



## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 23 July 2015, at 3.00pm, in room NH208.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences (SHLS)

Neil Alexander, Vice President School of Engineering and Built Environment (SEBE)

John Gaughan, Vice President Glasgow School for Business and Society (GSBS)

David Carse, Chief Executive (Clerk)

### 1. **Apologies**

None.

### 2. **Previous Minutes**

The Vice President GSBS confirmed that the previous minutes of the Executive Committee meeting held on 27<sup>th</sup> May 2015 were accurate.

### 3. **Matters Arising**

#### 3.1 **Timetabling Policy**

The Student President has been sitting on a GCU Short Life Working Group on Timetabling. Anticipated outputs from this committee is a Timetable Policy refresh, timetables available earlier for students and timetables available for the whole academic year, instead of just by Trimester. The Student President advised that Senate has approved a 12 week teaching block for Trimester 2, instead of 11 weeks, and removing the inter-trimester break between Trimester 1 and 2 and a shorter exam period to accommodate this. The Student President said that these changes had been approved by the previous Executive Committee.

#### 3.2 **Written and Video Blogs**

The Student President said that the statistics from the Communications and Media Co-ordinator has shown a drop in views of the Full Time Officer video blogs in Trimester 2 (2014/15) and that a discussion should be had on whether to return to written blogs. The Student President said that this would be discussed by the Full Time Officers as part of the development of the Student Engagement Plan for 2015/16. **Action: Full Time Officers.**

#### 4. **Second Floor Usage**

The Chief Executive informed the Executive Committee that a consultation will open with staff shortly on proposed staff office moves. He explained to the Full Time Officers that they would want to consider whether they stayed working in the open plan area or moved into an office. He also added that it was very likely that the Women's Group would need to move location and working within current Student Voice policy. He asked that Officers contributed to this consultation and in particular their views on the use of the open plan space.

#### 5. **Glasgow Student Forum**

The Student President provided the context to the Glasgow Student Forum for other members and explained that it consists of student representatives from all the further and higher education providers in Glasgow. He added that the Presidents are meeting on the 24<sup>th</sup> July 2015 to scope out how it might run and that a meeting open to all student representatives would take place at GCU Students' Association on 7<sup>th</sup> August 2015. He envisaged at this time that there would be three streams of work.

#### 6. **School Colours and Acronyms on Full Time Officers Clothing**

The committee discussed the value of allocating a colour, from the Students' Association brand, to each of the academic schools on the GCU Glasgow Campus. The rationale discussed was whether this would help students who primarily associate only at programme level to feel a belonging at a school level. Discussion took place on the colours (orange, blue and pink) and whether there were any problems with the colours, such as gender re-enforcement. A discussion also took place on whether the academic schools would support their colour. The Chief Executive encouraged a discussion with each academic school, the Communications and Media Co-ordinator and GCU Marketing Department to seek their input. The Executive Committee decided that they felt this was a good idea and due to time pressures on the turnaround on ordering clothing decided that GSBS would be orange, SHLS would be blue and SEBE would be pink.

The committee then discussed their Full Time Officer Clothing (hoodies and polo shirts) and how best to brand these so that they are recognised by the membership. A discussion took place on students understanding the school acronyms. It was decided to get designs done to look at various options in order to make a decision.

**Action: Vice President SEBE.**

#### 7. **NUS Plan of Work**

The Student President informed the committee that NUS Scotland representatives would be visiting GCU Students' Association on 10<sup>th</sup> August 2015 to discuss their Plan of Work and what streams the Students' Association could get involved with. The Student President encouraged all members to read the Plan of Work in advance of the meeting.

#### 8. **Bar Agreement**

The Executive Committee confirmed that Malones would be our preferred Bar for 2015/16 after negotiations with various bars across Glasgow, after Walkabout were unable to provide this service for this academic year due to refurbishments.

The Vice President SEBE asked about Freshers Week and it was confirmed that Malones, Campus and our preferred Nighclubs (Bamboo and Kokomo) would all provide events. It was confirmed that the Students' Association would only be working with Campus during Freshers Week (i.e. two events). He asked that the acts for Campus be confirmed in writing as he felt there was currently some confusion over the current acts. The Vice President GSBS and Chair of the Freshers Committee agreed to speak to the Activities Manager about this. **Action: Vice President GSBS.**

#### 9. **Community Councils**

The Student President advised the committee that the Students' Association currently represents our students at two local community councils, namely Townhead and Ladywell Community Council and Merchant City and Trongate Community Council. He added that there was a potential in the future to start a community council within the ward that the Students' Association was located. It was decided that the Vice President GSBS would attend the Merchant City and Trongate Community Council. It was agreed that the attendee of the Townhead and Ladywell Community Council would be decided after the dates of meetings was established. **Action: Clerk.**

#### 10. **Wednesday Afternoons Free for Activities**

The Student President advised that due to the Heart of Campus Project that there is the potential for more programmes to run classes on a Wednesday afternoon due to a shortage of classrooms available during the construction and this would affect some students being involved in activities, in particular sports clubs. The Vice President SEBE said that he felt that the Students' Association should take a stance of this and argue for this not to be the case. The Vice President GSBS explored with the committee that the university might suggest earlier or later classes if they could not use Wednesday afternoons. The Chief Executive said he would provide the Vice President SEBE with the current policy approved by Senate. **Action: Chief Executive.** The Vice President SEBE said he would review the current and proposed policy and establish if it should be taken further. **Action: Vice President SEBE.**

#### 11. **Full Time Officers Report**

It was decided that no update would be given due to the time pressures on the meeting.

#### 12. **Lecture Shouts**

This item was not discussed due to time pressures on the meeting.

13. **Written Blogs and Video Blogs**

This item was discussed under matters arising 3.2.

14. **Communications**

This item was not discussed as the Communications and Media Co-ordinator was on annual leave.

15. **AOCB**

15.1 **Life Membership**

The Executive Committee approved the Life Membership of Lee McKoewn, subject to confirming that he studied at GCU.

15.2 **Safe Taxis Scheme**

The Student President said that he has been working with GCU and Strathclyde Union on a Safe Taxis Scheme for students and discussed the paper presented. He explained that he has met with the Finance Manager and Representation and Advice Manager on the operational aspects. He further explained how the system would work. The Executive Committee agreed to unanimously approve the introduction of the scheme.

15.3 **Enhancement Themes Committees**

The Student President asked who would like to sit on the GCU Enhancement Themes Committee and the Student Network. It was agreed that the Vice President GSBS and Vice President GSBS would sit on the institutional team and all Officers sit on the Student Network.

*The meeting closed at 4:28pm.*

## **EXECUTIVE COMMITTEE MEETING**

Minutes of the Executive Committee meeting held on Tuesday, 11 August 2015, at 11.00am, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences (SHLS)

Neil Alexander, Vice President School of Engineering and Built Environment (SEBE)

John Gaughan, Vice President Glasgow School for Business and Society (GSBS)

David Carse, Chief Executive

Kevin Ward, Democracy and Campaigns Adviser (Item 1-4 only)

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

None.

### **2. Previous Minutes**

All the Full Time Officers confirmed that the previous minutes of the Executive Committee meeting held on 23 July 2015 were accurate.

### **3. Matters Arising**

#### **3.1 Written and Video Blogs**

The Vice President SHLS commented that she was in the process of writing her first blog which would be posted on the website shortly.

The Chief Executive gave an update on the NUS Digital Platform and Single Sign On and Shibboleth. He confirmed that the Data Sharing Agreement is now in place with GCU and a Data Processing Agreement is in place between GCU, NUS and the Students' Association. The Chief Executive explains that GCU Information Services have a deadline of 31<sup>st</sup> August 2015 to allow students to sign into our website using their GCU username and password. The Chief Executive added that preparations are on-going to have the website set-up in time for new students starting and for the additional functionality now available.

#### **3.2 School Colours and Acronyms on Full Time Officers Clothing**

The clothing order from Raging Bull (hoodies and polo shirts) for the Full Time Officers has been placed and each school has a specific colour. The designs include school acronyms along the arm of the hoodies.

### 3.3 **Bar Agreement**

S Club 7 have been confirmed as one of the acts for Freshers' Week and the bar agreement for Malones has been confirmed.

### 3.4 **Community Councils**

The Full Time Officers received the dates of the Community Councils from the Clerk. The Vice President SHLS apologised that she could not make the first meeting scheduled to Townhead and Ladywell Community Council. The Democracy and Campaigns Adviser commented that there was another Community Council in our catchment area that the Full Time Officers could attend and that he would provide the Clerk with the details after the meeting. **Action: DCA.** The Full Time Officers agreed to attend one Community Council a month. The President will continue to attend Merchant City and Trongate Community Council. The Vice President SHLS will attend Townhead and Ladywell Community Council and it is to be decided between the Vice President GSBS and Vice President SEBE who will attend the remaining Community Council. The Clerk will confirm the name of the remaining Community Council. **Action: Clerk**

*Kevin Ward left the meeting at 11.25am.*

### 3.5 **Wednesday Afternoons Free for Activities**

The Vice President SEBE said he had not had the time to follow up and review the current and proposed policy and that he would bring this item back to the next Executive Committee. **Action: Vice President SEBE.** The Democracy and Campaigns Adviser said he would forward the Vice President SEBE a link to all the Senate Minutes which include the current policy. **Action: DCA.**

## 4. **Governance Structure**

The Democracy and Campaigns Adviser updated the committee on the amended Governance Structure, in line with the current by-laws. New additions to the structure included (1) Ethical and Environmental Committee, (2) Education Committee (SAGE), with (3) Liberation and Representation Groups now feeding into the Education Committee and Wellbeing Committee. The rest of the structure is as it was before. The Vice President SEBE commented that it would have been useful to have had the old structure in hard copy to compare it to the new structure whilst discussing it.

## 5. **HR Issues**

5.1 The Committee discussed the reason behind the Full Time Officers working hours being recorded and explained that they felt this had the potential to create an unhealthy approach to work/life balance. The Chief Executive explained that the Full Time Officers hours used to go to Student Voice for approval but that this is no longer the case. He explained that he did not think there was a business reason for this to continue and would stop with immediate effect. **Action: Chief Executive.**

**[Clerks Note: The system of logging the Full Time Officers hours to cease with immediate effect].**

- 5.2 Members of the Committee asked about Special Leave for bereavement and for graduation. The Chief Executive explained that it would not be appropriate to discuss individuals HR issues at Executive Committee meetings and they should come and speak to him directly. He however explained that the Supporting Families Policy, that included information about when Special Leave would be granted for bereavement, had been approved by the Trustee Board. He explained that the Special Leave for graduation was a more complicated issue as it was previously given to Full Time Officers as a gesture of goodwill but when it was discovered that this was not the same situation for other staff who were graduating, that it had been removed to ensure consistency. He explained that the decision had been previously communicated to all staff. The Student President commented that there should have been a consultation with the Full Time Officers prior to the change to the policy. The Chief Executive explained that no member of staff was consulted over this issue. The Chief Executive did however note the feedback received.
- 5.3 The Chief Executive was asked when NUS would be facilitating the Full Time Officer Team and Individual Objectives. The Chief Executive explained that this had been planned for August but apologised that a specific date had not yet been set. **Action: Chief Executive. [Clerks Note: This date has been confirmed for Friday 4<sup>th</sup> September].**

## 6. **Student Leaders Refresh**

The Vice President GSBS discussed his plans for refreshing the Student Leaders Programme which involves making the Advance Level more challenging and exploring opening the programme to all GCU students and not just students that volunteer. The Chief Executive explained that the Student Leaders Programme Steering Committee had in previous years discussed opening the programme wider to all students but that this had been discounted. The Chief Executive asked the Vice President GSBS to be mindful of the current feedback from the Student Leaders Programme Steering Committee and the Students' Association involvement in the Erasmus + Project in taking forward any changes. The Student President asked for a paper to be brought to the Executive Committee for discussion that included the minutes of the Steering Committee. **Action: Vice President GSBS.**

## 7. **Study Abroad Survey**

The Vice President SEBE presented a paper and discussed the background and proposal to take forward his survey, via Survey Monkey, with an incentive to win a £50 voucher for Amazon. The Survey will be based on Study Abroad opportunities within GCU. The Full Time Officers asked if any similar previous surveys had been carried out and the Vice President SEBE responded that a survey called Going Global has been carried out by NUS but this focused mainly on employability. The Student President asked to bear in mind the overuse of surveys. The Full Time Officers commented that the Vice President SEBE should contact the schools to let them

know what he is doing, if he had not done so already. The VP SEBE responded that he had contacted the Study Abroad Team who has already responded to him. The Vice President SHLS said to have a question in the survey asking what school the student is from as well as asking about accessibility issues. The VP SEBE responded that accessibility issues were covered in the survey. A vote was taken to support the survey and all the Full Time Officers agreed. Vote: Unanimous.

- 7.1 The Vice President GSBS commented that under provision he would support the Vice President SEBE if he liaised with the Democracy and Campaigns Adviser in relation to his survey to get some support and feedback. The VP SEBE said he would forward the completed survey to his fellow Full Time Officers when the survey goes live.  
**Action: Vice President SEBE.**

## 8. Call for NUS National Ballot

- 8.1 The Student President discussed an email he received from the Vice President Voice, from Surrey University, in connection with National Union of Students (NUS) banning all Coca-Cola products from sale to students' unions, in protest at the company's allegedly unethical practices and states that the decision to ban Coca-Cola by NUS should be made by the membership and a National Ballot has been called to answer the following question "Should the power to hold a national boycott require a national referendum of all constituent members". It is one vote per member and GCU Students' Association is a single member. An anonymous decision was agreed by all Full Time Officers that a National Ballot should be called to answer the question.
- 8.2 Following the cancellation of the Sections Conference last year, the Scottish Executive Committee (SEC), for NUS Scotland, decided to approach individuals to fill the vacant positions. As this process took place without consultation, and the SEC is the body responsible for holding the elected officers to account. For a significant proportion of this body to select without any open and transparent process, the Executive Committee was unanimous in its support to express its disappointment in this move.

