

**Union of UEA Students Purpose:**

"To enrich the life of every UEA student"

**Minutes of the Student Officer Committee**

**24 October 2013**

**Summary**

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**Key Discussions**

- Campaigns and Training Budgets: financial reporting
- Officers' attendance at Union Council
- Reporting of Management Committee proceedings

**Key Actions**

- J Levell appointed Lead Delegate to NUS National Conference, B Foday appointed DRO for NUS Delegation Elections
- Agreed funding to send CSRO and three others to Muslim Women's Leadership training
- Agreed funding for refreshments for Officers on Tour events
- Formed sub-committee to make recommendations on Union Council Action Loc

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## Minutes of the Student Officer Committee

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### Voting Members present:

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio 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), Freddie Meade (Non-Portfolio Officer), Emma Silk (Environment Officer), Holly Staynor (LGBT+ Officer), Trevor Killeen (Mature Students Officer), Louise Withers Green (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

### Non-Voting Member present:

Jim Dickinson (Chief Executive).

### Chair

Joe Raynes (Non Portfolio Officer).

### In attendance:

Tony Moore (Representation Support Worker)

### Apologies:

Daniel Delargy (Students with Disabilities Officer), Rachel Knott (Women's Officer).

Chair noted that the 17 October had been cancelled.

### 1009 Minutes of the meeting held on 10 October 2013

The minutes were agreed.

### 1100 Action Log

**Safe Room:** B Foday reported she and R Knott had met with the Dean of Students and had very positive talks as to the provision of better Safe Room provision on campus.

**Faith Committee:** B Foday reported that she had completed the application for NUS funding aimed at strengthening inter-faith relationships on campus.

**Ethical Banking:** R Rawle noted she would be bringing a new policy

proposal to the 7 November meeting of Union Council.

**1011 Matters Arising**

There were none.

**1012 Election of DRO for NUS Delegate Elections**

J Levell noted that all four FTOs wished to attend Nation Conference and, therefore, it would be necessary to hold an election of a Lead Delegate from amongst the FTOs, as well as a DRO from the membership of SOC.

SOC agreed to this proposal and elected J Levell as Lead Delegate and B Foday as DRO, with H Staynor to assist the DRO. SOC agreed that B Foday would be able to attend National Conference as an observer.

**Action**

**1013 Muslim Women's Leadership Training**

B Foday noted that this would be the first event of its kind and she believed it important that UUEAS members be given the chance to attend. She noted the event was free but there would be accommodation and transport costs.

L Sloan argued that it was difficult for SOC to take decisions on funding requests when the committee did not have the up to date figures for the Training and the Campaigns Budgets.

SOC agreed to request that the updated figures for the Training and the Campaigns Budgets should be reported at each meeting.

**Action**

L Sloan wondered if the funding request was time sensitive. B Foday apologised that the date had not been included; she noted it was 13 November.

SOC agreed that to the funding request with the funding for B Foday's attendance to come from the Training Budget and that for the other members to come from the Campaigns Budget.

SOC agreed that 3 ordinary UUEAS members should attend with one member to be from ISOC and two from other self-defining Muslim women.

**1014 Union on Tour**

SOC agreed to this funding request and that it should come from the Campaigns Budget.

**1015 Officers' Attendance**

R Rawle noted the importance of Officers attending Union Council meetings as they needed to be able to hold themselves accountable to Council. She asked that, if Officers could not attend a meeting, that they send their apologies so the other Officers would be able to know which areas of SOC activities would need to be covered. She noted that Council had the power to no-confidence Officers and she believed that this had not been adequately explained or emphasised.

**1016 Officer Cooperation and Teamwork**

T Killeen asked that his item be considered at a future meeting due to the time constraints of the current meeting.

**1017 Officer Updates**

SOC agreed to R Rawle's proposal that Officers add their updates for tweeting at each meeting.

She noted she would post the UUEAS Social Media Policy for Officers on the SOC Facebook page.

**Action**

**1018 Officer Campaign Plans**

SOC agreed to R Rawle's proposal that Officers use the template to outline goals and action plans and agreed that Officers would complete both campaign goals and action plans by the 7 November meeting.

**Action**

**1019 Management Committee Minutes**

SOC received the minutes of the meetings held on 24 September and 11 October.

L Sloan expressed her concern as to the lateness of the minutes.

J Dickinson advised that there had been changes to staff servicing of Management Committee which had impacted on reporting.

SOC noted the importance of timely reporting from Management Committee and it was agreed that the FTOs would make a fortnightly verbal report to SOC as to the deliberations of Management Committee.

**Action**

L Sloan asked as to what issues were discussed in the Closed Session of Management. J Dickinson advised that these covered any staff issues that had to be discussed in confidence as required by the Staff Protocol and employment legislation.

**1020 Union Council Action Log**

SOC agreed that this item should be delegated to a sub-committee for consideration and for recommendations as to future action.

T A Ngo, R Rawle, L Sloan, T Killeen and J Raynes agreed to serve on the sub-committee.

**Action**

**1021 Any Other Business**

R Rawle asked Officers who had not, as yet, signed up for the Activism event to please do so.

Chair noted that the three campus trade unions would be taking part in industrial action on 31 October and that UUEAS had policy to support any students who might be disciplined for refusing to cross picket lines.

**1022 Time, Date and Place of Next Meeting**

5 pm, Thursday 31 October in the Board Room.