

**Union of UEA Students Purpose:**  
"To enrich the life of every UEA student"



## **Student Officer Committee Meeting**

5pm 3 October 2013 in the Board Room with discussion in the Student Officer Centre to follow.

### **Agenda**

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#### **FORMAL AGENDA ITEMS**

- 994 Informal Presentation from the Chief Executive**
- 985 Minutes of the meeting held on 26 September** (See pages 2-8)
- 986 Action Log** (See pages 9-10) (See page 11 for note on Chair's Role)
- 987 Matters Arising**
- 988 NUS Zone Conferences 2013**  
A briefing paper from the Finance Officer. (See pages 12-16)
- 989 Chair Training**  
A discussion topic from the Chair concerning training to be held on 22 October.
- 990 The agenda item: Open Space Discussion**  
A discussion topic from the Finance Officer.
- 991 Feminism in London 2013 conference and Reclaim the Night march**  
A funding request from the Women's Officer. (See page 17)
- 992 Management Committee Minutes**  
The minutes of the meeting held on 24 July. (See pages 18-19)
- 993 Any Other Business**
- 993 Time, Date and Place of Next Meeting**
- 10 mins* **ACTIVITIES REVIEW**
- 20 mins* **OPEN SPACE DISCUSSION**
- 5 mins* **DISCUSSION ROUND-UP**

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**Minutes of the Student Officer Committee**

**26 September 2013**

**Summary**

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**Key Discussions**

- Arrangements for Activism Teams
- Whether to have People and Planet Training for Activists
- Use of advertising space in UUEAS' poster boxes
- Student representatives on academic appeals panels
- Examined the process of how the decision to make the bars and non-ticketed public events student only was reached

**Key Actions**

- Election of Chair and Deputy Chair, Deputy Chair to be Clerk
- Agreed Funding of up to £160 to send up to 10 members to the National Demonstration at the Conservative Party Conference
- Campaigns Budget to be advertised as an open funding pot to be launched at the first Campaigns Forum.
- Steering group for Campaigns Teams programme established
- Funding of £345 for Priority Campaigns Poll leaflets

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**Minutes of the Student Officer Committee**  
**26 September 2013**

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**Voting Members present:**

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio Officer), Rachel Knott (Women's Officer), Bintu Foday (Community and Student Rights Officer), Joe Levell (Finance Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Sebastian Bachelier (Non Portfolio Officer), Rosie Rawle (Communications Officer), Louise Withers Green (Academic Officer), Freddie Meade (Non-Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Emma Silk (Environment Officer), Trevor Killeen (Mature Students Officer).

**Non-Voting Member present:**

Jim Dickinson (Chief Executive).

**Chair**

Joe Raynes (Non Portfolio Officer).

**In attendance:**

Tony Moore (Representation Support Worker).

**Apologies:**

Kimberley Hirst-Jones (Postgraduate Officer), Holly Staynor (LGBT+ Officer).

**983 Election of Chair and Deputy Chair**

SOC agreed that the role of Chair would alternate every 6 weeks. SOC agreed that of Deputy Chair would include that of Clerk to the Committee with the responsibility ensuring that papers were submitted on time and that action points were followed. SOC elected J Raynes as Chair for a six week period, after which the process would be formally reviewed.

SOC elected T Killeen as Deputy Chair to serve for the academic year.

SOC requested that a short paper outlining the relationship between the Chair and Deputy Chair roles be prepared for the next meeting.

**Action**

**984 Minutes of the meeting held on 19 September 2013**

The minutes were agreed.

**985 Action Log**

J Dickinson advised that, as to the restriction on entry to licensed premises, only external feedback had been received; there had been no student feedback. L Stone argued that a phrase in the staff guidance document, 'Principles regarding Entry to Union Licensed Premises', should be changed as she believed it to be inappropriate. She proposed that "groups of young adults" be changed to "groups of people".

R Rawle noted that the phrase had not been included in the Press Release that she had issued.

SOC agreed to request the above change of wording.

**Action**

**986 Matters Arising**

There were none.

**987 Staff Guidance on Restriction of Access to UUEAS Licensed Premises**

Note: this matter had been covered in discussion of the Action Log.

