

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 28 February 2013 in the Board room

Agenda

FORMAL AGENDA ITEMS

- 880** **Minutes of the meeting held on 21 February** (See pages 2-6)
- 881** **Action Log** (See pages 7-9)
- 882** **Matters Arising**
- 883** **Student Charter**
A discussion topic from the Academic Officer
- 884** **Coalition of Resistance**
A funding request from J Lewis, Non Portfolio Officer (see page 10)
- 885** **Draft Strategic Plan Update**
- 886** **Any Other Business**
- 887** **Time, Date and Place of Next Meeting**

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**Minutes of the Student Officer Committee
21 February 2013
Summary**

Key Discussions

- Absence of consultation with PTOs over draft Strategic Plan

Key Actions

- An ad hoc session for all Officers to discuss the draft plan in detail to be organised
- A timeline for future progress on the Strategic Plan to be drafted and brought to SOC.
- A weekly update on the Strategic Plan to be made to SOC



Minutes of the Student Officer Committee 21 February 2013

Voting Members present:

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

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Astrid Heidemann Simonson (International Officer), Abbi Forsyth (Non Portfolio Officer).

J Taylor enquired whether any other apologies than those from A Forsyth and A Simonson had been received. Chair noted that none had been received.

873 Minutes of the meeting held on 7 February

The minutes were agreed.

874 Action Log

Chair noted the completed actions.

J Levell reported he had met with ENTS over the Safe Room. He noted that there needed to be discussions over room bookings and how much time the Bill Wilson Room would be available for. He hoped for progress on this and would report back

Chair noted that, after discussion with Officers, he had concluded that the drafting of a policy on Religious Activities in Union House should be an initiative for an individual Officer and not for SOC as a group. SOC agreed that this should be dropped from the Action Log.

Action

Chair reminded PTOs they would need to prepare some text for inclusion in the Officers' Handbooks.

Action

J Levell reported that he and other Officers had met with Luke Gilbert, the Chief Executive of Wolverhampton Students' Union. He noted that Luke would be working two days a week as interim UUEAS Chief Executive for a period of three months followed by a rolling one month provision during the recruitment process for the new Chief Executive.

J Levell reported there had been no interest in the pre-election social event and that he hoped to organise one for after the election.

Action

Chair noted that with the number of candidates running for office it had proved impractical to invite them to a meeting of SOC.

R Rawle reported she had not, as yet, had a reply from RBS in the on-going correspondence over UUEAS' boycott of the ESSA scheme.

875 Matters Arising

J Taylor enquired whether any arrangements had been made as to conducting an exit interview with the departing Chief Executive.

Chair noted that this had been organised.

876 SOC and the Strategic Plan

R Laverick noted he had asked for this to be an agenda item. He had been extremely concerned that the first thing PTOS had known about the proposals in the draft Strategic Plan had been when they took part in the Discussion Wall in the Hive. He noted that the Constitutional Review Group had been well advertised and open; whereas PTOs had been kept out of the loop on the Plan.

S Clark noted that the fact that the Plan was being drafted had been announced at Council. He argued that, in the initial stages of drafting, it would have been unhelpful to have too many voices trying to be heard simultaneously. He noted that the FTOs and the Chief Executive had tried to focus and take a strategic view in order to design a first draft that could then be open for consultation.

R Laverick noted that PTOs' involvement in the Plan had been agreed at residential training.

J Lewis enquired who would decide which parts from the large number of statements from the annual survey and the Discussion Wall would feed into the Plan.

S Clark noted he would be transcribing them and then compiling a report which would be brought to SOC.

T Killeen noted it would have been good practice for the Plan to

have been tabled as an agenda item by the FTOs as PTOs' feedback should form an important element of its make-up. He noted that the first news he had heard of the Plan had been at candidate training. He noted SOC should be a team and, he believed, that this idea had been undermined.

Chair noted that a briefing for PTOs should have been circulated.

S Clark noted that SOC had not met for two weeks and that there had been uncertainty as to what kind of format should be taken for the discussions on the Plan.

