

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 Thursday, 18 April 2013 in the Board Room

Agenda

FORMAL AGENDA ITEMS

- 915 Resignation of Interim Chief Executive from the Committee**
- 916 Election of Chair and Deputy Chair**
- 917 Minutes of the meeting held on 21 March** (See pages 2-8)
- 918 Action Log** (See pages 9-11)
- 919 Matters Arising**
- 920 Options for Residential Training**
A discussion topic from T Killeen, Mature Students' Officer.
- 921 Left in the Pot**
Budget Update. (See page 12)
- 922 NUS International Student Conference**
Full information on previous funding request from the International Officer. (See page 13)
- 923 NUS Black Students Campaign Conference**
A proposal and funding request from the Finance Officer to send the Community and Student Rights Officer to the above conference. (See page 14)
- 924 Review of Union Council Agenda**
- 925 Any Other Business**
- 926 Time, Date and Place of Next Meeting**

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

Key Discussions

- Lack of consultation with PTOs over arrangements for Officer Training and perceived exclusion of students working to non-standard academic timetable from UUEAS activities

Key Actions

- Funding of up to £400 agreed for transport to demo in solidarity with anti-privatisation occupation at the University of Sussex
- Membership Services Manager to investigate the feasibility of holding residential training type events on campus at weekends in order that no Officer would be excluded due to academic work commitments.
Funding of up to £390 agreed to send up to nine UUEAS activists as well as the incoming Ethical Issues Officer and Environmental Officer to the People and Planet Summer Gathering
Funding of up to £330 agreed to send International Officer and International Officer Elect to NUS International Conference



Minutes of the Student Officer Committee 21 March 2013

Voting Members present:

Eliot Fallows (Non Portfolio Officer), Joe Levell (Finance Officer), John Taylor (Post Graduate Officer), Benjamin Brown (Environment Officer), Jess Lewis (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer), Astrid Heidemann Simonson (International Officer), Sam Clark (Community and Student Rights Officer), Abbi Forsyth (Non Portfolio Officer), Josh Bowker (Academic Officer), Trevor Killeen (Mature Students Officer), Tess Gilder-Smith (Women's Officer).

Chair

Richard Laverick (LGBT Officer).

Non-Voting Member:

Luke Gilbert (Interim Chief Executive).

In attendance:

Tony Moore (Representation Support Worker), Emma Silk (Environment Officer Elect), Lauren Sloan (Ethical Issues Officer Elect), Ella Gilbert (Non Portfolio Officer Elect), Joe Raynes (Non Portfolio Officer Elect), Sebastian Bachelier (Non Portfolio Officer Elect), Freddie Meade (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer).

Apologies:

Matthew Myles (Communications Officer), Kim Jenkins (Students with Disabilities Officer), Bintu Foday (Non-Portfolio Officer), Rosie Rawle (Ethical Issues Officer).

905 Minutes of the meeting held on 14 March

The minutes were agreed.

906 Action Log

Chair noted the completed actions.

J Levell apologised that there had been no actions on the Safe Room

S Clark noted that he could not find any information for the Equal Opportunities Committee Report to the Trustees and he would be talking to HR about it. He believed the Report should come under the remit of HR rather than SOC.

B Brown noted that the RBS reply had been posted on the Facebook page and that R Rawle would be arranging the

meeting with the Investment Society.

Chair noted there were no updates on the Strategic Plan.

J Bowker reported he had had no suggestions from Officers for the draft Student Charter; so he would work to complete the draft himself and submit it to SOC.

J Levell reported he would be ordering Officers' hoodies at training.

J Bowker noted the PVC Academic had come to Council at which some members of the new Officer team had been present.

J Levell noted there were no updates to be made on the 'Town Planning'.

Chair noted that a meeting with General Election candidates had been organised but no one had attended.

J Lewis noted she had attended the Bedroom Tax event.

J Taylor noted that he had not yet compiled the Report on PGs who teach.

J Levell reported, as to the costings for two observers at NUS Conference, that this would be £300 inclusive of accommodation but he was unsure whether this included VAT. He reported that two of next year's FTOs had been registered, as agreed. He noted that they had been decided by lottery and that he and R Rawle had been chosen to attend.

Chair noted that the Impact Report would be discussed on Facebook by the outgoing PTOs.

J Taylor reported that he had attended the public consultation on the new accommodation block. He noted that many members of the public were unhappy about the lack of clarity as to how construction traffic would access the site. He believed the University had failed to answer any questions on this subject at the meeting and the matter would continue to cause controversy amongst the local community.

907 Matters Arising

There were none.

908 Left in the Pot

Chair wondered whether the cost of the two observers' attendance had been split between Conferences and Campaigns.

J Levell agreed the money had been put together to fund this item

In answer to J Taylor, J Levell noted that the upcoming Officer Training would come from next year's Budget.