**990 National Demonstration at the Conservative Party Conference**

E Gilbert asked that this item be discussed at this stage as she would need to leave the meeting early to attend a course lecture.

T Killeen believed it would be difficult to discuss individual funding requests without having received a report on the Campaigns Budget.

J Dickinson advised he would discuss with the Finance Manager as to what kind of financial reporting would be most appropriate for SOC.

J Levell argued that E Gilbert's funding request fitted very clearly with UUEAS policy and mission and, as the amount was not inordinate in terms of the Campaigns Budget and the matter was urgent, the request should be granted.

E Gilbert noted that there would be no cost for students if the request were refused as the coach would be paid for by Norwich Trades Council but that the Council was not well funded and a contribution by UUEAS would be helpful.

L Sloan asked that, for attendance at future events, a system should be investigated that would estimate the cheapest means of transport available.

SOC agreed to fund attendance at the event for up to 10 members at a cost of up to £160.

**Action**

**988 Students' Assembly Against Austerity**

E Gilbert reported that she had spoken with L McCafferty and he did have any more information than that available online. She noted she would investigate further and bring the matter back to a future meeting.

**Action**

**989 Activism Teams**

Officers expressed their general approval of the briefing paper in an atavistic non-verbal manner.

SOC agreed that they would be interested in receiving training to run Campaign Teams.

SOC agreed to the proposal to advertise the Campaigns Budget as an open funding pot to be launched at the first Campaigns Forum.

**Action**

R Rawle noted that the sessions would take at least half a day.

R Rawle asked that SOC consider the question of who should provide the training: UUEAS staff members, NUS or People and Planet. She noted that the first two options were free and that People and Planet training would cost between, roughly, £500 and £1,000. She believed the latter option would be most cost effective as, in her experience, it would provide far more effective training than the others. She noted that the money could come from the Training Budget as well as the Campaigns Budget but noted that, if it came from the Training Budget it would reduce the amount available for attendance at conferences, including NUS Zone Conferences.

J Levell noted the amount that UUEAS paid NUS in affiliation fees and thought it would be good to have a detailed breakdown of People and Planet's training services.

R Rawle noted that the details of NUS and People and Planet training were almost identical but that she believed People and Planet's service delivery to be far superior.

L Sloan endorsed this view in that, in her own experience, People and Planet

training had been highly effective.

T Killeen suggested using NUS for the initial training of Officers and then having People and Planet come into train the larger number of members who would be attending the end of campaign Forum.

R Rawle argued that the more effective training should be delivered at the start of the campaigns not in a final, celebratory conference.

SOC agreed that Officers availability to attend training would be ascertained and the costs of People and Planet training discussed on Facebook over the following week and a decision as to whether to use People and Planet's services would be made at the next meeting.

SOC agreed to establish a steering group, for the development of the Campaigns Teams programme, to comprise of L Sloan, B Foday, T Killeen and R Rawle.

**Action**

#### **991 Priority Campaign Poll Leaflets**

R Rawle thanked Officers for their approval of this item via Facebook, earlier in the week.

SOC formally agreed to the funding request of £345.

#### **992 Any Other Business**

R Rawle thanked Officers for all their work during Arrivals and Induction Talks.

T Killeen asked that Officers make commitments to work specific shifts during the PCP week.

T Killeen asked that SOC consider how to best work with the Action Log in future.

SOC agreed to consider this matter in the Open Discussion and that a proposal would be brought to the next meeting.

**Action**

B Foday noted that to follow on to the PCP she had organised a revised version of Meet Your Officer to be called 'Officers On Tour' which only GOATing would be structured as to times and venues. She noted that this would take place three times a month and the venues would include the Hubs and UEA London. She noted she would put a timetable on the Facebook page and asked Officers to sign up for time slots. She noted that the visit to UEA London would be on 8 October and that Officers would need to decide what issues specific to UEA London they should use to engage with students.

T Killeen noted there would also be a timetable for PCP slots.

SOC agreed their preferred format for signing up to slots would be Doodle but noted that this would not be viable for a timetable with multiple venues.

**Action**

R Rawle welcomed J Dickinson to his first SOC meeting.

J Dickinson noted he was in the process of formulating his initial thoughts on the organisation and he would present these to SOC to obtain Officers' feedback. He noted the importance of both SOC and Council to the shaping of future strategy.

