

**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 7 February 2013 in the Student Office Centre and the Board room

### **Agenda**

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*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**

**864        Resignation of the Chief Executive from SOC**

**865        Minutes of the meeting held on 7 February** (See pages 2-6)

**866        Action Log** (See pages 7-9)

**867        Matters Arising**

**868        Left in the Pot** (to be circulated prior to meeting)

**869        NUS Disabled Students Conference** (See page 10)  
A funding request from the Students with Disabilities Officer.

**870        Transitional Arrangements and Recruitment of a new Chief Executive**  
A discussion topic from the Chair

**871        Any Other Business**

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

*15 mins*    **OPEN SPACE DISCUSSION**

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

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**Key Discussions**

- Officers' Handover
- Funding to conferences organized by affiliated organisations

**Key Actions**

- Agreed extra £50 funding for transport to NUS Course Reps Conference
- Agreed Officers' Social Media Policy
- Agreed funding request, but capped at £140, for attendance at Stop the War Conference
- Approved £35 funding request for refreshments at Meet Your Officer event

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

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

**Non-Voting Member present:**

D Bowden (Chief Executive).

**Chair**

Matthew Myles (Communications Officer).

**In attendance:**

Tony Moore (Representation Support Worker).

**854 Minutes of the meeting held on 24 January**

The minutes were agreed. D Bowden confirmed that the request from a bank, Santander, for a stall in the Hive had been refused.

**855 Action Log**

Chair noted the completed actions.

SOC noted that all the Officers' emails and photos were now on the website. However, they expressed concern over the accessibility of this part of the website.

**Action**

SOC agreed that, although this would require booking a large room, both outgoing and incoming PTOs would be invited to meet the new PVC Academic.

**Action**

On Charity Collections, Chair noted that organisation of the approval process should wait until the restructuring of Reception had bedded down.

On the Q&A on the RBS boycott, he noted this would be part of the open discussion.

T Killeen noted he had posted the document on the Training Timeline and Officers' Handbook on Facebook and asked Officers to post suggestions.

J Levell noted the value of staff meeting Officers during residential training and noted that it might be harder for staff to attend on Saturdays.

J Taylor thought that PTOs should have in place a briefing for their successors on what long term actions they would need to undertake and also the details of campaigns. T Killeen noted a dual approach to the handover with the Handbook and an on-going timeline for future actions. J Taylor and A Simonson will liaise with T Killen on details of training and handover.

#### **Action**

On Left in the Pot, Officers noted that only the LGBT+ Campaign budget had been separately itemised.

Chair noted Management Committee had discussed the idea of a policy for repeat offenders behaving inappropriate at LCR nights.

S Clark and D Bowden to discuss with N Rayns.

#### **Action**

### **856 Matters Arising**

R Laverick asked that, in future, at SOC meetings if an Officer who was trans\* were elected, members should state their pronouns during the introductions.

#### **Action**

J Bowker reported that there had been no UUEAS minibus available for the NUS Course Reps Conference and, therefore he would need to request extra funding of £50 for car hire for transport to the event.

SOC agreed that additional funding of £50.

#### **Action**

### **857 Left in the Pot**

R Laverick noted that he had spent money for the campaign but did not believe it was the amount shown; he would clarify the figures with the Finance Manager.

### **858 Officer's Social Media Policy**

Chair noted he had not received any suggestions from Officers as to any proposed changes to the policy; so he assumed SOC would be happy to adopt it.

He noted that the main thrust of the policy was that, if in doubt, Officers should add "and in my personal opinion" and remember their accountability.

SOC adopted the policy.

**Action**

**859 Stop the War Conference**

SOC noted the funding request from C Corkery on behalf of Stop the War Society.

R Laverick wondered how widely the Conference would be advertised or whether invitations would just be made to Stop the War Society members.

Chair believed that the request should be treated as exceptional as this was a request to attend a conference of an affiliate organisation; he believed it to be comparable to attendance at an NUS conference.

R Laverick pointed out that UUEAS did not have an NUS Society but it did have a Stop the War Society.

J Levell suggested that the money might be found from the Societies' Grant Pot as the conference was not in the Stop the War Society's budget.