909 Solidarity with University of Sussex Students

J Lewis noted that students at Sussex University had occupied

the conference centre on campus in protest at the University's attempt to privatise all non-teaching services. She believed that the University had acted without any prior consultation and in a very undemocratic manner. She noted that the occupiers had called for a national demonstration in support of their actions and had asked students from across the country to come to Sussex. She noted the demo had been called for 25 March and the funding request was for the hire of a mini-bus to take UUEAS members to the demo. She noted that all UUEAS mini-buses were in use on the day and that the cost of hire would be £400. T Killeen asked whether public transport alternatives had been looked into.

J Lewis noted the mini-bus cost per student would be about £25 and the cost of train travel would not be less than this. She noted that the mini-bus would only be used if enough students intended to go as members would then arrange their own transport.

H Hussein suggested that, in this case, UUEAS could subsidise members' transport costs.

SOC agreed to a funding request of up to £400 for members to attend the event.

Action

910 Scheduling of Residential Training

T Killeen noted that issues had arisen the previous year over the scheduling of residential training in that, any Officers whose studies were continuing were, effectively, excluded from training because it had been scheduled for weekdays. However, he noted that, despite a long discussion and subsequent agreement earlier in the year, the same schedule for residential training had been imposed again for 2013 with sessions scheduled for Monday to Wednesday when Officers from MED, including himself, would not be able to attend. He noted he had written to the Membership Services Manager, the Communications Officer and the Finance Officer and they had replied that they had had difficulties booking a hotel on a Saturday and that to change suppliers would be prohibitively expensive. He noted he did not accept this response as the situation had been known about for over a year and it had hardly come as a surprise. He noted his disbelief that there were no hotels in the area available at the weekend in the relevant period. He felt that what had occurred had underlined a key issue that UUEAS needed to urgently address: the fact that many of its members did not work within a standard academic timetable. He noted that many UUEAS meetings were scheduled when these members were working thus depriving them of the opportunity to fully take part in UUEAS activities.

He noted that members who had not been able to attend training last year had felt very much out of the loop as a lot of decisions had been taken during training which they had not been party to. He reminded SOC that UUEAS valued inclusivity and aimed to meet the needs of all its members.

Chair wondered what, given the present situation, T Killeen would like to see happen.

T Killeen reiterated his annoyance that the matter had not been addressed during the year as he had brought it up several times and that he was now being told that nothing could be done to change the situation and had been presented to him as a fait accompli.

T Gilder-Smith wondered whether it would be possible to change the structure of training and have day activities, for example, which were not residential.

T Killeen agreed this should be looked at and noted that one of the objections to weekend training had been that UUEAS did not have the money to spend. He wondered whether, if UUEAS did not have the money to run residential training properly; it should consider whether it should be doing it all. He wondered what the point of spending money on residential training was and whether the same ends might be met by alternative means at less cost.

A Simonson agreed with T Killeen and noted she had missed residential training. She believed attendance at training would present particular problems for International Officers who would often have to book flights abroad. She believed it would be far better to reschedule training for on campus rather than make some Officers miss out.

T Killeen noted that he felt training had been arranged on weekdays for the convenience of others at the expense of those who had been deliberately excluded due to their academic timetable.

He asked that the training dates be re-arranged.

J Taylor agreed and noted his recollection that Officers had been aware of this issue for over a year.

J Levell noted that the hotel that had been booked was extremely popular and, he had been informed, was significantly cheaper than others in the area.

T Killeen argued that the bottom line was training should have been arranged earlier and the present arrangements excluded some members. In his case, he had no choice: he had to go to lectures. He noted UUEAS' bafflement as to why FMH students did not engage with them and noted the present discussion was a perfect explanation for why those students did not engage: their needs were not considered.

He noted he had asked for a group to be formed to plan the

dates for training but this had not happened and decisions had been made solely by FTOs and UUEAS staff.

T Gilder-Smith argued that the new PTOs should have their say on the matter. A member of the new Officer Team expressed their complete agreement with T Killeen's argument.

SOC agreed to ask T Cunningham to investigate the feasibility of holding residential training type events on campus at weekends in order that no Officer would be excluded due to academic work commitments.

Action

911 Part Time Officers' Handbook

Chair noted that he would ask M Myles to email Officers concerning their contribution to the Handbook.

912 Management Committee Minutes

SOC received the minutes of the 25 February meeting.

Chair asked for an update on HERA.

J Levell reported that the University had withdrawn their support for the HERA process and UUEAS was looking at doing this in house.

913 Any Other Business

B Brown submitted an emergency funding request which he noted he had posted on Facebook. He noted that, each July, People and Planet held their Summer Gathering, a five day event which involved skills training for activists and networking opportunities for students campaigning on ethical and environmental issues. He noted the funding would allow up to nine UUEAS activists to attend as well as the incoming Ethical Issues Officer and Environmental Officer. He noted there were no training opportunities available for the latter Officers at NUS Conferences and the Gathering would represent a significant training opportunity for them.

He noted the request would be for £30 per person and for £60 to cover the two Officers' attendance.

SOC approved funding of up to £390.

Action

A Simonson noted it had been informally agreed that she and her successor should attend the NUS International Conference and that the Chair had agreed she could make a verbal funding request to the meeting. She noted the total cost for attendance and transport for herself and her successor would be £330.