SOC agreed that J Dickinson would make an informal presentation at the beginning next meeting, in place of the Officers' Activities Sharing section.

**Action**

J Levell noted that he did not think the Open Space Discussion at the end of each meeting had been productive and that he would be bring a proposal to the next meeting that this item should be discontinued.

L Withers Green noted that ENTS controlled the content of the poster boxes outside Union House. She reported that J Spiro, Student Support Services Manager, had asked for Exam Feedback posters to be put up but had been

informed that this was not possible as the spaces were all needed to advertise commercial entertainments.

L Withers Green requested that SOC ask ENTS to reconsider this matter.

J Dickinson advised it would be somewhat unusual for SOC to try to resolve this specific question but what SOC could resolve was the general question that the use of UUEAS communications channels should represent a balance between the commercial and the non-commercial concerns and that, in the development of the communications plan for the term ahead, the Communications and Marketing Manager should reflect this balance when considering promotional opportunities.

L Withers Green reported that the University had requested that a student representative should be part of the team that considered academic appeals. She welcomed the idea of wider representation but she had been advised that students, when sitting on academic appeals panels, tended to be harsher in their judgements on fellow students and this would have a detrimental effect on UUEAS members. She asked for SOC's views on the University's proposal.

Chair believed, if one were to have a student representative on a panel, one should not try to second guess how they would act.

T Killeen believed this would be an important development in representation.

B Foday noted that she, herself, sat on the Parking Appeals Panel and she did not believe her judgements were unduly harsh or detrimental to students.

S Bachelier noted that there would be a process of election.

L Withers Green believed that, in fact, the student would be appointed not elected. She noted she had informed the University that she would be in favour of the proposal, dependent on the approval of SOC and with the provisos that the student was remunerated and received training.

J Dickinson advised it was important to know whether the University was seeking an expert student with detailed knowledge of the University's regulations or an ordinary student who might be seen as undertaking a sort of 'jury service' as a representative of 'ordinary' students.

L Withers Green agreed that this would be an important consideration that she would discuss with the University; she would bring the results of these discussions back to SOC.

#### **Action**

L Sloan asked whether there had been any response from HR as to the number of students who had fed back on residential training.

A Moore advised that there had been no response from HR to his request for this information and that he would follow this matter up.

#### **Action**

L Sloan asked whether the recent Management Minutes were now available.

R Rawle reported that one meeting had taken place that had not been minuted and she would be compiling notes of the meeting and would be circulating these for approval; they would then be published.

A Moore advised he believed Management Committee had met the previous day and they would have approved the minutes of the meeting, subsequent to the un-minuted meeting mentioned by R Rawle. He noted he would ask whether these available for next week's SOC agenda.

#### **Action**

L Sloan believed it would be desirable for SOC to have a broad discussion as to process. She thought the issue of process had been reified by the restriction on entry decision and she believed it was important that SOC debated the nature of collective responsibility. She believed Officers should be able to voice criticisms of

a policy decision rather than, as at the last meeting, being asked to repeat the Union's line by pointing members to a press release.

She argued that, on the restriction on entry decision, it had not been clear who had made the decision and whether SOC should have had any involvement in the decision making process.

J Dickinson advised that the line between what SOC, as a body, should decide and what Management Committee, as a body, should decide, had become blurred. He advised that the position was so uncertain he did not know which proposals he should take to SOC and which to Management. He noted he would be working on, taking to the November meeting of the Trustees, recommendations as to establishing clarity on where decisions were made in the organisational structure and this would mean that Officers when they were unhappy with a decision would know where and how to raise it.

Chair noted it was, at present, difficult for Officers to disassociate themselves with a decision, made elsewhere in the organisation, that they did not agree with.

J Dickinson advised that in the interim, before his formulation of recommendations, the default position should be that issues that have multiple staffing and political ramifications should be taken to both SOC and Management Committee. He further advised Officers to take a note of issues which they believed should have come to SOC and had not and, also, vice versa; as often SOC might be asked to consider issues which Officers might not feel to be relevant. He asked that they discuss this with him so he might feed forward their ideas into his recommendations. He believed the crucial point was that Officers should be able to defend what had been done in their name.