## 9. Full Time Officers Reports

### 9.1 Vice President GSBS

- The Vice President GSBS met with the Dean of GSBS and had brief meeting discussion on a proposal for a one hour seminar for Programme Leaders on engaging with Class Representatives. He encouraged all Vice President to arrange this activity within their schools and would circulate the proposal.  
**Action: Vice President GSBS.** Also, there will be a Class Representative handbook created.
- A summer catch up has been arranged with the Vice President GSBS, the Dean and Associate Dean Learning Teaching & Quality, within GSBS, to establish what groups need to be set up and to look at a draft plan of work for the year and to set a date and location of the school conference and co-ordinate diaries. The Vice President GSSB asked for School Conferences to be

added to the agenda at the next Executive Committee in order to try and ensure consistency across the schools. The Chief Executive suggested that the Democracy and Campaigns Adviser attend this item to ensure staff support.

**Action: Clerk.**

- The Vice President GSBS is speaking to the Dean to intervene now and stop any future problems in relation to Taught Postgraduate School Officer position at school and university level.
- The Vice President GSBS is looking at a residential training for the School Officers.

## 9.2 Vice President SHLS

- The Vice President SHLS met with Kevin McGee, GCU Assistant Academic Registrar (Student Records), regarding the GCU Student Registration and how information about disability is worded, collected and used, so that students feel comfortable with submitting this information.
- The Vice President SHLS has scheduled dates for her Wellbeing Campaigns: Personal Safety (Oct 2015); Mental Health (Nov/Dec 2015); Sexual Health Campaign (Trimester 2).
- The Vice President SHLS is still waiting for the SHLS Strategy from Vince McKay, Dean of SHLS.
- A School Officer presentation is being held by the Vice President SHLS on Friday, 14 August as part of an introduction to them.
- The Vice President SHLS has written a blog about her transition from being a student to a Full Time Officer.
- Work on Freshers' Week 'Greenfields' event on Thursday, 17 September is underway with a wellbeing stall, an art space, buskers and a face painter all included.
- The Vice President SHLS is speaking with Mr Gerry Milne, GCU Chief Financial Officer & VP Infrastructure, Finance & Infrastructure, about funding for hoodies and t-shirts for Wellbeing Volunteers.
- The Vice President SHLS is currently liaising with GCU regarding the installation of the Smoking Shelters.

## 9.3 Vice President SEBE

- The Vice President SEBE has been working on the Study Abroad Survey and the survey has yet to be finalised.
- A meet and greet has taken place with the two School Officers for SEBE, who are Goodness Wanda and Mark Welsh. A third officer has to be confirmed for construction and surveying.
- The Vice President SEBE met with the CCIS and engineering leads. Along with Professor Ian Cameron, Dean for SEBE, the Vice President SEBE is looking to build a network with students from the school through using social media.
- The Vice President SEBE has spoken to the School Officers and the Dean and Associate Dean of Teaching and Learning of SEBE about the planning of the 3<sup>rd</sup> school conference.

- The Vice President SEBE is reviewing how planning is carried out for all sports activities.
- The VP SEBE received a copy of the SEBE School Strategy and a copy of the ELISR report for Computer, Communications and Interactive Systems (CCIS).

#### 9.4 Student President

- The Student President gave an update on the Heart of Campus. The downstairs area of the George Moore building with the new restaurant will open in September. The new landscaping in the Saltire Courtyard Gardens has finished. The ramp at the front to the Saltire will be removed around December with access will then be from the ground floor entrance. The front end of the George Moore building will be complete by the end of November 2015. Once the refurbishment is complete in the George Moore building the President will arrange for a tour for the Full Time Officers. The Student President asked the Vice President GSBS to attend the next Heart of Campus meeting on his behalf. **Action: Vice President GSBS.** The Full Time Officers raised concern about building work noise and when this would happen. The Vice President GSBS said he would speak to Professor Toni Hilton about the noise disruption as the noise will affect the students at exam time. **Action: Vice President GSBS.**
- Money has been received from the Graduate School which will help pay for the three Postgraduate Research Representatives per department, Department Officers (£100 per trimester), School Officers for each school (£150 per trimester) and £50.00 for the overlapping trimester.
- The Student President commented on a pilot process for employment on campus next trimester and said he would forward the project proposal to the rest of the Full Time Officers. **Action: Student President.**
- The Glasgow Student Forum was held on Friday, 7 August. The feedback received was good and three themes came out of the discussions to take forward. The Students' Association would take forward the organising of the Forum.
- Trustee board interviews have been carried out and there is now a full Trustee Board. Training for Trustee members will be a one day induction on the basics and then a later date, over a weekend, on the strategy, later in the year.
- The Student President congratulated all Officers, Staff and Volunteers in the Students' Association maintaining a 70% score for the National Student Survey.
- Full Time Officers were asked to keep diaries free for Freshers' Week.
- Freshers Band sales are up from this time last year so far. The Full Time Officers raised concern about having two queues outside Campus. The Vice President GSBS said he would raise the issue with the Activities Manager.

#### 10. AOCB

- 10.1 Chris Daisley has offered to take some pictures one afternoon of the Full Time Officers so they have some more pictures available to add to the bank of pictures.

The Full Time Officers thanked Chris and said that it would be good to get the pictures once they had received their new clothing from Raging Bull. The Student President asked the Executive Assistant to contact Chris to organise. **Action: Clerk.**

- 10.2 The Vice President SHLS will chair the next Executive Meeting as the Student President is in Palestine.

*The meeting closed at 12:30pm.*

***Date of next meeting  
Tuesday, 25 August 2015, at 1.00pm, Room NH209***

*Please send any agenda items to the Executive Assistant by 12 noon on  
Thursday, 20 August 2015. Papers will be circulated by 12 noon on Friday, 21 August 2015.*



## **EMERGENCY EXECUTIVE COMMITTEE MEETING**

Minutes of the Executive Committee meeting held on Friday, 21 August 2015, at 2.00pm, in room NH214.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences (SHLS)

Neil Alexander, Vice President School of Engineering and Built Environment (SEBE)

John Gaughan, Vice President Glasgow School for Business and Society (GSBS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. The Student President said he called the Emergency Executive Committee meeting to discuss concerns about the new office moves scheduled to take place next week and that he will be out of the office next week hence why the meeting had been called. The Student President said that he had also received feedback from some students who were uncomfortable about some aspects of the consultation process. The Student President commented that he felt open plan working was the better option for the new office layout.
2. The VP SEBE commented on the consultation process for the new office layout and that he was confused about the process. The VP SEBE said he had a lot on both internally with work and externally and that he had been distracted and was confused about the consultation process.
3. The Student President said that the Women's Group commented that they thought they were under the assumption they would have been consulted on their office move. The Women's Group felt that they had been told they were moving rather than being asked and that it was not a consultation.
4. The Student President handed out an email from the Societies Chair who has raised concern about the new office layout and lack of meeting space for students and general concerns about the move and that a student opinion should have been sought. The VP SEBE agreed about the lack of meeting room space and that once Edit and Radio Caley are back there will be not be enough meeting spaces left.
5. The Student President said that as an Executive Committee they were here to represent student's needs, to be their voice and to speak for the best interests of the organisations functions. The Student President said that the Full Time Officers had concerns about the office move and would not be supportive of it as it stands.

6. The Student President and the VP GSBS both agreed that having staff out sitting next to them in the open plan area was helpful in creating support and having staff support to bounce ideas off of as well as learning from them about previous roles they may have had and how to apply those processes etc.
7. The VP GBSS said that there had been conversations last year about the noise levels from the open plan area but since then there has not been any discussion about working practices. The VP GSBS added that as a requirement there should have been an option of open plan working in the consultation. The VP GSBS and Student President commented that their concerns are for the long term benefit of students and it is important to have these discussions and consultation and to be brought together and to support this more. At the moment the Student President said they were not comfortable with the policy on office moves in the Students' Association.
8. The VP SEBE said that open plan would have been a good option but it was not there to select as an option. As a choice the VP SEBE was in favour of open plan and it would have been good to have as an option for people to feedback on and that some people would not have been aware that this was an option.
9. The Student President asked the Chief Executive for his comments. The Chief Executive responded that he had listened to all that had been said and that he would go away and think about it but that he had no answer at the moment and he had been advised not to respond.
- 9.1 The Chief Executive said that he had listened to all the Full Time Officers apart from the VP SHLS who had not commented. The VP SHLS commented she did not have a lot of experience in an open plan office and felt she did not have any input to say and felt due to this it was not her place to say anything as she did not know enough about it due to being absent for the duration of the consultation period due to staff training and being in Africa.
10. The VP SEBE said that there was the choice of one or two options and his initial reaction was there are only two options and he did not feel any communication or feedback processes were in places.
11. The VP GSBS said that the Liberation Groups were not consulted and told that this was happening and they are key stakeholders with office space and should have undergone consultation. The room they have been given may not be appropriate to their needs and should have undergone consultation and asked where is the sense of community. Previously, the Liberation Groups had the best room on level 2 and now have a very different room with no natural light or a window. The VP GSBS commented that he thought the Liberation Groups would have got an email asking them for feedback around the consultation process for the office move. The VP SEBE commented that because the Liberation Groups got a different version of the consultation that it was not equal. The VP SEBE commented that the safe space is for all and not just for the Women's Group and so the consultation should have been wider. The VP GSBS agreed with the VP SEBE that there had been no sufficient student input.

12. The Chief Executive asked the Full Time Officers if they wished to continue discussions without him which they responded that they will continue the meeting and the Chief Executive removed himself from the meeting room.

*The Chief Executive left NH214 at 2.20pm.*

13. The Clerk was asked to remove herself from the room to let the Full Time Officers discuss further.
- 13.1 The Chair asked to park proceedings whilst advice was sought from NUS prior to voting.

*The Clerk left NH214 at 2.25pm.*

*The meeting continued at 4.30pm with all four Full Time Officers and the Clerk in attendance.*

14. The Full Time Officers discussed taking a vote on the Executive Committee asking for the office move to be postponed with further consultation and transparency processes in place which includes all relevant parties, such as staff, Full Time Officers and student groups and to be with the full Executive Team present. **Vote: Unanimous.** The meeting was adjourned.

*The Clerk left NH214 at 4.33pm.*

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 28 August 2015, at 3:05pm, in room NH208.

### In Attendance:

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences (SHLS)

Neil Alexander, Vice President School of Engineering and Built Environment (SEBE)

John Gaughan, Vice President Glasgow School for Business and Society (GSBS)

Kevin Ward, Student Voice Team Leader (Item 4, 9,10,14 & 16 )

Gordon McTweed, Activities Manager (Item 16)

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

None.

### 2. **Previous Minutes – 11 August 2015 & 21 August 2015**

#### **11 August 2015 – Executive Committee Minutes**

2.1 Point 5.1 (HR Issues) – ‘The Chief Executive explained that the Full Time Officers hours used to go to Student Voice for approval but that this is no longer the case. He explained that ‘he did not feel’ (amended to read ‘he did not think’) there was a business reason for this to continue and would stop with immediate effect’.

2.2 Point 5.2 (HR Issues) – ‘He explained that the decision had been communicated to all staff in December 2014’. The Clerk was asked to check this date as the Full Time Officers did not remember it from the meeting and for the date to be removed if not detailed in the notes taken by the Clerk.

2.3 Point 7 (Study Abroad Survey) – As per a request from the VP SEBE, the text below was submitted. ‘The VP SEBE responded that he had contacted the Study Abroad Team who has already responded to him. The Vice President SHLS said to have a question in the survey asking what school the student is from as well as asking about accessibility issues. The VP SEBE responded that accessibility issues were covered in the survey. A vote was taken to support the survey and all the Full Time Officers agreed. Vote: Unanimous.’

2.4 Point 9.3 (VP SEBE) - As per a request from the VP SEBE, the text below was submitted ‘The VP SEBE received a copy of the SEBE School Strategy and a copy of the ELISR report for Computer, Communications and Interactive Systems (CCIS)’.

#### **21 August 2015 – Emergency Executive Committee Minutes**

2.5 Point 7 - As per a request from the VP GSBS, the text below was submitted. ‘The VP GSBS added that as a requirement there should have been an option of open plan working in the consultation’.

- 2.6 Point 8 - As per a request from the VP SEBE, the text below was amended 'The VP SEBE said that open plan would have been a good option but it was not there as a choice and that he was in favour of open plan' (amended to read 'As a choice the VP SEBE was in favour of open plan').
- 2.7 Point 9 - 'The VP School of Health and Life Sciences who had not commented but said that she did not have a lot of experience in an open plan office and felt she did not have any input to say and felt due to this it was not her place to say anything as she did not know enough about it' (amended to read 'The VP SHLS commented she did not have a lot of experience in an open plan office and felt she did not have any input to say and felt due to this it was not her place to say anything as she did not know enough about it due to being absent for the duration of the consultation period due to staff training and being in Africa.')
- 2.8 Point 11 - As per a request from the VP GSBS, the text below was submitted. 'The VP GSBS commented that because the Liberation Groups got a different version of the consultation that it was not equal.'
- 2.9 Point 11 - As per a request from the VP SEBE, the text below was amended. The VP GSBS agreed with the VP SEBE that there had been no student input (amended to read 'no sufficient student input').
- 2.10 Point 13 - As per a request from the SP, the text below was submitted. 'The Chair asked to park proceedings whilst advice was sought from NUS prior to voting.'
- 2.11 Point 14 - The Clerk was asked to remove herself from the meeting for the Full Time Officers to have further discussions (amended to read 'The meeting was adjourned.')
- 2.12 The SP said that once the above amendments have been made the Full Time Officers will check over the amended minutes at the next Executive Committee meeting for approval.

### 3. **Matters Arising**

#### 3.1 **Community Councils**

The Clerk confirmed that the Student Voice Team Leader had given her the name of the remaining Community Council which was Garnethill Community Council and that all the dates of the Community Councils have been scheduled for the rest of the year.

#### 3.2 **Wednesday Afternoons Free For Activities**

The VP SEBE said he had received the current and proposed policy approved by Senate. The VP SEBE said he will get in touch with timetabling about what courses are currently held on a Wednesday afternoon and he will liaise with the Student Voice Team Leader to see if he can help out if timetabling can't. The Student

President recommended the VP SEBE speak to June Barton, Central Timetabling Manager. **Action: VP SEBE**

### 3.3 **HR Issues**

The Full Time Officers no longer log their working hours as there was no business reason for this to continue.

