

**Union of UEA Students Purpose:**

"To enrich the life of every UEA student"

**Minutes of the Student Officer Committee**

**31 October 2013**

**Summary**

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**Key Discussions**

- Budget funding
- Provision of refreshments at UUEAS' events
- Attendance of members of Trustee Board Sub-Committees at full Board meetings
- Decision making process as to the 'What If' consultation

**Key Actions**

- Chief Executive requested to provide briefing on funding and financial reporting
- Officers asked to sign lobbying letter to the University on Ethical Investment
- Agreed funding only for coffee, tea and biscuits for Course Reps Conference provision of other refreshments deemed inappropriate
- Formed sub-committee to make recommendations on Union Council Action Loc

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### Voting Members present:

Ella Gilbert (Non Portfolio Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Rosie Rawle (Communications Officer), Emma Silk (Environment Officer), Holly Staynor (LGBT+ Officer), Rachel Knott (Women's Officer) Kimberley Hirst-Jones (Postgraduate Officer).

### Chair

Trevor Killeen (Mature Students Officer).

### In attendance:

Tony Moore (Representation Support Worker)

### Apologies:

Joe Raynes (Non Portfolio Officer), Sebastian Bachelier (Non Portfolio Officer), Louise Withers Green (Academic Officer), Bintu Foday (Community and Student Rights Officer), Joe Levell (Finance Officer), Tu An Ngo (International Officer), Freddie Meade (Non-Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Jim Dickinson (Chief Executive).

### 1023 Minutes of the meeting held on 24 October 2013

The minutes were agreed.

### 1024 Action Log

**Safe Room:** R Knott reported she and the Community and Student Rights Officer had had an extremely productive meeting with the Dean of Students in which the University had agreed to address all the key concerns raised by UUEAS. She noted that the Community and Student Rights Officer would be producing a publicity leaflet for the service.

**Faith Committee:** SOC noted that the NUS funding had been obtained.

**Ethical Banking:** R Rawle noted she would be bringing a new policy proposal to the 21 November meeting of Union Council.

**Social Media Policy:** R Rawle noted she had uploaded this to the SOC Facebook page.

**1025 Matters Arising**

There were none.

**1026 Budget Update**

SOC noted the overall figures for the Training and Campaigns Budgets.

L Sloan noted her concerns, in view of the cuts being made in other areas of UUEAS, as to the funding for these Budgets. She asked, in particular, as to where the £1,200 that had been found to fund the People and Planet Activists' training would come from.

SOC agreed to the Chair's suggestion that the Chief Executive be asked to provide a briefing on funding and financial reporting.

**Action**

**1027 Officer Cooperation and Teamwork**

Chair noted that his item would be considered at a future meeting due to the time constraints and level of attendance at this meeting'.

**1028 Lobbying Letter on Ethical Investment**

E Silk drew Officers' attention to the draft letter to the Vice-Chancellor that she would like individual Officers to sign. She noted that there were some minor typos that would be changed.

SOC agree that this should be an open letter and should be publicised.

SOC asked all Officers to read the letter and to sign it, if they wished to endorse it, in time for the next SOC meeting.

**Action**

**1029 Course Rep Conference**

Chair noted that the event would take place on 23 November and that the major part of the funding was for vouchers so the numbers attending the conference would not be an issue.

R Rawle wondered why the funding did not come from the Representation Budget.

L Sloan noted her concerns over UUEAS funding food at conferences; she noted that when she attended a conference she did not expect the organisers to provide food.

SOC agreed that teas, coffee, squash and biscuits should be provided and that funding for the event should be limited to £30.

**Action**

**1030 Terms of Reference of Trustee Board Sub-Committees**

R Rawle noted that the Chief Executive would like the Councillors elected to the Trustee Board Sub-Committees to be invited to the full Board meeting on 16 November. She believed this might be unhelpful as it could 'muddy the water' and confuse the Councillors about their

role. She noted that Councillors had stood for election specifically to the Sub-Committees in order to undertake a particularly defined role. She thought it important that the Sub-Committee met separately from the main Board and that the meetings be minuted.

SOC agreed to Chair's suggestion to postpone consideration of this matter until the following meeting due to the absence of the Chief Executive and several Officers at the current meeting.

L Sloan requested that no changes be made to the functions of the Sub-Committees before the matter was formally considered at the 7 November meeting.

#### **Action**

#### **1031 What if?**

R Rawle noted that UUEAS would be running a major consultation with the members as to how to improve its buildings and services and she urged Officers to get involved and to sign up for a space in the consultation timetable.

L Sloan reported that the Food Co-op and VegBox stalls had been moved without any prior consultation to make way for the 'What If' material and she believed this had affected their current sales.

R Rawle made a formal request for a detailed briefing on where the money would come from for the consultation and for any suggested improvements.

#### **Action**

She noted that, due to budgetary constraints during the summer, she had not been allowed to print some small posters and she wondered as to how the situation had changed since then.

Chair raised his concerns that SOC had only been briefed about the consultation at the last moment and had had no input into process. He believed that, once again, Part-Time Officers had been excluded from the decision making process.

R Rawle noted that the decision to launch the consultation had not been taken at Management Committee or any other meeting where minutes had been taken.

#### **1032 Union Council Action Log**

R Rawle noted that the Council Sub-Committee had met and had set action points and deadlines for the implementation of policy. She noted she had met with UUEAS managers over allocation of the action points.

#### **1033 Management Committee Minutes**

SOC received the minutes without comment.

#### **1034 Any Other Business**

R Rawle reported a UUEAS member had asked her to raise the matter of attendance at the Students' People's Assembly. She noted that UUEAS' attendance at this event was covered by UUEAS policy. E Gilbert noted she would be attending this event in a personal candidate and she was prepared to act as the UUEAS delegate.

**1035 Time, Date and Place of Next Meeting**  
5 pm, Thursday 7 November in the Board Room.