L Sloan wondered as to the Officers' position if they were asked by Council to explain the decision making process regarding restriction on entry; she noted that she would feel uncomfortable defending the decision. She added her concerns were not about the issue itself but the process in regard to decision making. She felt that students might question why they bothered to elect Officers when Officers did not, actually, make the decisions.

T Killen argued that, although there had been mistakes made as to decision making, one should not be overly negative as this might undermine SOC's credibility.

J Levell believed that, if the FTOs had had more time and if there had been a SOC meeting scheduled the restriction on entry decision, would have come to SOC. However, the FTOs had had to make an immediate decision; he believed the situation had not been ideal but that he would defend the decision that had been made.

Chair asked why, as there was no SOC meeting scheduled, the question had not been posted on the SOC Facebook page.

J Levell agreed this was a valid point.

T Killeen noted that had been no attempt to call an emergency meeting of SOC.

R Rawle thought the decision making had not been handled well: the decision had been made in a Management Committee meeting where no minutes had been taken and which had been convened in a corridor of Union House.

J Dickinson advised that UUEAS was, at present, in a constitutional position in which there were tasks that the Trustee Board were required to undertake and there was a set of different tasks that SOC were required to undertake. He noted that there was a grey area in between these defined areas and that this area needed to be examined as it would be impossible, organisationally, to take everything to, both, the Trustees and to SOC. He thought the result of the latter situation would be a mess, with the Trustees becoming involved in the politics and Officers being asked to consider the details of finance and staffing. He believed that UUEAS had to develop a streamlined effective system of governance.

L Sloan noted she did not want SOC's reaction to be one of let us learn from this and move on. She believed the issue to be of critical importance as none of the

PTOs had known what had been going on. She believed the issue was, also, one of training. PTOs had not been told anything as to the remit and make-up of the Trustee Board and its place in the decision making process. She thought it was all very well to speak of blurred lines but she characterised the situation as simply not good enough.

Chair believed the difference between Officers might be put as viewing the issue as one of strategy or as one of procedure: in that SOC might be responsible for the bar staff having breaks but not when they took them. He noted that SOC had seen the restriction on entry decision as a strategic one because of its political implications.

J Dickinson advised that UUEAS would have to learn from this incident not in a superficial way but in a fundamental way that would lead to procedural change.

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

5 pm, Thursday 3 October in the Student Officer Centre and the Board Room.



### SOC LIVE ACTION LOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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	Kimberley/Louise	
24 Jan 12/25 Apr 13/9 May 13/ 19 Sept	Proposal on disciplinary procedure for repeat offenders against acceptable behaviour at LCR nights to be drafted by ENTS Manager. Sam to check whether this has been drafted.	☹ Adoption of Essex draft code agreed. Bars Manager to be asked to produce punishments, clarifications and definitions	Bintu	
8 Nov 12/6 Dec/ 17 Jan/ 21 Feb 13/Sep 13	Safe Room concept for Union House to be integrated into the strategy of the Campaign for Safe Room provision on campus	☹to be discussed when planning the campaign	Bintu	
26 Sep 13	Paper on relationship of Chair and Deputy Chair roles to be drafted and brought to SOC	☺ Actioned	Tony	25 Sep 13
26 Sep 13	Text of guidance to staff on restrictions to entry licensed premises to be changed	☺ Actioned	Rosie	25 Sep 13
26 Sep 13	To investigation whether a programme is available that would estimate the cheapest means of transport available.	☺ Actioned: only programme available in house only covers comparative rail fares not against minibus and coach	Joe L	25 Sep 13
26 Sep 13	Campaigns Budget to be advertised as an open funding pot to be launched at the first Campaigns Forum	☹ to be launched at Campaigns Forum	Rosie	
26 Sep 13	Officers to post availability for training and the costs of People and Planet training to be discussed on Facebook over the following week. Decision as to whether to use People and Planet's services would be made at the next meeting.	☹ to be posted on Facebook and decided at next meeting	ALL	
26 Sep 13	Proposal on how to best work with Action Log to be brought to next meeting	☹ to be brought to next meeting	Joe R	
26 Sep 13	Officers to sign up via to Doodle to slots for Officers on Tour	☹ to be reported to next meeting	All	
26 Sep 13	Chief Executive to make informal presentation	☺ Actioned agenda item	Jim	1 Oct 13
26 Sep 13	Discussions to be held with University over role of student representatives on academic appeals panels	☹ report to be brought to future meeting	Louise	
26 Sep 13	Number of respondents giving feedback on Officer Training to be ascertained.	☺ Actioned: 6 Officers gave feedback	Tony	1 Oct 13
26 Sep 13	Management Committee minutes to be on SOC agenda: minutes for 27 July on agenda, situation as to notes on other meeting where formal minutes were not taken to be clarified	☹ situation with regard to notes of meeting to be clarified	FTOs	