Action

J Levell asked that the FTO's thanks to the departing PTOs for

their incredibly hard work be minuted. He welcomed the new PTOs and wished them good luck during their time in office.

914 Time, Date and Place of Next Meeting

5 pm, Thursday 18 April in the Board Room.

Officers were reminded that it was UUEAS policy not to refer to week numbers as referenced by the standard academic year but to refer to 'week commencing' so as not discriminate against students, particularly those on vocational courses working to a non-standard timetable.



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 next meetings	Joe	
24 Jan/7 Mar	Draft Timeline on PTOS training/handover to be posted on Facebook. Officers to add suggestions	☺ Actioned Handover Materials given to PTOs at Training	Matt	14 Apr 13
7 Feb 13/21 Mar	Equal Opportunities Committee Report to be prepared	☺ CSRO to consult with Equal Ops Officers for report to be compiled and sent to the Trustees CSRO noted that this should be in the staff HR remit and he would consult with HR	Sam	
7 Feb 13/7 Mar /14 Mar	Reply to RBS on ESSA scheme withdrawal	☺ reply to be posted. Meeting with Investment Society to be organised after academic deadlines	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	
28 Feb/14 Mar 13	PTOs' ideas for input into Student Charter to be sent to Academic Officer	☺ Draft Student Charter completed	Josh	12 Apr 13
27 Sep 12/ 7 Mar 13	Officers Hoodies to be ordered immediately after elections	☺ To ordered in March 13	Joe	
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	Josh	
7 Mar 13	Update to be made on the University's 'Town Planning' proposals	☺ to be brought to future meeting	Joe	
7 Mar 13	Discussion with candidates who stood in General Election to be organised	☺ Actioned – but no candidates attended	Matt	18 Mar 13
7 Mar 13	NUS Survey on Postgraduates who teach	☺ to be analysed and report made to future meeting PGO and AO to meet with PG Director	John/Josh	
14 Mar 13	Detailed costings of two observers' attendance at NUS Conference	☺ Actioned – R Rawle and J Levell chosen by	Joe	21 Mar 13

		lottery to attend		
14 Mar 13	Impact Report discussion to be started on SOC Facebook – Report to be drafted	☺ draft Report to be made to future meeting	Matt	
14 Mar 13	Public Consultation on new accommodation building	☺ Meeting took place – PG Officer attended	Sam/Josh	21 Mar 13
14 Mar 13	Thanks to Sports Clubs' for clearing snow on Derby Day to be minuted	☺ Actioned	Tony	18 Mar
21 Mar 13	T Cunningham to investigate the feasibility of holding residential training type events on campus at weekends in order that no Officer would be excluded due to academic work commitments.	☺ to be updated to next meeting	Toby	

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	
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	Election dates for 2013-4. Any decisions on election dates only to	☹ To be agenda item for the last SOC of 2012-3		

Dec	be taken at SOC meetings and to be formally minuted			
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		
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	
7 Mar 13	FAQs to be included in Candidates' Handbook at UUEAS elections	To be actioned at future elections	Comms	

Budget vs Expenditure report as at 15th April 2013

Training & Conferences

Total budget for the year	£14,700
Spent to date	£11,308
Left in the pot	£3,392
To note Costs not yet paid for:	NUSSL Convention 26/27 March

Campaigns

Total budget for the year	£7,750
Spent to Date	£3,375
Left in the pot	£4,375

LGBT Campaigns

Total budget for the year	£250
Donation for Photocopying – not yet charged for	£250
Spent to Date	-£144
Left in the pot	£394

**Student Officer Committee
Campaign and Training Funding request Form**

Name of Event or Title of Proposal

NUS International Student's Conference

Name/ Role:

A Simonson (International Officer)

Proposal:

To send the International Officer and her predecessor to the NUS International Student's Conference.

Costs breakdown:

£250 Conference fee and accommodation
£80 travel expenses

Total Funding Request

£330

Which Budget to be debited:

Training and Conferences

Members benefitting:

International Students

The benefit:

Development of UUEAS' work on behalf of International Students

**Student Officer Committee
Campaign and Training Funding request Form**

Name of Event or Title of Proposal

NUS Black Students Campaign Conference

Name/ Role:

Joe Levell (Finance Officer) on behalf of the incoming and Ethnic Minorities Officer

Proposal:

To send to conference, in addition to the outgoing and incoming Ethnic Minorities Officer, as previously agreed by SOC, the incoming Community and Student Rights Officer, B Foday.

Costs breakdown:

To send B Foday: £200 Conference fee, £35 VAT, £75 accommodation, and £50 advance train ticket. (Total cost £360)

To send incoming Ethnic Minorities Officer and incoming Ethnic Minorities Officer, as previously agreed: £485.

Total Funding Request -

£745.

Which Budget to be debited:

Training and Campaigns Budget.

Members benefitting:

Students from ethnic minorities

The benefit:

To back up the anti-racisms and integration policies next year and really help the new ethnic minorities officer achieve her/his aims with the help and support of a Full Time Officer.