### 3.4 **NUS – Full Time Officers Team & Individual Objectives**

The Full Time Officers and NUS will meet on Friday, 4 September, from 9 – 12pm, to go through the team contract and objectives.

### 3.5 **Study Abroad Survey**

The VP SEBE spoke to the Student Voice Team Leader who gave information and advice about running the survey in Trimester 1 and the VP SEBE will look further at the information and statistics given to help inform the questions for the survey.

### 3.6 **School Conferences**

School Conferences will be added to the next agenda for discussions. **Action: Clerk**

### 3.7 **Heart of Campus**

The VP GSBS attended the most recent Heart of Campus meeting in place of the Student President. The VP GSBS said that both he and GSBS Dean, Toni Hilton, raised an issue of signage relating to noise levels during exam time. The VP SEBE will attend the next Heart of Campus meeting.

### 3.8 **Student Employment Pilot**

The Student President will forward a draft paper about a Student Employment Pilot at the next Executive Meeting. **Action: Student President.**

### 3.9 **Full Time Officer Photo-shoot**

The Clerk said she has phoned Chris Daisley to let him know that there has been a delay with the Full Time Officers clothing and once the order has been received she will contact Chris again to schedule a time for the photo-shoot.

## 4. **School Conferences**

4.1 The Student Voice Team Leader gave some key tips for organising a school conference which included the following:-

- Get a date agreed now for the middle of trimester 1 for when the school conference should be. The recommended dates to have a conference are anytime from week 5 – 8. The very latest date would be week 9.

- Set the agenda with the school and the School Officers.
- Work in partnership and talk over the agenda and process for the day.
- Have the conference student led with the School Officers.
- Have the conference on campus if possible as this works best. The CEE building is a good recommendation. A005 is not a good choice of room to use.
- Have a commitment from the school to pay upfront and have catering, conference packs and staff support all in place beforehand.
- Check the three school conference dates don't clash as this will have an impact on staff support time.

4.2 The Student Voice Team Leader commented if any school conferences run between week 3 – 6 then they will clash with Class Representative Training.

4.3 The Student Voice Team Leader said that the Student Voice Co-ordinators will help out with the conference and with the school too.

4.4 The Student Voice Team Leader discussed having a Class Representative Conference and that there is £500/£600 available for possibly a half day event of some sort.

4.5 The Student Voice Team Leader recommended that all the Full Time Officers speak to their Learning Teaching and Quality contacts within their schools as they can help them.

## 5. **Students Leaders Proposal**

5.1 The VP GSBS said that there were significant changes to the Students Leaders Programme and that one of the proposed key changes was opening up participation of the programme to students who are not volunteers. The VP GSBS talked through the refresh of the Students Leaders proposal and that the proposal was requesting £600 from the Executive budget (£1,500.00 per year) in order to introduce payment for Leadership Development Volunteers which is part voluntary, part paid role for students who have completed advance level of the Students Leaders Programme. The VP GSBS talked about reputational risk and backlash for not paying the students as the positions discussed on campus are not free internship but employability on campus.

5.2 Discussions focussed on Appendix 1 of the proposal and asking the VP GSBS for the breakdown of the budget. The VP SHLS commented that £600 was a lot from out of the Executive budget. The Student President responded that no Executive Committee has ever spent their entire budget before. The VP SEBE said that it was cause for concern to have £600 from the Executive budget so early on in the year.

5.3 The VP SEBE asked that job title of the 'Leadership Development Volunteers' be changed and to refrain from using volunteer in the title.

5.4 The VP SEBE commended the VP GSBS on his good work for the refresh of the Student Leaders Proposal. The VP SEBE commented that he would like to speak to the VP GSBS offline about the reviewing of the membership of the steering group.

5.5 The Student President asked for a vote to be taken to support the refresh of the Students Leaders Proposal including the £600.00 to be used from the Executive budget. The VP SHLS agreed in favour of the proposal as long as money that is not used is put back into the Executive budget. The VP SEBE agreed in favour of the proposal as long as the job title of the 'Leadership Development Volunteers' is changed and to refrain from using volunteer in the title. **Vote: Unanimous**

## 6. Full Time Officers Plan of Work

6.1 The Full Time Officers discussed presenting their one year plan of work at the first Student Voice to explain what each Full Time Officer is doing and how this will be achieved. Students can then hold the Full Time Officers to account and it is a good precedence to set. Discussions focused on the agreeing a plan and publishing it on the website and having the manifesto replaced with the plan of work. The Student President commented that having the manifesto on the web holds you to account and for the Full Time Officer to justify why they did not complete their manifesto role. The VP SEBE and VP GSBS replied that they had all ran for President and that if certain roles are not in your remit as a Vice President then you can't fulfil certain things. The VP GSBS said students have the right to see his manifesto as they voted for him on his pledges.

6.2 The Full Time Officers will speak to Charlotte, from NUS, and look at individual objectives and as a team.

6.3 The Student President asked for a vote on providing a plan of work to go on the website and the manifesto staying on the website. **Vote: 3 – Yes, 1 – No.**

## 7. Clothing Retail Remit

This agenda item will be moved to the next Executive Committee meeting agenda on 11 September 2015 for discussion. **Action: Clerk**

## 8. Full Time Officers Remit

8.1 The Full Time Officers and the Student Voice Team Leader discussed the Full Time Officers remits and agreed that they were ready to sign off their remits.

8.2 The VP SHLS and the Student Voice Team Leader are to meet to discuss setting up the new Dundasvale Community Council. **Action: VP SHLS & Student Voice Team Leader (SVTL).**

8.3 In relation to the Communications Committee this still has to be clarified and the Student Voice Team Leader will update the VP GSBS and the VP SEBE on this as at

the moment discussions are that the VP GSBS will lead on communications and the VP SEBE will sit on the committee. **Action: SVTL**

- 8.4 The Full Time Officers agreed that all the remits are acceptable and took a vote on the new remits for each of them. **Vote: Unanimous**

9. **Campaigns Toolkit**

- 9.1 The Student Voice Team Leader commented that the Toolkit was signed off by the Trustee Board and that he had also received feedback from the Chief Executive on the Toolkit.

- 9.2 An induction session has been set for 11<sup>th</sup> September 2015 for the Full Time Officers to discuss the Campaigns Toolkit. The session will incorporate a live example and work through how to deal with it.

10. **HE Governance Bill**

The Student President discussed the HE Governance Bill (paper distributed prior). The Full Time Officers asked the Student President to clarify what NUS were wishing for. The Student President gave an update on the HE Governance Bill and asked the Full Time Officers to have a discussion at the next meeting as the timeframe was ever narrowing and a response has to go to the Scottish Parliament in the next few months. The Student President asked for comments from the Full Time Officers. **Action: All Full Time Officers.**

11. **Nightline Partnership Agreement (USSA & GCUSA)**

As per the Student Advisers request, the Full Time Officers looked over the Nightline Partnership Agreement between University of Strathclyde Students' Association and Glasgow Caledonian University Students' Association – August 2015. The Student President called for a vote to support the Agreement. **Vote: Unanimous.**

12. **Associate Partnership Agreement (Strathclyde & Caledonian Nightline and City SA)**

As per the Student Advisers request, the Full Time Officers looked over the Partnership Agreement between Strathclyde and Caledonian Nightline and City of Glasgow Students' Association - August 2015. The document set out the terms of agreement making City SA associate partners with Nightline for one year. It was noted that there was no financial contribution from the other campuses. The VP SEBE commented that the City of Glasgow College students can't volunteer. The Student President commented that the Agreement was a step towards getting the college involved and offering a service to their students. The Student President called for a vote to support the Agreement. **Vote: Yes – 3, No – 1.**

13. **Student Voice Date**

- 13.1 The Student Voice Team Leader discussed dates for the 2015 – 2016 Student Voice meetings as some proposed dates for Student Voice were not suitable for the Full

Time Officers. The Student Voice Team Leader commented that the meetings do not have to happen in the evening and can be scheduled during the day but there is more chance of the meeting clashing with class time and recommended doing a one off meeting during the day if need be. The Student Voice Team Leader said he would forward through a selection of dates to the Full Time Officers. **Action: SVTL**

- 13.2 The Student Voice Team Leader will attend the first meeting of Student Voice and from them on one of his Student Voice colleagues will attend.

14. **Full Time Officers Reports**

Due to time constraints the Full Time Officers were not able to update on this agenda item.

*The Activities Manager joined the meeting at 3.40pm for item 16.*

15. **Lecture Shouts/Induction Workshops/Induction Talks**

The Student Voice Team Leader and the Full Time Officers discussed the Induction Workshops, the Lecture Shouts and the Induction Talks scheduled for Trimester 1.

15.1 **Induction Workshops**

The Student Voice Team Leader asked the Full Time Officers to help out with some workshops but to maintain a balance of what the Officers need to do as it is not all down to the Officers to deliver the workshops and staff and volunteer students can assist. A minimum of two or three workshops is suitable for the Officers to do. The Student Voice Team Leader will ask the Student Voice Co-ordinator (Aimee Cuthbert) to pull together the top 10 most urgent workshop dates and forward to the Executive Assistant to liaise with the Full Time Officers: **Action: SVTL**

15.2 **Induction Talks**

The Full Time Officers discussed the induction talks which will mainly take place in C001. The induction talk process would be similar to last year with an icebreaker/energiser to start with, then a Mexican wave followed by a short presentation from the Officers, then a ball activity with prizes, finishing with handing out goodie bags to the students. The Executive Assistant will be there to help as well as film and take photographs at the induction sessions. The Activities Manger asked that the Full Time Officers push the events at Freshers and to help keep the momentum going for events throughout the year. An idea raised was to have a pop-up stall in C001 for societies and sports so students could sign up on the spot and get information.

15.3 **Lecture Shouts – Trimester 1**

- 15.3.1 The Student Voice Team Leader said he had met with the Student President and the Executive Assistant and discussed the procedure for planning out the lecture shouts

using statistics from the NSS scores for trimester 1. The process for the lectures shouts is as follows:-

- Week 1 – target 4<sup>th</sup> years
- Week 2 – target 1<sup>st</sup> years
- Week 3 – target 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> years
- Week 4 – target 1<sup>st</sup> years

15.3.2 The Student Voice Team Leader added that it was important to target 4<sup>th</sup> years straight away to have an impact on NSS as it is the last chance in trimester 1 to make an impression and to engage before the NSS survey roles out. Another change for the lecture shouts this year is to target smaller programmes that the SA doesn't have much contact with.

15.3.4 The Student Voice Team Leader commented that you don't always have to target your own school and that he will schedule a total of 16 programmes, working out at 4 each a week, for each Full Time Officer. The Student President commented that an idea was to have student volunteers to help facilitate lecture shouts. The Full Time Officers agreed to commit to 4 each per week and when the list is available from the Executive Assistant they will check off the dates when they are available.

*The Activities Manager and the Student Voice Team Leader left the meeting at 4.10pm.*

## 16. **Communications**

Due to time constraints this agenda item was not discussed.

## 17. **A.O.C.B (Emergency Business)**

The Full Time Officers gave their support to the refugee crisis. The Full Time Officers agreed that the Students' Association will support a collection point set up in the Association. A statement will be put out by the Students' Association. The Officers were supportive of the Student President doing a joint statement by all presidents at Glasgow institutions. The Executive Committee were also supportive of having an open meeting at 1pm on Monday, 7 September 2015, where all students be invited to draw up a full response from the Students' Association. The Full Time Officers took at vote to agree to all of the above. **Vote: Unanimous.**

*The meeting closed at 5:00pm.*

***Date of next meeting***

***Friday, 11 September 2015, at 10:00am, Room NH209***

***Please send any agenda items to the Executive Assistant by 12 noon on Tuesday, 8 September 2015. Papers will be circulated by 12 noon on Wednesday, 9 September 2015.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 11 September 2015, at 10.00am, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences (SHLS)

Neil Alexander, Vice President School of Engineering and Built Environment (SEBE)

John Gaughan, Vice President Glasgow School for Business and Society (GSBS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

None.

### **2. Previous Minutes**

The minutes of the previous Executive Committee meetings held on 28 August 2015, 21 August 2015, and 11 August 2015 were agreed as accurate.

### **3. Matters Arising**

#### **3.1 Wednesday Afternoons Free For Activities**

The VP SEBE said that this item was on-going and that he would give an update at the next Executive Committee meeting. The Student President (SP) commented that he was meeting with Timetabling and that he would raise this agenda item with the relevant person. **Action: VP SEBE**

#### **3.2 Dundasvale Community Council**

The VP SHLS said that she was meeting with the Student Voice Team Leader at the end of September to discuss Dundasvale Community Council.

#### **3.3 Communications Committee**

The VP GSBS will chair the Communications Committee and the VP SHLS will attend as a member.

#### **3.4 Student Voice Meeting Dates**

The first Student Voice meeting date has been set for Friday, 9 October 2015, from 3 – 5pm. The rest of the dates for Student Voice have been set by the Student Voice Team Leader and in the calendars for the Full Time Officers.

### 3.5 Induction Workshops

The Student Adviser forwarded a list of the most urgent induction workshops to the Full Time Officers to look at and asked that they let the Executive Assistant know of their availability to take some workshops.

### 4. Student Employment Pilot Proposal

The SP discussed his paper which proposes an implementation plan for a pilot of student employment on campus. The SP said that following approval from the Executive Board a working group was set up to investigate and recommend a proposal concerning student employment on campus and that the outcomes of the working group have informed the pilot proposal. The SP said that the proposal has been sent to Vice-Principal & PVC - Professor Valerie Webster. The SP asked the Full Time Officers if they were happy to endorse the proposal and all agreed unanimously that they were happy to endorse the Student Employment Pilot Proposal.