### SOC ACTION LOG for COUNCIL

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Faith Officer	☹ To be discussed in future consideration of the Bye-Laws	SC	
19 Sep 13	Ethical Banking	☹ Revised policy to be brought to Council	Rosie	

## **The Roles of Chair and Deputy Chair**

### **Chair**

They will chair the meetings; this will include, at the end of each meeting, summarising the decisions made during the meeting, highlighting action points with timelines and allocating the action points to a particular Officer or staff member.

They will prepare the written SOC report for the Trustee Board and for Union Council. They will present the SOC report to Union Council.

### **Deputy Chair**

They will liaise with Officers as to working on the progression and continuity of action points and will be responsible for Facebook communications in between meeting. They will chair meeting in the Chair's absence.

## **NUS ZONE CONFERENCES 2013 – OCTOBER 24-29**

### **For reference, the campaigns budget is £8000**

Zone Conferences are your opportunity to take action on the key issues that students are facing. They allow us to understand these problems as a movement, begin to agree our collective beliefs and take ownership of the solutions.

Each Zone Conference is based around two key themes, which will be examined and debated by students, officers and staff members from the student movement. We're using themes so we can focus in more on the problems, meaning higher quality inquiry and the opportunity to fully engage you in shaping responses.

Last year, your work at Zones led to significant impacts ranging from putting more money into students' pockets through bursaries and saving the fee subsidy for adults in further education, securing a better deal for postgraduates that teach, creating child-friendly campuses, campaigning for a living wage, to deepening participation in our unions and ensuring that partnership is truly about working together as equals with our institutions, to name just a few.

Your work at Zones this year will drive research, develop policy and ensure that we can continue to win for students in the year ahead. You will have the unique opportunity to understand the problems as they impact on your members, and then take these issues back on to your campuses. Each Zone will also elect a committee to steer these key issues to National Conference 2014.

This year, zone conferences will run from the **27 October to 1 November**, with the order of zones as follows:

Sun 27 - Mon 28 Oct | **Welfare zone**

Mon 28 - Tues 29 Oct | **Society and Citizenship zone**

Weds 30 - Thurs 31 Oct | **Union Development zone**

Thurs 31 Oct - Fri 1 Nov | **Higher Education zone**

### **Welfare Zone**

The theme for the first day of Welfare Zone Conference this year will be **Local Public Services**. Throughout the day we'll be looking at what services students rely on day to day and how they can influence these services in a changing commissioning environment.

The day will begin with a keynote speech and question and answer session by Simon Blake, the chief executive of Brook (the young people's sexual health charity).

The rest of the day will feature interactive sessions and group discussions. We'll be looking at the types of public services students rely on and what new commissioning structures will mean for the ways in which students can influence service provision. Going further, we'll be looking at the consequences of the localism agenda, and the potential for students to be pitted against other groups in terms of service provision. Finally we will discuss the strategies students' unions can use to influence service provision and local decision making.

In addition, there will be a range of workshops on topics including NUS' recent student carers' research, interfaith/hate speech and student money campaigns, and we will also be announcing who will be receiving grants from the Interfaith Initiatives fund.

The second theme of the event will be **Homes Fit for Study**, which focuses on ensuring that students have suitable accommodation which enables them to thrive.

In the evening of the first day, we'll be launching our upcoming research into student housing. This aims to give us a clear idea of how and where students live and what their experiences of all types of housing is. The research will look at every aspect of the process from how students look for their housing, interaction with letting agents and landlords and how students deal with deposits and rent.

