiting to hear from NUCA	Joe	10 Jan
13 Dec 12	Revised form for Charity Collections to be brought to next meeting	☹ To be updated at next meeting	Matt	
10 Jan 13	Concrete Article and Q&A on RBS Boycott to be organised	☹ To be organised after next Council meeting	Matt	
10 Jan 13	New format for SOC suggestions to be posted on Facebook	☺ Posted and new look format agenda in place	Matt	15 Jan
10 Jan 13	Cost of printing for Union Council to be discussed	☺ Agenda item	Tony	15 Jan

SOC FUTURE ACTIONLOG/Spring Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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 Spring 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	☹ To be in Constitutional Review	Matt	
10 Jan 13	Constitutional position of Chief Executive on SOC	☹ To be in Constitutional Review	Matt	
25 Oct 12	If Tube tickets required for London demos – advisability of pre-purchasing at London Tube stations noted	<i>To be implemented at any future demos</i>	Tony	
25 Oct 12	SOC to be briefed on developments in the Loyalty Card Scheme	<i>SOC to be updated as developments occur</i>	Joe	
25 Oct 12	Chief Executive to be asked to liaise with Estates over gender neutral facilities to be included in the upgrading of Colney Lane	<i>Long term project – updates to be made when developments occur</i>	Joe	
22 Nov 12	SOC Voting Rights to be extended to all PTOs	☹ To be in Constitutional Review	Matt	
29 Nov 12	Policy Review Day	☺ Organised for 17 Jan	Matt	17Jan
13 Dec 12	Regular updates on progress on Activities Hub to be made to SOC	<i>SOC to be updated as developments occur</i>	Joe	
27 Sep 12	Officers Hoodies to be ordered immediately after elections	☹ To ordered in March 13	Joe	
10 Jan 13	Finance Manager to make finance presentation to the new PTOs at their first SOC meeting	☹ To be agenda item for the first SOC after the elections	Matt/Lesley	
4 Oct 12	PTOs attendance at NUS Zone Conferences to be factored into Budget	☹ To be discussed with Finance Manager during budget preparations.	Joe	
8 Oct 12/10 Jan	Earlier notification of and flexibility of timetable of Officer Training	☹ To be part of planning for residential training Abbi and Trevor to discuss with Toby	Toby	
29 Nov 12/6 Dec	Election dates for 2013-4. Any decisions on election dates only to be taken at SOC meetings and to be formally minuted	☹ To be agenda item for the last SOC of 2012-3		
13 Dec 12	FTOs to take care to ensure adequate consultations with PTOs take place before announcements on policy implementation	<i>Ongoing</i>	FTOs	

SOC FUTURE ACTIONLOG/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	Tony	
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	All	
25 Oct 12	Possibility of pre-meet for Union Council before first meeting	☹ To be discussed at residential training	Tony	

NUS National Course Rep Conference

Officer: Academic Officer

Proposal: : to send 4 reps and a member of staff by Union minibus to the NUS National Course Rep Conference on Saturday 02 February at University of Stafford.

Cost breakdown: 5x£25 for delegate places; approximately £150-175 fuel costs; delegate expenses (minimal) = roughly £300

Benefit: conference for course reps, will benefit from training and should be inspirational for members who may wish to become more involved in Union democracy or the NUS in the future.

Thanks!

- Requests were submitted by Dean Hazell, Facilities Manager, to install dado trunking and sockets in various offices that have been identified as a fire risk, due to overloading of sockets. A detector for the server room (IT) was also requested.
- Collectively to undertake all works as above, would cost approximately £3K.
- The MC agreed this expenditure.

6019 Confirmation of extension of contract – Rosemary Petch

- A request was submitted by Toby Cunningham to MC to increase the contract of Rosemary Petch (RP) by one week.
- RP is taking voluntary redundancy at the end of December and a new Society Administrator will not have been appointed by that time. In order for RP to be able to train the new recruit, it was requested for RP's contract to be extended by one week. This will cost the Union one extra weeks salary for RP, but as the new posts were budgeted to commence sooner, the net effect of salaries will be negative.
- The MC agreed this proposal.

6020 NUS Strategy and Scrutiny

- JL requested agreement to attend the above event on 16th/17th and 18th January 2013, alongside Toby Cunningham.
- The event will be reviewing charitable services and long term plans of the NUS.
- The cost of the event for 17th and 18th January is £189:00 + VAT and the training day on 16th January is £25:00 +VAT.
- The MC agreed for JL and Toby Cunningham to attend the event and TC to write a report upon his return.

6021 AOB

- MM queried whether the Union should be contributing to the subscription to the CIPD that JAS maintains through her personal membership. This would benefit the Union in certain situations whereby legal advice is required.
- It was agreed to investigate whether an employer could make this payment on behalf of their employee.
- SC requested 7th-20th January off annual leave. This was agreed by the MC.

6022 Date of next meeting

- Monday 14th January 2013
Commencing after MMM
Boardroom, Union House