### 5. Staff and Student Insight Scheme

The SP discussed the 'Staff and Student Insight Scheme' which is an opportunity for senior staff to gain additional insight beyond what is provided through the Students' Association's existing structures and the university's own academic representation system. It is an opportunity to see if the on the ground experience matches the story told by surveys and university policies. The VP SHLS asked the SP what the process was to apply. The SP responded that the scheme pairs students with members of the University's Executive Board over the course of an academic year. Students are invited to apply for part of the scheme and then these applicants are shortlisted for interview. The students will be interviewed by the SP and the Student Voice Team Leader. After interview the students will be selected and paired up to shadow each other to gain experience about the other person's role in the university. The VP GSBS asked what stage the scheme is at in terms of sign off and what the time scales would be. The SP responded that most of the senior staff is on board and that the scheme is being raised at the Executive Board and that the Vice-Principal & PVC - Professor Valerie Webster is happy to support the scheme. The time scales will be for trimester 1 - 2015. The VP SHLS asked if the students are paid and the SP responded that the positions are voluntary and that no payment will be made. The SP added that it was a good opportunity for students to create a network. The SP said he would forward a link to a short video from Lincoln University giving some feedback from students and staff on their time on the project. **Action: SP.** The SP asked the Full Time Officers if they were happy to endorse the scheme and all agreed unanimously that they were happy to endorse the Staff and Student Insight Scheme.

### 6. Senate Discipline Committees

- 6.1 The SP discussed the Academic Policy Committee and the Senate Discipline Committees.
- 6.2 Firstly, in relation to the Academic Policy Committee, the SP discussed a paper which will be submitted on 16 September 2105 with an amendment to the Code of Student Conduct which is that the composition of the University Court Appeals Committee (UCAC) within the Code of Student Conduct which is *“the President of the Students’ Association or their nominee, to be drawn from the pool of suitably trained and approved student representatives, and who did not participate in the relevant meeting of SDC.”* The proposed amendment will enlarge the pool of student representatives available to sit on UCAC and help minimise any scheduling problems with both the SDC and the UCAC. It is further proposed that the quorum of the UCAC be amended to include a student representative. The total number of members required for a quorum, would remain at 4.
- 6.3 Secondly, that after the additional round of Senate Discipline Committees (SDC) there will be a requirement for two student representatives on Senate Disciplinary Committees for all cases that arise in the 2015/2016 academic year. The SP discussed students potentially attending the committees and that it would involve training for the students as well as some remuneration of expenses and support provided to them. The VP GSBS commented that having another ally is good. The VP SEBE asked how we will get students interested. The SP responded that he would discuss this with the Student Voice Team Leader. A possibility was to ask Wellbeing Volunteers and so discussions would need to take place with the Representation and Advice Manager as there will be an implication for students. The SP asked the Full Time Officers if they were happy to endorse the changes for volunteers to become a member of SDC. All agreed unanimously that they were happy to endorse for volunteers to be trained and supported to sit on SDC.

## 7. **Supported Student Learning**

The SP discussed his paper from his module on Supported Student Learning, which is a project that will focus on producing a range of training activities that provide a basic understanding of strategy and why it is important, an introduction to GCUs 2020 Strategy and implementing strategy to meet strategic goals. Within the paper, the SP asked the research question “Can a workshop, informed by student input, be designed and delivered to enhance student experience by developing strategic planning skills for students in key Students’ Association committees.’ The SP said the paper was to let the Full Time Officers get an idea of what his research work was in relation to supporting student learning. The VP SHLS commented that the paper was good and she had liked it. The SP thanked the Full Time Officers for their support and that he had passed his module which was at Masters level.

## 8. **HE Governance Bill**

The SP asked the Full Time Officers if they had time from the last Executive Committee meeting to look over the HE Governance Bill and to let him know of their thoughts as he went through the document as a group statement will be put

together by the Chief Executive and the Student Voice Team Leader. A draft statement will be sent to the Full Time Officers first. **Action: SP, CE and SVTL**

### **NUS Scotland priorities**

- *'Student, staff and trade union representation'* – the Full Time Officers agreed that it was a good way to go.
- *'Democratically elected chairs'* – the VP GSBS commented that he was not in favour. The VP SHLS and VP SEBE were in favour of electing chairs or HE institutions.
- *'Fair representation on governing bodies'* – The VP SHLS and the VP GSBS were in favour providing some issues were addressed and a solution provided longer term. However, the VP SEBE was not. The VP SEBE did not like the wording and commented that it was not balanced or fair.
- *'Regulating senior management pay'* – the Full Time Officers were not in favour.

### **Other key issues in the draft Bill**

- *'Composition of academic boards'* – the Full Time Officers all agreed with the proposals.
- *'Definition of academic freedom'* - the Full Time Officers all agreed with the proposals.

## **9. Student Space for Calais Aid (NH208)**

The VP SEBE discussed using NH008 for donations for the refugee crisis in the event of exceptional circumstances. Currently the bags are being handed in to the Welcome Desk and stored in NH204. All the Full Time Officers agreed with the storage space.

## **10. Working with Study Abroad**

The VP SEBE discussed items in relation to working with the Study Abroad team.

10.1 A volunteer team worked with Study Abroad in the past and training with the volunteers was provided by the Study Abroad team. However, for the future working with the Students' Association, the Study Aboard team could have drop-in sessions with the Students' Association to assist with the volunteers. The VP SEBE said that it would be good to have a partnership between the Students' Association and the Study Abroad team and that he was happy to facilitate discussions and to set up an informal one hour meeting between the Executive Team and the Study Aboard team. The VP SEBE said he would update at the next Executive Committee. All the Full Time Officers agreed with the VP SEBE on his proposal of working with the Study Abroad team. **Action: VP SEBE**

10.2 The VP SHLS talked about putting leaflets in each of the three schools for 'Study Abroad.' The VP GSBS commented that it is a struggle to get students to take

leaflets on display as it is within the Students' Association building. The SP commented that we have to be mindful that if we start stocking leaflets for some departments then where will this lead to with Careers and the Library etc. looking to give us their leaflets. The SP recommended that the VP SEBE contact Nicole McMahon in International Partnerships Office to see if she can assist. The VP SEBE commented that it would be good to get the Advice Centre involved and to spread out details on study abroad opportunities and putting out a strong message. The VP SEBE was asked by the Full Time Officers to put together a paper for the Communications Committee to have a look at in relation to working with the Study Abroad team and having leaflets in the three schools. The VP SEBE said he would be happy to put something together for the Communications Committee. **Action: VP SEBE**

## 11. Fairtrade Steering Group Update

11.1 The VP SEBE talked about some changes in relation to take-out food on campus. Currently there is no plate charge in the Bistro. If there is a seated area then there is no charge for plates. If the food is take-out then there is a charge. If there are no seats available then there won't be a charge. The SP asked the VP SEBE for more clarification on what is being proposed with more details and to bring back to the next Executive Committee. **Action: VP SEBE.**

11.2 The VP SEBE discussed the use of reusable cups on campus and that an email had been sent out with information that it was £5.00 to purchase a reusable cup. When the user buys a hot drink they will have 10p taken off the cost and this applies to any mug that has a lid. The VP SHLS said she had contacted Paulo Cruz, Sustainability Officer, regarding Radio Caley cups and to sell them on the webpage. However, there were concerns about whether they would fit under the coffee machine and that they would have to have a lid. Paulo Cruz is liaising with the suppliers for the cost of the mugs which would include the Radio Caley logo on them.

## 12. School Conferences Update

The VP GSBS and VP SEBE said they had potential dates for their school conferences and would have a confirmed date at the next meeting. The VP SHSL said that she would be meeting with Mr Vincent McKay, Dean of SHLS shortly but not before the date of the next Executive Committee. The SP asked to keep in mind the dates of each school conference so they don't overlap and asked the Full Time Officers to give an update at the next Executive Committee meeting. **Action: VP GSBS, VP SEBE and VP SHLS.**

## 13. Remit Discussions

### 13.1 Commercial

- The VP SEBE will deal with the clothing remit and liaise with Raging Bull. Dealing with the sports and societies groups. The SP would deal with general merchandise with consultation from the Full Time Officers. The VP SHLS added she would deal with the Wellbeing Hoodies.

- The Full Time Officers discussed the ethical chain of the clothing within the University and the Students' Association and that further discussions on this subject need to take place. All the Full Time Officers agreed that they were happy with the commercial remit.

### 13.2 2<sup>nd</sup> Student on Court

- The SP said that the 2<sup>nd</sup> student member on court had not been fully ratified but there had been a proposal made but this is on hold at the moment as there has to be changes made to the statutory guidelines. The proposal was to have a Full Time Officer attend court which would involve time away from work with away days involved and reading the papers and preparing for discussions at court level. The SP asked the Full Time Officers if they were interested in becoming a member of court. The VP GSBS said he was happy for the VP SEBE or the VP SHLS to become the 2<sup>nd</sup> student member. The VP SEBE and the VP SHLS both put forward their reasons on becoming the additional student member. The SP said that a decision was required at the meeting as there is training dates set for 30<sup>th</sup> Sept and 7<sup>th</sup> and 8<sup>th</sup> October. The SP asked the VP GSBS for his outcome on who would be the 2<sup>nd</sup> student on court and the VP GSBS voted for the VP SHLS. The SP asked for the Full Time Officer remits to be circulated and for the Clerk to put them on the website. **Action: Clerk**
- The SP commented that remit of the PGR Officer now sits on the University Research Board.
- Mr Gerry Milne, Chief Financial Officer & VP Infrastructure has agreed to have Neil Alexander, VP SEBE as an additional member on the Heart of Campus Board. The SP said that the VP GSBS does not have to attend any future meetings.

### 14. Advisory Board

The SP talked about a pilot proposal which had come from a conference recently held and the proposal is to facilitate groups around specific departments. The VP SHLS asked what the board will look like. The board will consist of 8 – 10 people and the idea is to ask three departments that would have an effect and students can see a change with their suggestions. The SP said that the groups can include staff/departmental issues with students to get round the table in an environment that does not dictate policy but discussions. The VP GSBS asked if it was department level then why not have School Officers and Class Representatives that can go along. The SP responded that the departments were not from the schools but rather Careers or Encore. The Full Time Officers talked about initial departments that could be involved such as IT, Encore, and the Library. The SP said he was working with the Student Voice Team Leader on the final proposal. The SP asked the Full Time Officers if they were happy to endorse the Advisory Board pilot proposal. All agreed unanimously that they were happy to endorse the proposal subject to seeing the final proposal and the SP giving an update at the next Executive Committee meeting. **Action: SP**

## 15. **SPT – Glasgow Subway: Sub crawl**

As per an email from the Activities Manager (4<sup>th</sup> Sept), discussions took place in relation to supporting the Subway Sub crawl in the future as SPT are raising the dangers that Sub crawls present and are looking at how they can deter students for partaking. The SP asked for feedback from the Full Time Officers. The Full Time Officers commented that partaking in the sub crawl does not always equal anti-social behaviour and that this was not the right way to go about it. The Students' Association has a 'Cigar, Beer and Whisky Society' and they are not anti-social. Risk assessments are carried out prior to the sub crawl so there is responsibility being taken already. The SP recommended that someone from SPT is invited in to speak to the sports clubs and societies councils and to have an open meeting before anything is made policy. The VP SEBE said he was happy to arrange this and to speak with the Activities Manger. The rest of the Full Time Officers supported this arrangement.

**Action: VP SEBE**

## 16. **Full Time Officers Reports**

Each Full Time Officer gave a brief update on their work.

### 16.1 **VP SEBE**

- Sports Council has new funding structures for sports teams.
- A new strategy for sport in place.
- Campaigns to be confirmed but details will follow.
- First SEBE Student Representative meeting was held with five key action points to lead on.
- SEBE first conference date to be confirmed.
- The VP SEBE sat on the International Committee.
- Met with Student Voice Team Leader regarding the Student Abroad Survey which will go out week 1 – 3 but this will be confirmed.
- Plan of work continuing and will be finished for first Student Voice.
- Met with Professor Tom Buggy, HoD Computer, Communication and Interactive Systems, and discussed NSS matters.

### 16.2 **VP SHLS**

- Meeting with City of Glasgow College regarding Nightline.
- Spoke to Paulo Cruz, Sustainability Officer, regarding Fair trade and reusable mugs for Radio Caley.
- Plan of work nearly finished.
- Attending the 'One Young World' conference, in November, in Thailand.
- Working on charities video on Animoto for the Freshers' Address.
- 'Greenfields Secret Garden' event finalised for Freshers' Week.
- Safe Taxi fee information was wrong and this was corrected.
- Working with the Police on LGBT+ survey information
- Working on Wellbeing campaigns which are set for October, which include, Personal Safety, Sexual Health, and Mental Health.

- Disability – raising awareness of the Disability Group and that you don't have to be disabled to join and any student can join the group. Also, a Facebook group is being set up.
- Registration process for the university has changed for disabled students.
- The VP SHLS and the Student Voice Team Leader are looking at the 'Green Impact' award and are going for a step up from the gold award.
- Working on a new project – 'Food Wastage'.
- Looking at setting up a car sharing program specifically for those that travel from remote areas.

*The VP SEBE left the meeting at 11.40am.*

### 16.3 VP GSBS

- Student Leaders Refresh has taken place and is now open to all students and not just volunteers.
- Payments will be made for the trained Student Leader Developers.
- All Assistant Head of Departments within GSBS to attend student engagement sessions in week 5.
- School Conference date to follow shortly.

### 16.4 Student President

- Thanked everyone for their help with getting Freshers' Week ready. With thanks to the Freshers' Committee and to the VP GSBS for chairing.
- At a university level working on the 2<sup>nd</sup> student court member
- The societies strategy day to be confirmed
- Doing paper for Ethics Festival which takes place at the end of November
- Invited to both the West Bank and CRL Conference
- Invited to conference in Jordan on 10 and 11<sup>th</sup> October 2015
- Looking at changing the format of the minutes and agenda for both Trustee Board and the Executive Committee. **Action: SP and Chief Executive to meet to discuss.**
- The SP thanked the Full Time Officers for coming to the session where objectives were set and plans of work put in motion.
- The first Student Voice date is in October 2015 where an early draft of the group objectives will be shown.

### 17. Lecture Shouts

The Clerk asked that the Full Time Officers fill in the spread sheet with their availability for lecture shouts so she can schedule them in their diaries. **Action: All Full Time Officers**

### 18. Communications

Due to time constraints this agenda item was not discussed.