SOC noted the attendance at People and Planet conference as a possible precedence. R Rawle clarified that the People and Planet Conference had only been advertised to their members.

J Lewis noted she was President of Stop the War Society and that the request was urgent as the conference was due to take place before the next meeting of the Societies Committee. She further noted that Stop the War did not have 20 paid up members and so was not, technically a Society.

R Laverick stressed that, if the request were approved, the conference places should be advertised as widely as possible. SOC agreed to the funding request from the Campaigns Budget for attendance of the conference capped at £140. J Lewis will organise the publicity.

**Action**

**860 Meet Your Officer Funding Request**

Chair noted that for the future: if a funding request had been made earlier through the SOC Facebook page, the documentation could be added to the SOC agenda documents at the next scheduled meeting to ensure accountability.

SOC agreed to the funding request of £35.

**Action**

**861 Management Minutes of 14 January**

SOC received the minutes without comment.

**862 Any Other Business**

Soc melodiously serenaded the Chair with a rendition of "Happy

Birthday".

B Brown noted that, as part of Go Green Week, People and Planet and ART Soc would be running an art competition and asked that entries should be stored in the Student Officer Centre.

R Laverick reported that there were now 7 free events organised for LGBT History Month including film shows and a quiz.

T Gilder-Smith noted that the NUS Women's Conference would take place the day after the elections and wondered what the position would be in regard to her successor attending. Chair noted he would look into the dates of NUS conferences in relation to the elections and come back with recommendations.

### **Action**

#### **863 Time, Date and Place of Next Meeting**

5 pm, Thursday 7 February in the Student Officer Centre and the Board Room.



### SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
8 Nov 12/6 Dec/ 17 Jan	Informal SOC group to meet and draft plan for Safe Room	☺ Group has met and plan drafted – updates on progress to be made at future meetings	Joe	
8 Nov 12/24 Jan	Officers' email addresses to be made available on the UUEAS website	☺ officers' details posted – better, more obvious link to be in place on home page	Matt	
7 June 12/24 Jan	Religious Activities in Union House	☹ To be brought to Council in the Spring Semester	Matt	
24 Jan	Draft Timeline on PTOS training/handover to be posted on Facebook. Officers to add suggestions	☺ posted on Facebook – on-going liaison over Handbook and training timeline	Trevor/JT/AS	
24 Jan	Officers Social Media Policy draft to be considered and discussed at next meeting	☺ Actioned	Matt/All	31 Jan 13
24 Jan	Possibility of separate itemisation of Equal Opportunities Campaigns Budgets to be investigated	☺ To be updated at next meeting	Matt	
31 Jan	Dates of NUS conferences in relationship to UUEAS elections to be investigated	☺ To be updated at next meeting	Matt	

### 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	
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	<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	
22 Nov 12	SOC Voting Rights to be extended to all PTOs	☹️To be in Constitutional Review	Matt	
13 Dec 12	Regular updates on progress on Activities Hub to be made to SOC	<b>SOC to be updated as developments occur</b>	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	<b>Ongoing</b>	FTOs	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	<b>Ongoing</b>		
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 Dec 12	Revised form for Charity Collections to be brought to next meeting	☹️To be updated at after Reception staff have been fully inducted	Matt	
24 Jan	Proposal on disciplinary procedure for repeat offenders against acceptable behaviour at LCR nights to be drafted by ENTS Manager	☹️To be presented to future meeting	Matt	

### SOC FUTURE ACTIONLOG/Autumn Semester 13 and beyond

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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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	
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	<b>Long term project – updates to be made when developments occur in 2015</b>	Joe	

## **Disabled students' campaign conference 2013**

**Name/ Role:** Kim Jenkins (Students with Disabilities Officer)

**Proposal:** Funding for NUS disabled students' campaign conference that will be held on Thursday 26<sup>th</sup>- 28<sup>th</sup> February. The aim of the event is to enable Disabled students at UEA views' to be heard at a national scale conference.

**Costs breakdown:** £60 train tickets

**Total Funding Request -** £60

**Budget:** Conference

**Members benefitting:** Students with disabilities at UEA and the Union

**The benefit:** Members views will be heard at a national scale conference