Following the launch there will be a panel discussion scoping out where evidence based campaigning can be achieved and what the key campaigning priorities are likely to be.

On the second day the theme will continue with Antonia Bance, Head of Campaigns at Shelter giving a keynote speech on the challenges ahead for student housing and the role students' unions can play.

The conference will be closed by NUS President Toni Pearce

### **Society and Citizenship zone**

The theme for the first day of Society and Citizenship Zone Conference this year will be **Students and Work**.

The day will begin with a keynote speech on the theme of students and work that will not simply outline and dwell on the challenges of the current job landscape, but will think critically on how collective action by the current student generation can shape the debate and stimulate solutions with their interests at the heart.

This will be followed by two interactive sessions. These sessions will allow delegates to learn more about the key issues in the job market and how they affect students and study-leavers, and consider the potential influence of students and students' unions in improving the number, nature and quality of jobs available. These sessions are designed to give delegates the opportunity to discuss and develop their thoughts whilst formulating NUS policy on the theme.

The afternoon of day one will consist of workshops, hosted by NUS staff and invited experts from across the sector. They will focus on other areas of Society and Citizenship Zone policy such as environmental issues, ethical sourcing, tax justice and food poverty.

Following the workshops there will be a keynote speech on our second theme of the conference, Students in their Communities, that will explore the connection between students and their local areas and the key role they can play in organising for positive change for both local student and non-student communities. The day will conclude with a gala dinner at the hotel and after dinner entertainment.

For student delegates, day two will begin with elections for the NUS Zone Committee and the NEC. For staff, there will be a parallel session.

These will be followed by interactive sessions on the second theme; **Students in their Communities.**

These sessions will explore the role of students in local democracy and the potential significance of student voter registration on a mass scale, as well as encourage thinking on practical ways in which students and students' unions can become catalysts and hubs of activism in partnership with their local communities. These sessions will also be attended by experts from the youth and community sector, offering advice to delegates and assisting them in forming NUS policy in this area.

The conference will be closed by NUS President Toni Pearce.

## **Union Development Zone**

### **Student Action and Social Impact**

The profound changes to the education landscape were built on a framing of students as the sole beneficiaries of the education they consume. However, in reality, students and their Universities, Colleges and Students' Unions produce multiple, valuable benefits for society at large. Whether they're volunteering to teach the IT skills to the elderly, culturally enriching the community through dance or theatre performances or campaigning to resist the closure of local NHS provision, students have a hugely valuable impact on the world around them that we have traditionally struggled to articulate...until now. NUS has worked with the think do tank New Economics Foundation to develop a practical guide to help Students' Unions understand and articulate their impact to their students, institution and wider society.

Delegates will explore the potential to apply this process which is as broad and exciting as the ways in which students enhance society.

### **Empowering Student Communities**

Our traditional methods for engaging students are rigid and outdated. Rather than understanding how students understand themselves, interact with others, create affinities and shared interests we expect them to fit around our conceptions of who they are and how they should make decisions. Instead we want to understand and empower these communities of students to engage with their union and create the

change they want to see. Therefore, a strategic priority for the Union Development zone this year will see us focusing on, not only the different types of student communities that exist within the education sector, but the different types of democratic innovation that will engage these students in our students' unions.

Delegates will explore how, by researching and analysing these two areas, we can encourage students to become involved in the democracy of their students' unions in a way which empowers and inspires, therefore giving more of a voice and a mandate to our policies and politics.

## **HE Zone**

The two themes for Higher Education Zone Conference this year are **Reassessing HE qualifications** and **Building democratic institutions**.

Throughout the conference delegates will have many opportunities to collaborate to develop new ideas and contribute to the formation of NUS policy.

An opening keynote speech will set the scene for delegates to **reassess higher education qualifications** and much of the first day will be spent in dynamic groups as we examine the different facets of our education.

From our learning environments to course structures; from assessment methods to feedback, delegates will be free to explore what really matters to us in education. Education experts will be on hand to interact with around the room as delegates discuss and debate with each other. As the session moves on groups of delegates will work together democratically to seek to resolve their different positions and priorities for the national student movement.