### 19. A.O.C.B (Emergency Business)

- 19.1 The SP said that Jade O'Neil will be collecting the refugee aid being handed in to the Welcome Desk as a run down to Calais is being organised. The SP added that he will mention the refugee aid collection at the Freshers' Address. The SP asked the Full Time Officers if they were happy with the arrangements for the collection and delivery of the refugee aid and all agreed unanimously.
- 19.2 The Chief Executive gave an update on the new website and that it was currently being tested by staff. He said that from tomorrow students will be able to log into our website using their GCU student username and password. When logged in students can buy online memberships for sports clubs and societies, buy tickets for events and submit ideas. Club, society and group committee members can also be provided with access to manage their group webpages and will be given training.
- 19.3 The SP asked for the Full Time Officers to have written reports for the next Executive Committee. Clerk to send VP SEBE and VP SHLS template for reports. **Action: Clerk**

*The meeting closed at 12pm.*

***Date of next meeting  
Thursday, 24 September 2015, at 12.00pm, Room NH208***

***Please send any agenda items to the Executive Assistant by 12 noon on  
Tuesday, 22 September 2015. Papers will be circulated by 12 noon on Wednesday, 23  
September 2015 October 2015.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 24 September 2015, at 12pm, in room NH209.

### In Attendance:

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

Kevin Ward, Student Voice Team Leader (point 4, 5,6,7,8,9)

Kathryn Collins, Executive Assistant (Clerk)

### 1. Apologies

None.

### 2. Previous Minutes

2.1 Point 13.2 – The VP GSBS said he was happy for the VP GSBS (***to be changed to VP SEBE***) or the VP SHLS to become the 2<sup>nd</sup> student member. The VP GSBS (***to be changed to VP SEBE***) and the VP SHLS both put forward their reasons on becoming the additional student member.

2.2 Once the above amendments have been made to correct the text the Executive Committee agreed that the minutes of the previous Executive Committee meetings held on 11 September 2015 were accurate.

### 3. Matters Arising

#### 3.1 Wednesday Afternoons Free For Activities

The VP School of Engineering and Built Environment thanked the Student President for the information on timetabling and said he was seeking advice in time for the next policy paperwork to go through. The Student President recommended that the VP School of Engineering and Built Environment liaise with the Student Voice Team Leader for advice and steps to take. The Student President recommended working quickly if plans were to be set in motion by trimester 2.

#### 3.2 Staff and Student Insight Scheme

The Student President forwarded a link to a short video from Lincoln University who have created their own Staff and Student Insight Scheme.

#### 3.3 HE Governance Bill

Letters in relation to the Students' Association response to the HE Governance Bill has been sent to nine MSPs including Angela Constance MSP. [**Clerks note:** Amendments to the NUS response brought into line with the wishes of the

committee therefore GCU Students' Association was added as a signatory of the statement].

**3.4 Working with Study Abroad**

The VP School of Engineering and Built Environment will set up a meeting with the Study Abroad team and will then give an update in due course. **Action: VP School of Engineering and Built Environment.**

**3.5 Working with Study Abroad**

The VP School of Engineering and Built Environment will add the item Working with Study Abroad to the Communication Steering Group agenda. **Action: Action: VP School of Engineering and Built Environment.**

**3.6 Fairtrade Steering Group Update**

To help give more information for the Full Time Officers, the VP School of Engineering and Built Environment distributed papers on the Fairtrade Policy and on the last minutes of the Fairtrade Steering Group meeting held on 28 August 2015. In relation to the plate charges on campus, the VP School of Engineering and Built Environment informed the Full Time Officers that the charge relates to the takeaway method in the Refectory only and not in the Bistro. The plate charge cost is 10p in the Refectory to take food away. The cost of reusable cups on campus is £5.00 with a 10p off hot drinks and this applies to the not only the reusable cup but on any mug with a lid. There will be an annual review of all costs related to the Bistro and Refectory.

**3.7 School Conferences Update**

This item was discussed in more detail in point 8 of the minutes.

**3.8 Advisory Board**

The Student President said that due to Freshers' Week and time constraints the final Advisory Board proposal paper will be presented shortly. **Action: Student President**

**3.9 SPT-Glasgow Subway: Sub crawl**

The VP School of Engineering and Built Environment said he would speak to the Activities Manger and to the Sports Assistant. **Action: VP School of Engineering and Built Environment.**

**3.10 Changing the Format of Minutes and Agendas**

The Student President said he was working on the format of agendas and minutes and that he had already spoken to the Chief Executive about this matter.

**3.11 Lecture Shouts**

All the Full Time Officers had let the Executive Assistant know their availability for lecture shouts scheduled for week 1 – 4.

### 3.12 Full Time Officer Written Reports

The Clerk forwarded the Full Time Officers the report template to use. However, the VP School of Engineering and Built Environment had a problem with accessing his report and said he would give a verbal update. The Chief Executive commented that the reports that the Full Time Officers did were good for them to do and that it made it easier for the Full Time Officers when they had to pull together information for a bigger report as all the information has already been written down.

## 4. Campaign Toolkit

4.1 The Student Voice Team Leader gave an update on the Campaign Toolkit and the induction that all the Full Time Officers attended apart from the VP School of Engineering and Built Environment who was not able to attend the induction. The Campaign Toolkit has been signed off by Trustee Board. The next steps are to get the Campaign Toolkit on the Students' Association website and the forms for the funding. The Toolkit is user friendly and the format is getting designed.

4.2 Discussions focussed on the how to apply for funding, the funding pot available, and whether to have one pot or separate pots available. There is £400/£500 available. The application process for funding is not open yet but there will be a downloadable form online for students to fill in. There will be questions expected to be answered about the plans for the money and the impact the money will have being spent. There will be a process for the funding which will be open to any student interested. The Student Voice Team Leader asked the Full Time Officers if they were happy to endorse the Campaign Toolkit and all agreed unanimously that they were happy with it. The Student Voice Team Leader and Chief Executive will investigate a separate funding pot available. **Action: Student Voice Team Leader and Chief Executive.**

## 5. Ideas Process

5.1 The Student Voice Team Leader said the new 'Ideas' process is now on the website and that the Full Time Officers were shown the new process at their induction. The new process will be always open and the Full Time can review the ideas online and at their own discretion and list what ideas will come to Executive Committee. The Student Voice Team Leader said he will see the ideas online too and filter what is appropriate to be online and he will send through ideas to the Executive Committee to deal with.

5.2 Discussions focused on the process in which ideas would get on the agenda for Student Voice. The Student President suggested that the process could be a discussion for the first Student Voice of 2015 – 2016 and to be added to the agenda. All the ideas received by 16th October 2015, will be taken to the first Student Voice meeting to be discussed.

5.3 The Student Voice Team Leader said he would email the Student Voice members to use the online ideas process. The Student Voice Team Leader asked the Full Time Officers if they were happy to endorse the Ideas process at this stage and with it being added to the agenda for Student Voice to be discussed and all agreed unanimously that they were happy to endorse. **Action: Student Voice Team Leader.**

## 6. **Student Place on Senate (resignation)**

The Student Voice Team Leader discussed the resignation of a student from Senate and how this leaves an opening on 9<sup>th</sup> October Senate meeting. The Student Voice Team Leader asked the Full Time Officers if anyone was available to fill the place for the October Senate. The VP School of Engineering and Built Environment agreed that he would take up the post on Senate on 9<sup>th</sup> October 2015. The place on Senate will be re-opened at Student Voice for any member to run for it.

## 7. **External Examiner Feedback**

7.1 As per an email from the Student President. The Student President asked for feedback from the Full Time Officers in relation to the questions below and said that once all the feedback has been received a proposal will be put together by the Department of Governance and Quality Enhancement on how the publication of EE reports should be carried out for presentation to the next Academic Policy Committee.

- (i) What systems are currently in place for the sharing of School documents, policies, Programme Board minutes etc. to students? i.e. Student portal / GCULearn Community, Sharepoint site etc.

***Currently in place are GCULearn Community. Modules and external reports are put on Blackboard.***

- (ii) Do you have any preferences or suggestions for a new or alternative way of publishing the above information, including External Examiner Reports?

***To have something easier than GCULearn Community. A student portal would be logical.***

- (iii) Who do you envisage having the responsibility for publishing the reports to students? E.g. Individual Prog Leaders, Prog Admin, nominated staff member within School, Central Services (Quality Office) etc

***Helpful to take central responsibility and for the Programme Leaders to take responsibility rather than have a random staff member that the students are not aware of who they are.***

- (v) Are your answers to any (ii), (iii) and (iv) above different when it comes to publishing the information externally from 2016/17? If so, please explain.

***The Full Time Officers agreed that it is important to keep consistency. On CGU Learn, have the External Examiners Report on the same page on every module making it easier to find in the same one place. Also, have a pro-forma form that External Examiners will use so that the layout is the same for each report. [Clerks note: response forwarded to the University]***

## 8. **School Conferences Update**

8.1 The Glasgow School for Business and Society School Conference will be held on Wednesday, 11<sup>th</sup> November 2015, in the afternoon, located in the CEE building, on the first floor.

8.2 The School of Engineering and Built Environment School Conference will be held on Tuesday, 27 October 2015 but this date will be confirmed.

8.3 The School of Health and Life Sciences School Conference date is still to be confirmed. The VP School of Health and Life Sciences said that she was to meet with Vincent McKay, Dean of School of Health and Life Sciences School, but the meeting had been cancelled so she has not had a chance to speak to the Dean about a suitable date for the School Conference. The Student Voice Team Leader suggested that he and the VP School of Health and Life Sciences meet to discuss the arranging of the School Conference to try and get a date sorted. **Action: Student Voice Team and VP School of Health and Life Sciences**

8.4 The Student Voice Team Leader said it was important to get the dates for the conferences set by the end of next week so they can be promoted in the next couple of weeks. Promotion of the school conferences should be included in the lectures shouts from the Full Time Officers.

## 9. Lecture Shouts

9.1 The Student Voice Team Leader discussed the lecture shouts scheduled for week 1 – 4. Fourth years are being targeted in week 1 and week 3. First, second, and third years are being targeted in week 2 and week 4. The Student Voice Team Leader discussed engaging with fourth year students in relation to the NSS scores.

9.2 Discussions focussed on having a plan of what is being said at the lecture shouts. A proposal was to have a briefing sheet of some sort which details updates for the lecture shouts. An example was to talk about the School Conferences coming up. A suggestion as to have a short discussion on Friday afternoons about what the briefing sheet should detail and so the Full Time Officers know what they will be talking about and what is coming up for the week ahead. The Executive Assistant can schedule time in the Officers diaries to have a discussion on what the lecture shouts will include. The Student Voice Team Leader said he would assist with the briefing sheet for the lecture shouts and give information to the Executive Assistant on the next target of students, for weeks 4 – 8. **Action: Student Voice Team Leader and Clerk.**

9.3 The Full Time Officer discussed having Class Representatives and School Officers giving lecture shouts. The Student Voice Team Leader said he would have this discussion with the Full Time Officers. **Action: Student Voice Team Leader.**

## 10. Full Time Officer Reports

10.1 The Executive Assistant received all the Full Time Officer reports apart from the VP School of Engineering Built Environment who had difficulty in accessing the report template and so gave a verbal update.

10.2 The VP School of Engineering Built Environment:

- A change to funding for sports clubs has been implemented and a new payment system.
- Attending a meeting on 15 October 2015 in relation to sparqs and Jackie Main, Director of Student Experience, Governance and Quality, is invited.

- Worked with the Student Voice Team Leader on a Student Programme Review for a course in Computer, Communications and Interactive Systems (CCIS). Feedback sessions were very effective with high levels of engagement. A report for the department head of CCIS is being prepared.
- Attended School's Senior Operational Management Group (SOMG) and presented five action points decided with SEBE School Officers. Encore – with the new facilities and new bar proposing to be able to use a card for payment.
- Class Representative Project Proposal
- Student Voice reform – undergoing background reading and waiting for time with Student President to begin work.
- Social responsibilities at Caledonian Court – very good forward steps taken during past few weeks with helping on move in weekend and with the fun fayre during Freshers' week. Would like to thank all the staff and volunteers who gave up their time to make this happen and Student President for his hard work on fayre during Freshers'.

10.3 The Student President thanked the VP Glasgow School for Business and Society for overseeing the Freshers' Committee and thanked the Activities Manager and all the staff for their hard work and dedication in delivering a successful Freshers' Week.

10.4 Discussions focused on the five team objectives and who will co-ordinate each one and report on each one.

- Scottish Elections (Student President)
- School Conferences (VP Glasgow School of Business and Society with the aid of the Student Voice Team Leader)
- Bigger Events (VP School of Engineering and Built Environment)
- Representative Engagement (Joint role with the VP Glasgow School of Business and Society and the VP School of Engineering and Built Environment)
- Volunteer Empowerment and Development (VP School of Health and Life Sciences)

10.5 The Clerk will create a template front cover sheet for the Full Time Officers to give an update on their team objectives. The Clerk will collate all the reports and then put together into one document which can be reported at Student Voice and to Trustee Board. **Action: Clerk.**

## 11. **Plan of Work Structure**

The VP Glasgow School for Business and Society and the Executive Assistant will meet to put together a short draft template document for the 'Plan of Work' structure for the Full Time Officers to use to plan out their work. The template will be for a joint team report as well as individual reports to report on their aims and objectives. The document will detail the goals, key points, objectives, measures, remits and timescales. Action: **Executive Assistant and VP Glasgow School for Business and Society.**

12. **Student Engagement Plan**

A date has been set for Monday, 5 October for the Executive Team to meet to discuss their Student Engagement Plan.

13. **Transitions Event**

The VP School of Health and Life Sciences discussed a project that sparqs and Higher Education Academy are delivering following on from the 'Transactions' Enhancement Theme which will bring together learners and educational professionals from schools, colleges and universities. There will be four events across Scotland. The VP School of Health and Life Sciences said she had been invited along to one of the events as a keynote speaker. At present, no date has been set as yet for the event but it will be in November, from 4 – 7pm. The VP Glasgow School for Business and Society said that there is money available from the SAGE budget, that he is accountable for, if the VP School of Health and Life Sciences wished to use some of the money. The Chief Executive recommended that speaking to the Student Voice Team Leader who is the budget holder. The Full Time Officers congratulated the School of Health and Life Sciences on her keynote speech. The VP School of Health and Life Sciences said she would forward information on to the Full Time Officers in relation to the project.

