

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.



Minutes of the Student Officer Committee

2 May 2013

Summary

Key Discussions

- Holding a Launch Event for the Priority Campaigns Poll

Key Actions

- Election Timetables agreed
- Officers invited to presentations by candidates for Chief Executive
- S Bachelier and TA Ngo elected as Part Time Officer Trustees
- Concept of Launch Event for the Priority Campaigns Poll agreed, date to be decided at next meeting

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Voting Members present:

Emma Silk (Environment Officer), Ella Gilbert (Non Portfolio Officer), Joe Raynes (Non Portfolio Officer), Rachel Knott (Women's Officer), Freddie Meade (Non-Portfolio Officer), Tu An Ngo (International Officer), Sam Clark (Community and Student Rights Officer), Matthew Myles (Communications Officer), Sebastian Bachelier (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer), Joe Levell (Finance Officer), Daniel Delargy (Students with Disabilities Officer), Eunice Opare-Addo (Ethnic Minorities Officer).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker), R Rawle (Communications Officer Elect).

Apologies:

Lauren Sloan (Ethical Issues Officer), Josh Bowker (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

Chair welcomed E Opare-Addo as a new member of SOC.

939 Minutes of the meeting held on 25 April 2013

The minutes were agreed.

940 Action Log

Chair noted the completed actions.

J Levell noted he had uploaded details and sizes for **T-shirts and hoodies** and asked Officers to bring their measurements to next week's meeting and the uniforms would then be ordered.

J Levell noted there had been no progress as to the **Safe Room**.

J Levell reported, on the University **'Town Planning'** proposals that he had heard suggestions that the NatWest and Post Office premises

would be merged to provide a new site for Employability so this might mean Employability's present premises next to the Travel Shop would become vacant. He noted that the University were still committed to expenditure to improve the appearance of the Street with work to take place in the summer.

M Myles noted that, for the **Impact Report**, he had contacted the previous Part Time Officers to get them to detail their achievements over the previous year for inclusion in the Report.

S Clark noted he had investigated whether the **disciplinary procedure for repeat offenders** against unacceptable behaviour at LCR nights and one would be drafted based on that used by Essex SU.

SOC agreed that updates on the **Activities Hub** would be discontinued as its development was, essentially complete.

Chair noted that arrangements for **residential training** would be dealt with under AOB.

941 **Matters Arising**

There were none.

942 **Elections Timetable**

M Myles noted that he had had spoken to the FTOs elect and they were unanimously in favour of the options from last week: that nominations would open after Christmas, there would be two days of campaigning before voting (with campaigning opening on the Monday and voting opening on the Wednesday) and for keeping polling over the weekend with voting closing on the Monday. He noted that B Foday had expressed an interest in adding a weekend of campaigning before the Monday.

SOC agreed that nominations would open on Monday 13 January 2014.

SOC agreed that campaigning would commence on Monday 3 March and that voting would commence on Wednesday 5 March.

SOC agreed that voting would continue over the weekend and close on Monday 10 March.

Action

943 **Chief Executive Recruitment**

J Levell noted that adverts had now been placed both locally and nationwide.

He noted that the candidate interviews would be over two days: 21 and 22 May. He thought that the present and the past year's Officers would have an important part to play in the process and they were all invited to the presentations that the candidates would be making. He hoped that Officers would be able to also attend a meal with the candidates on the evening of 21 May.

He noted Officers who could not attend might email questions for the candidates.

He noted that it was hoped that the successful candidate would be appointed at the Trustee Board meeting scheduled for 23 May.

944 Part-Time Officer Trustees

T Moore advised that the Part-Time Officer Trustees would take up their position on 1 August.

Sebastian Bachelier (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer), Eunice Opare-Addo (Ethnic Minorities Officer) and Tu An Ngo (International Officer) put themselves forward themselves as candidates.

S Bachelier and TA Ngo were elected by their peers to serve as Part-Time Officer Trustees for the coming year.

Action

945 Union Handbook

M Myles noted he had posted on the Facebook page asking Officers to write a sentence for inclusion in the Handbook and noted that the deadline would be closing the next day.

M Myles noted that if Officers were unhappy with the photos for inclusion in the Handbook to post him a preferred photo before the deadline.

R Rawle, with permission of the Chair, suggested organising a Launch Event for the Priority Campaigns Poll (PCP) in order to provide speakers and literature to publicise and engage students in the Poll. She suggested that the event could take place along with the PCP in the second week of the standard academic year and the dates be included in the Handbook.

Chair noted that this would be the week when many postgraduate students would be arriving and this might be not be the best time to engage them.

SOC agreed to the concept of holding a launch event for the PCP but would delay a decision of when it should be held until the next meeting.

Action

946 University's Funding of the Union

M Myles reported that the Full Time Officers had met with University decision makers who had confirmed that discussions over the long-term funding model for UUEAS were still on-going and that a further meeting would be held the following week.

947 Any Other Business

J Levell noted that an **Employability Day** would be held on 14 and 15 May as a joint venture with Careers. He noted that the experience would be good for PTOs in terms of employability but also in offering a chance of talking to and engaging with students.

Chair suggested that Officers wear their Officer T-shirts.

J Levell noted that this would be up to Careers as this was a joint venture. He asked any Officers interested in taking part to contact him.

Action

J Levell reported that UUEAS had found an exciting new venue for **Residential Training** at a centre in Eaton which offered a great range

of activities including canoeing and rock climbing. He noted that the centre was used by Scouts and Guides and the sleeping arrangements were quite basic; so he asked Officers to bring their own sleeping bags or duvets.

He noted that the change to the new venue would result in a saving for UUEAS of £2,000 over the traditional hotel accommodation.

948 Time, Date and Place of Next Meeting

5 pm, Thursday 9 May in the Student Officer Centre and the Board Room.