Moving in to the last session of day one we will turn to our second key theme: **building democratic institutions**. Delegates will have the opportunity to discuss the kind of environments we need to create to support excellent education. A panel discussion on "women in academic leadership" will set the scene for lively discussion over dinner.

On the morning of day two the Vice Presidential accountability session will run concurrently with a series of sessions for staff in the student movement.

Following these separate sessions delegates will come back together to explore three major factors that affect our ability to build democratic institutions: higher education funding, higher education regulation and students' rights.

The conference will be closed by NUS President Toni Pearce.

For Higher Education Zone only an informal **HE Emporium** will follow the close of conference, giving delegates the opportunity to finish off exciting conversations, plan submitting motions to National Conference, get guidance on NUS democratic processes and attend a variety of drop-in workshops and seminars.

## **LAST YEAR AT SOC...**

“.....SOC, provisionally, agreed that the three of the Non-Portfolio Officers, who had expressed an interest, B Foday, J Lewis and E Fallows should attend the Zone Conferences. SOC agreed to undertake an analysis of which further conferences Officers might need to attend, the financial costs and budgetary impact. ....”

**Name of Event or Title of Proposal**

Feminism in London 2013 conference and Reclaim the Night march

**Name/Role**

Rachel Knott, Women's Officer

**Proposal**

To send the UUEAS Women's Officer, Rachel Knott, and Feminist Society President, Tilly Wood, to London for these two events.

**Costs Breakdown**

£25 each for conference fee

£26.40 each (£52.80 total) for train from Norwich to London Liverpool Street, including Railcard discount

**Total Funding Request**

£102.80

**Budget to be debited**

Campaigns

**Members Benefitting**

All members

**The Benefit**

Feminism in London is a conference based upon gender equality and educating individuals about feminism and its relevant application in real life situations. It is open to all, unlike many other feminists events that exclude men and trans\* individuals. The workshops attended will focus on topical issues that women students face, while remaining relevant to other students' issues also. Its aim is to empower and inform by encouraging activism. Student feminism is an ever-changing issue and has recently gained a large amount of interest, as seen in the media and attendance of 80 people at the most recent UEA Feminism discussion forum. Workshops will be run by members of credible feminist and pro-women organisations, such as White Ribbon.

After the conference, the London Reclaim the Night event will be held. This is an event that the Union is hoping to host itself alongside the UEA Feminist Society and is an incredibly important annual event that champions safety and female empowerment. It would be important for those who would be running the event, the Women's Officer and President of Feminist Society, to see how an already established and successful version of the event is run.



## **Minutes from Management Committee Meeting**

**Wednesday 24<sup>th</sup> July 2013**

**Boardroom, Union House**

Present: Bintu Foday (Chair) Lynda Johnson  
Rosie Rawle Joe Levell

Apologies: Louise Withers Green

The members of the Management Committee voted Bintu Foday as the new Chair.

6130 There was no meeting held on 8<sup>th</sup> July 2013.

6131 Action Log  
• Updated accordingly.

6132 Complaints Log  
• It was confirmed that no complaints had been received.

6133 Charge Boxes  
• JL put to the MC a suggestion to introduce charge boxes in The Hive. These will enable students to have a facility to charge up mobile phones / laptops etc. It was also suggested to get them Union branded.  
• The MC agreed this was a good idea.  
• JL to discuss with Fran Poole and ask her to follow-up.

6134 Staffing proposal from Jo Spiro  
• A proposal was received from Jo Spiro, requesting that the recently appointed post of Home Run Accreditation and Lettings Assistant is offered as full-time.  
• The post will enable a full-time member of staff to deal with lettings queries until the Lettings Manager post is recruited.  
• The role will be reviewed after 12 months and if appropriate, the number of hours can be reduced to reflect business operations.  
• The MC agreed this proposal.

- 6135     UUEAS Group Income Protection Policy – Jackie Saville
- A proposal was received by the Head of HR to stop the above policy, thereby saving the premium of £25,949.55.
  - JAS suggested a small sum of the money saved be used to invest into the staff by way of arranging a couple of well-being events or putting it into skills development for student staff.
  - The MC requested clarification of this suggestion.
- 6136     AOB
- There were no issues raised.
- 6137     Date of next meeting
- Tuesday 20th August 2013  
Commencing 11:00am  
Boardroom, Union House