14. **Campaign Budget**

14.1 The VP School of Health and Life Sciences discussed her paper on a proposal to the Executive Committee asking for £50 from the campaign budget to put towards the personal safety campaign which will run on 26<sup>th</sup> and 27<sup>th</sup> October 2015, in the Saltire Centre. The VP School of Health and Life Sciences said the £50 will be for Halloween accessories for the photographs and to decorate the stall. Any money left over will be put straight back into the campaign budget. All the Full Time Officers happily agreed for the VP School of Health and Life Sciences to have £50 from the campaign budget. **Vote: Unanimous.**

14.2 The VP School of Engineering and Built Environment asked whether there would be anything done around Caledonian Court in relation to the personal safety campaign and an idea raised was to have Halloween door hangers with some sweets.

15. **Societies Council Strategy Day**

The Student President talked about the Societies Council Strategy Day set for 17<sup>th</sup> October 2015, where objectives will be set. The Student President asked for the Full Time Officers for their support which they all fully endorsed.

16. **Freshers' Goodie Bags**

As per an email from the Activities Manager, the Full Time Officers were asked what they wished to do with the left over Freshers' Goodie Bags. The Full Time Officers agreed that the bags should be handed out at the up and coming three School Conferences but that the sell by date on the sweets in the bags needs to be checked.

**Action: Clerk**

17. **Life Membership Applications Forms**

17.1 The Executive Committee approved the following Life Membership Forms:

- Mathew Smith
- Eilidh Farquhar
- Nicola Brownlie

17.2 The Clerk will confirm with the Welcome Desk that the applications have been approved. **Action: Clerk**

17.3 Life Membership Applications will become a standing item on the agenda for future meetings.

18. **Communications**

The Communications and Media Co-ordinator was not available to attend the meeting.

19. **A.O.C.B (Emergency Business)**

19.1 The Student President asked for the reports to be sent in earlier for the next Executive Committee.

19.2 The Student President said that £120.00 was raised for the three charities that the Full Time Officers supported and that the money will be split three ways. The three charities are:

- Neil's Wheels
- JMA Trust
- UP-2-US

*The meeting closed at 2pm.*

***Date of next meeting  
Tuesday, 6 October 2015, at 3.00pm, Room NH209***

***Please send any agenda items to the Executive Assistant by 12 noon on Friday, 2 October 2015. Papers will be circulated by 12 noon on Monday, 5 October 2015.***

\* Standing item

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 6 October 2015, at 3pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

Kevin Ward, Student Voice Team Leader (point 2 and 3)

Josie McKay, Communications and Media Co-ordinator (point 18)

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

None.

### 2. **Previous Minutes**

2.1 Point 3.5 – the Vice President School of Engineering and Built Environment requested for the action point from the previous minutes to be corrected to read 'The VP School of Engineering and Built Environment will add Working with Study Abroad to the Communication Steering Group agenda as an item for discussion at the next meeting.' **Action: Clerk**

2.2 Once the above amendment have been made to correct the text the Executive Committee agreed that the minutes of the previous Executive Committee meeting held on 24 September 2015 were accurate.

### 3. **Matters Arising**

#### 3.1 **Study Abroad Team**

The VP School of Engineering and Built Environment is meeting with Laura Hill, Exchange Officer, within the International Partnerships Officer, on Thursday, 8 October 2015, to discuss exchange and study abroad. The VP School of Engineering and Built Environment will update on working with study abroad after the next Communication Steering Group is held as this item will be on the agenda for discussion in relation to having leaflets in the three schools on studying abroad.

#### 3.2 **SPT-Glasgow Subway: Sub crawl**

The VP School of Engineering and Built Environment said he would speak to the Sports Council.

#### 3.3 **Campaign Toolkit**

The Chief Executive said he had looked into the options available and that there would be two pots, the first pot for operational funds and the second for campaigns

funds. The Full Time Officers commented that they would prefer if there was one central pot. The Chief Executive said he would come back with another option at the next meeting. **Action: Chief Executive.**

#### 3.4 **Idea Process**

The Student Voice Team Leader will add the 'Idea Processes' to the agenda for the first Student Voice meeting to be held on Friday, 16 October 2015.

#### 3.5 **School Conferences**

The date for the three school conferences are as follows:-

- Glasgow School for Business and Society - 11 November 2015
- School of Engineering and Built Environment – 3 November 2015
- School of Health and Life Sciences – 2016 (exact date to be confirmed)

#### 3.6 **Lecture Shouts**

The Student Voice Team Leader met with the Clerk to discuss the plan for the lecture shouts for week 5 – 8. The lecture shouts briefing sheet for the Full Time Officers will be finalised next week ready for use in week 5. The Student Voice Team Leader said he would contact the Full Time Officers in due course to discuss Class Representative and School Officers assisting with lectures shouts.

#### 3.7 **Full Time Officer Reporting Template (team and individual objectives)**

The Clerk met with the VP Glasgow School for Business and Society and together a draft template was created for the Full Time Officers to use for reporting their work on individual and team objectives.

#### 3.8 **Freshers' Goodie Bags**

The Activities Manger was informed by the Clerk that any goodie bags left over will be handed out at the School Conferences scheduled for November. The Clerk commented that she had checked the goodie bags and some of the sweets (mints and fudge) had an expiry date of November 2015 and they would have to be removed prior to handing the bags out.

#### 3.9 **Life Membership Applications**

The Clerk commented that she had informed the Welcome Desk that the applications received so far have all been approved and that the applicants should be notified.

### 4. **Student Advisory Groups**

4.1 The Student President discussed the Student Advisory Group paper and gave some background, overview and implementation of the Student Advisory Group at Glasgow Caledonian University. The Students' Association believes that a similar approach implemented at University of Lincoln could be developed at GCU to provide more regular and timely feedback on university services.

4.1.2 Initially we would suggest starting with two or three departments and in particular we believe that the Library, University IT, Facilities and Catering would all be suitable choices for initial groups to be established.

- 4.1.3 Each group would follow the procedures and would be tasked with producing a report for the Student Experience Forum and the Students' Association at the end of the year in addition to its regular minutes which would also be shared.
- 4.1.4 A decision could then be made as to the future viability of such an approach and where else it could be applied if successful.
- 4.1.5 There would be a selection process, similar to University of Lincoln, where members submit an application.
- 4.1.6 The Student President asked if the Full Time Officers endorsed the Student Advisory Group. **Vote: Unanimous.**

## 5. **Review of National Student Survey and Unistats**

- 5.1 The four UK HE funding councils have published a consultation into proposed changes to the National Student Survey and the Unistats website. The consultation is open until 4<sup>th</sup> December and students' unions are invited to respond. The main proposals that are of interest to students' unions are the introduction of nine new questions on student engagement, and the removal of Question 23 from the core questionnaire, to be replaced by an optional bank of questions on the students' union. NUS said they will be consulting with students' unions over the coming weeks as to what these questions might look like, starting with a webinar on 13<sup>th</sup> October.
- 5.2 Discussions focussed on the removal of Question 23 and the optional bank of questions. The Student Voice Team Leader said he had not yet seen the new bank of questions. The optional bank of questions will be pre-set at 12, and the Full Time Officers will then select 5 questions to use. The Full Time Officers commented that the details provided by NUS were vague and they felt that more consultation was needed. The VP School of Engineering and Built Environment added that he did not wish for the proposed change for the 'Removal of teaching, learning fees and accommodation data from Unistats – to be replaced by guidance (that aligns with the CMA guidance) for institutions publishing this on their own websites – including an exception that additional course costs are published.' The VP School of Health and Life Sciences said he would like to see how the university performed and that this was the information he looked at prior to starting at Glasgow Caledonian University.
- 5.3 The Student Voice Team Leader asked the Full Time Officers to forward him their feedback on the matter and any further questions that they may have. The Student Voice Team Leader said there is time to reply to the consultation and that he would draft a consultation.

## 6. **London Board Attendance**

The Student President asked if the VP School of Health and Life Sciences could attend the London Board meeting, on Wednesday, 14 October 2015 as no other Full Time Officer was available to attend. The VP School of Health and Life Sciences said she would attend via video conference. The Clerk said she would contact GCU

London for further details on the meeting and pass on the details to the VP School Health and Life Sciences. **Action: Clerk.**

7. **Redefining excellent L&T in Scotland event: 22<sup>nd</sup> October 2015**

NUS Scotland and sparqs are holding an event on Thursday, 22 October 2015, to consult with student officers in universities about the ongoing discussions around Teaching Excellence Framework and what it means for Scotland; proposed changes to NSS; help set the direction and priority areas for NUS Scotland. During this event participants will redefine what excellent learning and teaching means for students in Scotland and what role students' associations should have in setting that agenda. Participants will also inform responses to QAA Scotland's TEF consultation and HEFCE and SFC's NSS consultation. The event is 10am-4pm at Stirling University. The Student President asked the Full Time Officers if anyone was interested in attending. The Full Time Officers said they were interested in attending and would check their diaries. **Action: Full Time Officers.**

8. **Lecture Shouts**

8.1 Lecture shouts for week 5 – 8 are still to be scheduled and the briefing sheet from the Student Voice Team Leader will follow shortly. Currently the Full Time Officers have agreed to do three lecture shouts a week.

8.2 The VP School of Health and Life Sciences commented that all the Full Time Officers should be available to attend not just their own school but the other schools too.

8.3 The VP School of Health and Life Sciences requested for her not to be scheduled in for any 8.50am lecture shouts or 8.30am Coffee on Campus time slots. This is due to transport issues and not being able to arrive on campus until 9am.

9. **Full Time Officer Reports**

All the Full Time Officers submitted their written reports to the Clerk.

10. **Life Membership Applications Forms**

10.1 The Executive Committee approved the following Life Membership Forms:

- Shan Whelan
- Elodie Gauthier
- Stephen McBride
- Kristopher Jack

10.2 The Clerk will confirm with the applicants that the applications have been approved and send out their Life Membership cards. **Action: Clerk**

11. **Communications**

11.1 **Blogs**

The Communications and Media Co-ordinator reminded the Full Time Officers about blogging and to forward the blogs to her so she can link the blogs into social media. Currently only the VP School for Health and Life Sciences has a blog on the website.

11.1.1 The VP School for Engineering and Built Environment said he was working on his blog and it was almost complete.

11.1.2 The VP Glasgow School for Business and Society said he had a few ideas in mind for blogs including one on the Student Leaders refresh and one coming from college to university.

11.1.3 The VP Glasgow School for Business and Society asked the Communications and Media Co-ordinator for some training on blogging and to teach the basics.

## 11.2 Ideas

11.2.1 The VP Glasgow School for Business and Society said he was in the process of putting the first idea on the website and it would be on a mock Scottish Parliament election.

## 11.3 School Conferences

11.3.1 The Full Time Officers gave the dates for their up and coming School Conferences.

- Glasgow School for Business and Society - 11 November 2015
- School of Engineering and Built Environment – 3 November 2015

11.3.2 The VP School for Health and Life Sciences said that she would confirm the date next year once it was set.

11.3.3 The VP Glasgow School for Business and Society asked to meet with the Student Voice Co-ordinator and the Communications and Media Co-ordinator to discuss a draft communications plan for his school conference on 11 November 2015.

11.3.4 The VP School of Engineering and Built Environment said as part of his remit he would be attending the Communications Steering Group and asked that he be sent out an invite to attend the next meeting. **Action: Communications and Media Co-ordinator.**

11.3.5 The Student President said that university timetable, for trimester 2, will be released on 16 October 2015 (this will exclude London by prior agreement).

11.3.6 The Student President said there will be a launch organised for the new bar area in the Bistro and he will confirm details in due course.

11.3.7 The VP School of Engineering and Built Environment said he was looking into doing a 'Big Wednesday' launch for Wednesday afternoon activities.

## 12. A.O.C.B (Emergency Business)

There was no other business.

*The meeting closed at 4.45pm.*

***Date of next meeting  
Tuesday, 20 October 2015, at 3.00pm, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on  
**Friday, 16 October 2015.** Papers will be circulated by 12 noon on **Monday, 19 October  
2015.***

\* Standing item

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 20 October 2015, at 3pm, in room NH209.

### In Attendance:

Jodie Waite, Vice President School of Health and Life Sciences (**Chair**)  
Neil Alexander, Vice President School of Engineering and Built Environment  
John Gaughan, Vice President Glasgow School for Business and Society

Josie McKay, Communications and Media Co-ordinator (point 6)  
Kathryn Collins, Executive Assistant (Clerk)

### 1. Apologies

David Carse, Chief Executive  
Michael Stephenson, Student President.

### 2. Student Carers Campaign

2.1 The VP School of Health and Life Sciences met recently with an organisation called 'Carers Trust' who asked for the Students' Association in backing their campaign called 'Going Higher in Scotland'. This campaign will raise awareness of student carers and the issues they experience in Scotland. It will highlight the extremely challenging conditions endured by student carers that are negatively impacting on them being able to enter, sustain and meet their true potential in higher education in Scotland.

2.2 The VP School of Health and Life Sciences asked for the Full Time Officers support in backing the 'Going Higher in Scotland' campaign which would only involve having the name of the Students' Association behind the campaign with no financial implications. All the Full Time Officers agreed unanimously to support the campaign and to help raise awareness for those that are student carers. The Student President had given his support to the VP School of Health and Life Sciences prior to the meeting. **Vote: Unanimous.**

2.3 The VP School of Health and Life Sciences said she would put some text together to publicise the campaign and fill out a form as requested by Carers Scotland.

### 3. Student Partnership Working Group

3.1 The VP School of Engineering and Built Environment discussed the Student Partnership Working Group which came from an event run by SPARQs, held on 15 October 2015, where a workshop focused on Student Partnership Agreements. In order to establish a strong student opinion on key themes for a new development of an agreement with the Students' Association and the university at our own institution, the VP School of Engineering and Built Environment, intends to set up a working group with students. The membership will include 23 places on the group which will include a wide base of student groups as well as representatives from

liberation, and school representatives. This will include six open places that students can apply to be part of the group. The group will give their opinion on what themes they would wish to have in the university charter.

- 3.2 The VP Glasgow School for Business and Society raised concern about the size of the group. Another concern raised was that there is no university staff on the group. The VP School of Engineering and Built Environment responded that Jackie Main, Director of Student Experience, within Student Services, will be sitting on a separate group looking at the feedback from the Student Partnership Working Group.
- 3.3 The VP School of Health and Life Sciences commented on the benefits of having staff on the group to hear directly from the students and working in partnership with them.
- 3.4 The VP School of Health and Life Sciences and the VP Glasgow School for Business and Society agreed to support the Student Partnership Working Group if the following conditions were included:
  - The rewording for the title of the group is changed.
  - The group is for collecting research and data only from students.
  - The group is given a proper context and induction to members.