R Rawle noted that, at present, the Plan seemed to be the work of all of SOC and she noted the problem that would arise if a PTO disagreed strongly with any of the proposals.

R Laverick noted his disappointment at the lack of opportunity for feeding in to the plan. He noted that he and other PTOs represented the otherwise unrepresented voices in UUEAS; this was his job.

T Killeen noted that, because of the lack of consultation, PTOs could not take ownership of the Plan.

T Gilder-Smith noted that PTOs would not be able to answer their constituents' questions as to the Plan because of the lack of consultation.

R Laverick asked that there should be some consideration of and a timeline as to the state of implementation of the present Strategic Plan.

S Clark noted that there were problems with the current plan as it was in essence more a set of departmental action plans rather than a true strategic plan.

J Taylor believed that PTOs all had valuable material to input into the plan and this would be missing from the draft.

R Rawle asked for a session where all PTOs could make their contributions.

T Killeen believed it to be essential that the review of UUEAS' values should be undertaken by all of SOC.

SOC agreed to the Chair's suggestion the following:

An ad hoc session for all Officers to discuss the draft plan in detail to be organised. A timeline for future progress on the Strategic Plan to be drafted and brought to SOC. A weekly update on the Strategic Plan to be made to SOC.

Action

877 Management Minutes

SOC received the minutes of the Management Committee meeting of 28 January.

R Laverick asked as to when the cost of gender neutral toilets would be integrated into the Budget. J Levell noted that this should be in the coming week.

878 Any Other Business

T Gilder-Smith asked that it be minuted that the Discussion Wall had been one of the best UUEAS initiatives.

B Brown noted that he would be bringing a proposal for student led environmental projects, as contained in Policy 1036, to be funded in next year's Budget.

Chair asked that this matter be brought to the next meeting.

J Lewis reported that the Coalition of Resistance would be organising a significant event in the campaign against government austerity measures. The event would be called the People's Assembly and would be held on 22 June. She noted that a preparatory event would take place on 11 March at UEA with many celebrated guest speakers, including the writer Owen Jones.

SOC noted that this event, unfortunately, clashed with the very popular Strictly UEA dance competition.

879 Time, Date and Place of Next Meeting

5 pm, Thursday 28 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/ 21 Feb	Informal SOC group to meet and draft plan for Safe Room	☺ Group has met and plan drafted – liaison with room bookings -updates on progress to be made at future meetings	Joe	
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 Officers to draft text for Inclusion	Trevor/JT/AS	
7 Feb 13	Equal Opportunities Committee Report to be prepared	☺ to be compiled and sent to the Trustees	Richard/Sam	
7 Feb 13	Transitional arrangements as to Chief Executive to be put in place	☺ to be updated at next meeting	Joe	
7 Feb 13	Reply to RBS on ESSA scheme withdrawal	☺ to be posted on Facebook page	Rosie	
21 Feb 13	Strategic Plan	☺ discussion session for Officers to be organised – timeline on progress to be brought to SOC – weekly updates to be made to SOC	Sam	

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	To be implemented at any future demos	Tony	
25 Oct 12	SOC to be briefed on developments in the Loyalty Card Scheme	SOC to be updated as developments occur	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	SOC to be updated as developments occur	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	Ongoing	FTOs	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	Ongoing		
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 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	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	Ongoing		
7 Jan 13	Left in the Pot update to be made monthly; large items to be reported ad hoc	Ongoing		

SOC FUTURE ACTIONLOG/Autumn Semester 13 and beyond

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	

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	Long term project – updates to be made when developments occur in 2015	Joe
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Coalition of Resistance Rally

Name/ Role: Jess Lewis (Non Portfolio Officer)

Proposal: Funding for publicity material for the rally. The aim of the event is to build for the People's Assembly.

Costs breakdown: £5 for posters, £20 for leaflets

Total Funding Request - £25

Budget: Campaigns

Members benefitting: All students

The benefit: working to oppose austerity measures aimed at higher education imposed by the UK government