Providing the above criteria will be met, the VP School of Health and Life Sciences and the VP Glasgow School for Business and Society will fully support the group.

**Vote: Unanimous.**

#### 4. **Lecture Shouts**

- 4.1 The VP School of Health and Life Sciences asked the Full Time Officers to partner up if they are free to attend lecture shouts even if they are not scheduled in their diaries. All agreed to partner up when available.
- 4.2 The Clerk gave an update on the numbers of lecture shouts so far, which are, 5 lecture shouts since have been attended, engaging with 4,135 students.

#### 5. **Full Time Officer Reports**

- 5.1 All the Full Time Officers submitted their reports and there were no questions on the reports.
- 5.2 The VP School of Health and Life Sciences gave a brief update on her work with the Disabled Students Focus Group who had their first meeting on Friday, 16 October 2015. Eight students attended the group. The group are looking to have an evening event at the end of November/early December, in a lecture hall, where Danny Martelli, Disabled Students' Officer, will speak about what it is like to have a disability and the stigma that is attached to people with disabilities.

## 6. **Communications**

- 6.1 The date of the School of Engineering and Built Environment conference has changed from 3<sup>rd</sup> to 4<sup>th</sup> November 2015, from 2 – 5pm. The venue has yet to be confirmed. The Communications and Media Co-ordinator asked what communications had been planned for all the up-and-coming School Conferences. The VP School of Engineering and Built Environment said he would speak to the Communications and Media Co-ordinator tomorrow (21.10.15) to plan for communications for his conference.
- 6.2 The Communications and Media Co-ordinator thanked the Full Time Officer for putting up their blogs as she has received written blogs from three of the Full Time Officers. The VP School of Engineering and Built Environment and the VP School of Health and Life Sciences said they each had another blog to follow.
- 6.3 The Communications and Media Co-ordinator asked the Full Time Officers for anymore 'Ideas' as currently there is only one on the website. The Full Time Officers were asked to encourage students to use the 'Ideas' process on the website.
- 6.4 The VP School of Health and Life Sciences said that she would send the Communications and Media Co-ordinator some text about the 'Going Higher in Scotland' campaign saying that the Students' Association are backing the campaign.
- 6.5 The Full Time Officers said they would be doing a video blog shortly and the VP School for Engineering and Built Environment commented that he would like to do something fun and interactive.
- 6.6 The VP School of Health and Life Sciences said the Disabled Students Focus Group are looking to have an evening event at the end of November/early December, in a lecture hall, to speak about what it is like to have a disability and the stigma that is attached to people with disabilities. As soon as a date is confirmed the Communication and Media Co-ordinator will be informed.
- 6.7 The VP School of Engineering and Built Environment talked about the newly established Student Partnership Working Group that would be coming together and that he would update the Communications and Media Co-ordinator when he met with her tomorrow (21.10.15).
- 6.8 The VP Glasgow School for Business and Society discussed the Student Leaders programme and how he was working with the Student Leaders Co-ordinator to create a programme that you can do all the Student Leaders programmes in one day. In the meantime, the VP Glasgow School for Business and Society discussed said he and the Student Leaders Co-ordinator were putting a blog together on the Student Leaders programme which would be finished late October/early November.

## 7. **Life Membership Applications Forms**

- 7.1 The Executive Committee approved the following Life Membership Forms:
- Adam Kruth

- Miranda Da Prato
- Peter Chu

7.2 The Clerk will confirm with the applicants that the applications have been approved and send out their Life Membership cards.

## 8. Previous Minutes (6 October 2015)

8.1 Point 3.2 – the Vice President School of Engineering and Built Environment requested for an amendment to the text where it said ‘he would speak to the Sports Council and the Societies Council.’ The text should read the ‘he would speak to the Sports Council’. The Clerk will delete the Societies Council text. **Action: Clerk.**

8.2 Once the above amendment have been made to correct the text the Executive Committee agreed that the minutes of the previous Executive Committee meeting held on 6 October 2015 were accurate.

## 9. Matters Arising

### 9.1 Working with Study Abroad

The Clerk amended the text read ‘The VP School of Engineering and Built Environment will add Working with Study Abroad to the Communication Steering Group agenda as an item for discussion at the next meeting.’

### 9.2 Campaigns Toolkit

The Chief Executive was asked to look into another option for one pot of funding. There was no update on this matter as the Chief Executive was not in attendance at the meeting and this item will be added to agenda at the next meeting. **Action: Clerk.**

### 9.3 London Board Attendance

To Clerk was asked contact GCU London to arrange for video conference set up for the VP School of Health and Life Sciences to attend. The Clerk was informed that the meeting had been cancelled.

### 9.4 Learning and Teaching Scotland Event

The Full Time Officers were asked to check diaries and to express interest if they wish to attend the Learning and Teaching Scotland Event, on 22 October 2015, at Stirling University. The VP School of Health and Life Sciences said she could possibly attend and would check her calendar. The VP Glasgow School for Business and Society recommended that School Officer, Kevin Campbell, attend the event if a Full Time Officer can’t attend depending on the budget.

### 9.5 Life Membership Application Forms

To clerk sent out letters and Life Membership card to the newly approved applicants.

### 9.6 Communications Steering Group

The Communications and Media Co-ordinator asked the VP School of Engineering and Built Environment to sit on Communications Steering Group, to which he agreed.

10. **A.O.C.B (Emergency Business)**

- 10.1 The VP School of Engineering and Built Environment raised concern over an incident that happened recently, in the Saltire foyer area, with a library member of staff stating that he could not have 'Coffee on Campus' in the building. The VP School of Engineering and Built Environment said he would send an email to Therese Fraser, Head of Campus Services, about the incident and ask for written permission for the Full Time Officers to hold 'Coffee on Campus', in the Saltire foyer area.
- 10.2 As per an email sent in August, from the Chief Executive, the Full Time Officers discussed some universities that they could visit for their 'Road Trip' in January 2016. The Clerk said the Chief Executive had said the 'Road Trip' will be discussed at the next Executive Committee meeting. In the meantime, the Full Time Officers said they would each think of universities that they would like to visit.
- 10.3 The VP School of Engineering and Built Environment discussed getting business cards created for the School Officers. The cost for 100 business card, for 9 School Officers is £81.00. The business cards will have no acronyms on them and will have the name of the School Officer, with their department, an email address, and the general telephone number of the Students' Association. The Full Time Officers agreed for the order to go ahead for the business cards.
- 10.4 The VP School of Health and Life Sciences said that she had not used the full £50 budget for the Personal Safety Campaign to purchase Halloween accessories and so £30 will be put back into the budget.

*The meeting closed at 4.24pm.*

***Date of next meeting***

***Thursday, 5 November 2015, at 1.30pm, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on Friday, 30 October 2015. Papers will be circulated by 12 noon on Monday, 2 November 2015.*

\* Standing item



## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 5 November 2015, at 2.00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)  
Jodie Waite, Vice President School of Health and Life Sciences  
Neil Alexander, Vice President School of Engineering and Built Environment  
John Gaughan, Vice President Glasgow School for Business and Society  
David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

None.

### **2. Road Trip**

2.1 The Full Time Officers discussed universities to visit for good practice and looked at various reasons for selecting universities, which included:-

- How is their Green Impact?
- Is the university part of SUEI (Quality Student Unions) or the Alliance Universities Group?
- Does the university have a similar block grant?
- What Sports engagement/facilities/clubs does the university have?
- The location of university (travel to and from).

2.2 The Chief Executive suggested that the Full Time Officers looked at a location on a map and pick four places to visit that were relatively close by each other so that a few institutions can be visited in one day. The Full Time Officers can then come back and talk about the Road Trip plan at the next Executive Committee meeting. The Chief Executive commented that it would be good to get things finalised as soon as possible in terms of getting the university visit, hotels and transport organised.

**Action: Full Time Officers.**

### **3. Representation Officers Funding Pot**

The Chief Executive said that this item was on-going.

### **4. Mission Statement Addition**

4.1 The Vice President School of Engineering and Built Environment suggested adding an additional point to the Full Time Officers 'Mission Statement and/or Goals' that were drawn up by the Full Time Officers and each Officer has copy on their desk. The additional point is when a Full Time Officer is speaking to a student about a general issue to let them lead on what they are saying and only interrupt if you are asking a question otherwise this can cause frustration. The other Full Time Officers agreed

that it was a point of respect and basic social skills. It was suggested that if an Officer gets interrupted when speaking to a student and not being allowed to lead and that this becomes a recurring theme then it is best to be taken up with that individual in the first instance. The Full Time Officers agreed to omit it from the Mission Statement but for each of them to watch their behaviour.

## 5. **FTO Remit Addition (GCU Visual)**

- 5.1 The Vice President School of Engineering and Built Environment spoke about an addition for GCU Visual to be added to the Full Time Officer remit. GCU Visual is not officially a recognised group as yet although they have been treated like one since Freshers' Week. The Full Time Officers discussed that no proposal had gone to Student Voice for a decision to be made around GCU Visual and that it would not look good for the Executive Committee to pre-presume anything without Student Voice having approval. Therefore GCU Visual will not be added to the Full Time Officers remit.

## 6. **Idea Cards**

- 6.1 The Clerk discussed the Idea Cards received from members through 'Coffee on Campus' and from the suggestion box at the Welcome Desk. The Clerk asked what the process was for the Idea cards as they are now submitted online. It was agreed that the Chief Executive will look over the Ideas cards received and filter them for what ones will go on the website into the Ideas section and which will be recognised as feedback. For the future, the Chief Executive will create a new Students' Association user account for the website and the Executive Assistant will input the filtered Idea cards on the website to be voted on. **Action: Chief Executive.**

## 7. **Investing in Volunteers**

- 7.1 The Vice President School of Health and Life Sciences talked about the Investors in Volunteers accreditation and that she had been asked to sit on the steering group. The Investors in Volunteers accreditation is a set of criteria that you have to meet showing you have good quality volunteers and you are given an award at the end of it. The Vice President School of Health and Life Sciences asked the other Full Time Officers if it was ok for her to be on the group and if any of the other Officers wished to be on the group then they are welcome. The Student President felt that he would have preferred the Executive Committee to have a discussion on who would be best to sit on the Steering Group rather than it coming already proposed. The Vice President School of Engineering and Built Environment indicated he had a willingness to be involved also, dependent on his availability. In the interim it was decided that the Vice President School of Health and Life Sciences would sit on the steering group.

## 8. **Lecture Shouts**

- 8.1 The Student President thanked the Executive Assistant for scheduling the lecture shouts into the Full Time Officers diaries but noted that in week 8 the Officers still did not have a briefing sheet from the Student Voice Team Leader in relation to an action plan for student engagement. Currently, meetings are scheduled for the Full

Time Officers to meet on Friday afternoons to work out a strategy of top items to talk about at the up and coming lecture shouts. [Clerk's Note: The Student Voice Team Leader had never been invited to this meeting, hence the reason for this non-attendance].

- 8.2 The current lecture shouts focus on 4<sup>th</sup> years. However, it was pointed out by the Full Time Officers that the first, second and third years should not be neglected and that for the future, to be sustainable, there needs to be a structured approach. The Chief Executive clarified that the Executive Committee wanted staff to solely prepare the briefings for the lecture shouts and this was agreed, although it was noted that Officers could then deliver the lecture shouts using their own discretion. The Chief Executive said he would liaise with the Student Voice Team Leader on the briefings for the up and coming lecture shouts. **Action: Chief Executive.**

## 9. Full Time Officers Reports

- 9.1 No reports were submitted and the Full Time Officers gave a brief verbal update on some of their work.

### 9.2 *Student President*

- The Student President asked the Full Time Officers to think of an item each which they could use for the Full Time Officer weekly update video which will be sent out at the end of the week.
- The Student President visited Sandra White, MSP, to discuss the HE Governance Bill.

### 9.3 *Vice President School of Health and Life Sciences*

- 'Can you see me' event on 2 December 2015, in C001, at 5pm. The event is organised by the Disabled Students Group and a few speakers will attend the event.
- A press release for the 'Going Higher in Scotland' campaign is being issued.
- Excellence Green Impact Project – the proposal for a food wastage scheme has been accepted. Food wastage at Caledonian Court will be measured. The other proposal for car sharing will not be going ahead as there is already a system in place for car sharing that is run by Scottish Passenger Transport (SPT).
- The promotion of the Safe Taxi Scheme took place with a target to engage with 400 students. Over 1,000 students engaged.

### 9.4 *Vice President School of Engineering and Built Environment*

- Study Abroad Survey online – target of contacting 500 students with over 250 completing the survey.
- The Scottish Student Sport (SSS) Forum will take place on 20 November 2015, in NH208.
- Meeting with the Sports Council Chair next week to discuss a few issues.

- A high number of applications for the vacant School Officer position has been received and a decision of who the successful applicant has yet to be confirmed
- Meeting with Iain Stewart and Tom Buggy next week.
- School conference moved to week 10.

#### 9.5 ***Vice President Glasgow School for Business and Society***

- School Conference might be postponed as registration numbers are very low.
- Student Leaders 'Do it in a day' course will be take place on Saturday, 21 November 2015.
- Law, Economics and Risk School Officer appointed.

#### 10. **Communications**

10.1 The Communications and Media Co-ordinator was not available to join the meeting.

#### 11. **Life Membership Applications Forms**

11.1 The Executive Committee approved the following Life Membership applications:

- James Davenport
- Maria Filippopoulou

11.2 The Clerk will confirm with the applicants that their applications have been approved and send out Life Membership cards.

#### 12. **Previous Minutes (20 October 2015)**

12.1 The Executive Committee agreed that the minutes of the previous Executive Committee meeting held on 6 October 2015 were accurate. **Vote: Unanimous.**

#### 13. **Matters Arising**

13.1 Point 8.1 - the Clerk amended the text to the previous minutes (20 October 2015) to read 'the VP School of Engineering and Built Environment will speak to the Sports Council.'

13.2 Point 9.2 – The Clerk added 'Campaigns Toolkit' to the agenda for the Executive Committee meeting to be held on 20 October 2015.

#### 14. **A.O.C.B (Emergency Business)**

14.1 The Vice President Glasgow School for Business and Society talked about the Teaching Awards and should there be an award for staff who engages with Class Representatives well and how do we recognise it. It was decided that this point will be raised at the next Executive Committee team meeting and the Clerk to add it to the agenda for discussion. **Action: Clerk.**

14.2 The Vice President School of Health and Life Sciences discussed the 10p charge for the takeaway shell boxes in the Bistro that has not been approved yet by the

Executive Committee. The 10p charge has been approved for the rest of the eateries on campus but not the Bistro. Currently, there is no option in the Bistro as ceramic plates are not available so plastic takeaway shell boxes are the only option whether students sit in or get takeaway. The money raised from the 10p levy charge for takeaway boxes will go to Mary's Meals. The Full Time Officers agreed that Encore should get ceramic plates in first then the process can be reviewed. The Vice President School of Health and Life Sciences will speak to Frank McCabe, General Manager. **Action: VP School of Health and Life Sciences.**

- 14.3 The Student President asked if there was anything planned for nursing students about to graduate in terms of having them as Life Members with the Students' Association. Also, the Students' Association could target 4<sup>th</sup> years and encourage them to buy a Life Membership card for £10.00 which would allow them get involved after graduation with the Students' Association activities. The Chief Executive said he would talk to the Sales and Advertising Co-ordinator and get her input. **Action: Chief Executive.**
- 14.4 The Vice President School of Health and Life Sciences asked if the £36.00, left over from the previous £50 borrowed for the Personal Safety Campaign, could be used to fund further campaigns that she is involved in as there is no budget. The Full Time Officers supported the use of the remaining £36.00 for future campaigns. **Vote: Unanimous.**

*The meeting closed at 3.30pm.*

***Date of next meeting***

***Tuesday, 17 November 2015, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on Friday, 13 November 2015. Papers will be circulated by 12 noon on Monday, 16 November 2015.*

\* Standing item

## **EXECUTIVE COMMITTEE MEETING**

Minutes of the Executive Committee meeting held on Tuesday, 17 November 2015, at 3.00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Neil Alexander, Vice President School of Engineering and Built Environment

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

Jodie Waite, Vice President School of Health and Life Sciences

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

2. The Chair said due to the low attendance at the meeting all other agenda items will be re-arranged for the next Executive Committee meeting scheduled for Monday, 23 November 2015.

### **3. Student Led Teaching Awards**

- 3.1 The Full Time Officers discussed the Student Led Teaching Awards and that they were happy to vote and pass the Student Lead Teaching Awards on the proviso that an award for excellence of support for Class Representative engagement is included in the Teaching Awards next year.

- 3.2 The Full Time Officers noted the staff and work that is involved in organising the Student Led Teaching Awards and thanked all involved for their hard work and noted that the Executive Committee were concerned that if anything less was spent on resources and time for the student awards it could be viewed by students as an inappropriate focus.

**Vote: Unanimous**

*The meeting closed at 3.10pm.*

***Date of next meeting***

***Monday, 23 November 2015, at 12pm, Room NH209***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 23 November 2015, at 12.00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

Gordon McTweed, Activities Manager

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

### 2. **Teaching Awards**

The Student President said that this agenda item was previously discussed at an Executive Committee meeting held on 17 November 2015 where the Teaching Awards were voted on. The Full Time Officers agreed that they were happy with the awards on the proviso that a Class Representative Engagement Award was available next year.

### 3. **Asylum Seeker SAAS Support**

The Student President asked the Full Time Officers for their views on an email and letter relating to calling on the Scottish Government to make SAAS funding, including tuition fees, loans, and bursaries available for asylum seekers and those under humanitarian protection the same levels as eligible Scottish residents. The Full Time Officers agreed that they were happy to help. **Vote: Unanimous.**

### 4. **Full Time Officer Development Reviews**

As the Chief Executive was not present this agenda item was not discussed.

### 5. **Draft Website Terms and Conditions**

The Activities Manager commented that extensive work had been carried out on the Website Terms and Conditions and asked the Full Time Officers if they felt anything was missing from the document. The Full Time Officers asked that this agenda item is brought back to the next committee when the Chief Executive is present and it can then be discussed further. **Action: Clerk.**

### 6. **Full Time Officer Impact Email**

The Full Time Officers discussed the Impact Email and agreed that the emails sent should not be changed as the layout was good and that they were happy to send out the Impact Email. The Student President commented that it could be useful to embed a video link, like Animoto, into the Impact Email. The Vice President School of Engineering and Built Environment commented that he felt that Animoto feels more like a presentation and that he would prefer to do something more personal. It was agreed to not have an Animoto video included in the Impact Email but instead

to use Facebook graphics for social media. The Student President asked the Full Time Officers to send through six to seven bullet points of information to the Executive Assistant by the end of the week which can be used for the next Impact Email. **Action: Full Time Officers.**

7. **Impact Report**

The Student President discussed the Impact Report with a view to a revised layout and suggested meeting with the Chief Executive to go through the report. The Student President asked the Clerk to schedule 30 minutes for the Full Time Officers to meet with the Chief Executive to discuss the report. **Action: Clerk.**

8. **Road Trip**

8.1 The Full Time Officer selected four institutions they wish to visit on their Road Trip:-

1. Teeside
2. Leeds
3. Nottingham
4. Bouremouth

8.2 The Full Time Officers said they had targeted the institutions specifically due to some having Student Leader programmes, whilst another had good volunteering opportunities and green impact values. It was decided that this needed further discussion, when the Chief Executive was present, in order to discuss logistics and what could be realistically achieved during the three days available. **Action: Clerk.**

9. **Lecture Shouts\***

The Executive Assistant asked the Full Time Officers to complete the 'Lecture Shout Sheet' and she will schedule them in for the rest of week 10. The Student Voice Team Leader is working on lecture shouts for week 11.

10. **Full Time Officer Reports**

The Full Time Officers all submitted written reports, with no questions raised.

11. **Life Membership**

The Executive Committee approved the Life Membership application for Bjorn Conny Stefan Pettersson.

12. **Previous Minutes (05.11.15)**

12.1 The Executive Committee all agreed that the minutes of the previous Executive Committee meeting held on 5 November 2015 were accurate.

12.2 The Vice President School of Engineering and Built Environment added that under point 6.1 in the previous minutes (05.11.15) that the Idea cards have since been removed for use and the suggestion boxes are not in use anymore either. The Clerk was asked to add Idea Cards to the next agenda for further discussion. **Action: Clerk.**

13. **Matters Arising**

### 13.1 **Road Trip**

The Full Time Officers were asked to come back and talk about the Road Trip at the next meeting with a selection of institutions to visit. The Full Time Officers have selected the institutions they wish to visit and asked for further information on the trip from the Chief Executive.

### 13.2 **Idea Cards**

The Chief Executive said he would create a new Students' Association user account for the website and the Executive Assistant will input the filtered Idea cards on the website to be voted on as the Idea cards were no longer in use. The filtered Idea cards have been added to the website.

### 13.3 **Lecture Shout Briefing**

The Chief Executive said he would liaise with the Student Voice Team Leader on the briefings for the up and coming lecture shouts. The Chief Executive met with the Executive Assistant and the Student Voice Team Leader and a briefing was produced from the Student Voice Team Leader for the Full Time Officers.

### 13.4 **Teaching Awards**

The Teaching Awards were to be raised at the next Executive Committee team meeting and the Clerk to add it to the agenda for discussion. The Executive Committee met on 17 November 2015 to discuss the Teaching Awards only. Minutes from this meeting will be presented at the next Executive Committee for approval. **Action: Clerk.**

### 13.5 **Takeaway shell boxes in Bistro**

In relation to the 10p charge for the takeaway shell boxes in the Bistro. The Full Time Officers agreed that Encore should get ceramic plates in the first instance then the process can be reviewed. The Vice President School of Health and Life Sciences will speak to Frank McCabe, General Manager. The Vice President School of Health and Life Sciences contacted Frank McCabe and emailed Therese Fraser to let her know that the money raised from the 10p charge will go to Mary's Meals.

### 13.6 **Life Membership Sales**

The Chief Executive said he would talk to the Sales and Advertising Co-ordinator and get her input on Life Membership cards sales to those that will be graduating shortly. The Chief Executive was not present and this will be added to the agenda for the next Executive Committee meeting. **Action: Clerk**

13.7 The Vice President School of Health and Life Sciences commented that the Award for Investors in Volunteers Steering Group should have been a matter arising from the previous minutes in relation to the membership of the group and whether the Vice President School of Engineering and Built Environment wished to part of the group membership. **Action: Vice President School of Engineering and Built Environment.**

## 14. **A.O.C.B (Emergency Business)**

14.1 The Vice President School of Health and Life Sciences said that the School of Health and Life Science School Conference will be held in week 11, in Trimester 2, but a

specific date has not been set as yet. The Student President suggested that the Vice President School of Health and Life Sciences liaise with the Student Voice Co-ordinator, Aimee Cuthbert, in relation to the school conference.

- 14.2 The Vice President School of Health and Life Sciences updated the Full Time Officers that she had confirmed with Nichola McLarnon, Associate Dean Learning Teaching and Quality within the School of Health and Life Sciences, regarding her being a panel member for the Teaching Award - Excellence in Teaching.

*The meeting closed at 1.15pm.*

***Date of next meeting***

***Monday, 7 December 2015, at 10:40am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on Thursday, 3 December 2015. Papers will be circulated by 12 noon on Friday, 4 December 2015.*

\* Standing item

## **EXECUTIVE COMMITTEE MEETING**

Minutes of the Executive Committee meeting held on Monday, 7 December 2015, at 10.40am, in room NH209.

### **In Attendance:**

Neil Alexander, Vice President School of Engineering and Built Environment (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

Josie McKay, Communications and Media Co-ordinator (Point 9 only)

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

Michael Stephenson, Student President

### **2. Revised Terms and Conditions for Payment of Memberships and Events Tickets**

2.1 The revised policy brings together new terms and conditions for bought memberships, a revised terms and conditions for event ticket sales and new terms and conditions for refunds. The existing Life Membership terms and conditions have been incorporated into this policy.

2.2 The Full Time Officers discussed the refund part of the policy in relation to the amount of days before a refund can be issued and also whether a ticket can be transferred to someone else. The computer system does not allow for tickets to be transferred into another name. The person that has bought the ticket can't give the ticket to someone else as the ticket is attached to their name on the computer system. In relation to the refund policy for events tickets, the Full Time Officers agreed that the time set out in the policy for a member to get a refund is too short and to be changed to that they can request a refund within 7 days from the date of payment for a full refund of the ticket purchased, up until 14 days before the date of the event. The Full Time Officers all agreed that with the changes made to the policy that they were happy with the terms and conditions set out. The Chief Executive explains that it will now be taken to the Trustee Board.

### **3. Revised Data Protection Statement**

3.1 The current Data Protection Statement is required to be revised in line current Data Sharing Agreement with GCU and Data Processing Agreement between GCU, NUS Media and the Students' Association. A tracked changes version was available for the Full Time Officers to approve. The Full Time Officers agreed that the revised version was more robust. The Vice President School of Health and Life Sciences asked how easy the website terms and conditions are to find on the Students' Association website. All the policies are available under the heading 'Key Organisational

Information' which is easy and accessible from the home page of the Students' Association website.

- 3.2 Taking into account the amendment in relation to the number of days for a refund, the Full Time Officers agreed with both newly revised policies 'Data Protection Statement' and Terms and Conditions for payment of Membership and Event Tickets'. **Vote: Unanimous**

#### 4. **Idea Cards**

- 4.1 Discussions took place around the removal of the Idea cards and how the system has gone online. The Chair asked how a student would go about submitting an anonymous idea. The online system for ideas does not allow anonymous ideas to be submitted. However, a student can tell a Full Time Officer who can then submit an idea on the student's behalf. After further discussions, it was agreed that the Idea cards would be rebranded to become Feedback cards. The new Feedback cards can be posted in the post boxes which will be labelled for the new cards. Any Ideas submitted on a Feedback Card would be brought to the Executive Committee for action.

#### 5. **Life Membership Sales**

As an action point from the previous minutes, the Chief Executive responded that he had spoken with the Sales and Advertising Co-ordinator about getting some input on Life Membership card sales on those graduating and this will be implemented next summer.

#### 6. **Volunteering Steering Group**

Membership of the Volunteers Steering Group was discussed. The group started in November and as a member the Chair has already attended a meeting. The Chair said that he was interested in joining the group; however he would not be joining and was happy for the Vice President School of Health and Life Sciences to be part of the Volunteering Steering Group.

#### 7. **Lecture Shouts\***

- 7.1 No more lecture shouts are scheduled for the rest of Trimester 1. The Clerk handed out a sheet updating all the Full Time Officers on the statistics on engagement for Trimester 1. In relation to lectures shouts, the Full Time Officers delivered 63 lecture shouts, engaging with 13,142 members (Celcat).
- 7.2 The Vice President Glasgow School for Business and Society said he had arranged a meeting on Friday, 18 December, for the Full Time Officers and the Executive Assistant to meet to discuss the plan for engagement with members in Trimester 2. The meeting date for 18 December is in all the Full Time Officers diaries.

#### 8. **Full Time Officers Reports\***

8.1 The Chair commented that there needed to be consistency for the submission of Full Time Officer reports. The Full Time Officers each gave a verbal report to the clerk.

#### 8.1.1 Vice President School of Health and Life Sciences

- The Disabled Students' Group event 'Do You See Me?' was held on 2 December 2015 and had 27 people in attendance. The event was filmed and an edited version of the film with highlights will be available online shortly.
- A new society has been started by the Vice President School of Health and Life Sciences – 'GCU Gender Equality Society'. The Vice President School of Health and Life Sciences will be joint President of the society and there will be events on next trimester.
- The Vice President School of Health and Life Sciences is going to London, to Westminster, on Tuesday, 8 December, and will meet with her local MP. This event is in conjunction with NUS.

#### 8.1.2 Vice President of Engineering and Built Environment

- Met with the Student Voice Co-ordinator to discuss the newly set up Student Charter Research Group to arrange for timelines and dates.
- An International Student Representative will be appointed soon.
- Working on a report 'State of Sport' which is a report about where we will be in a few years' time in relation to sport.
- Working on a video for promotion of 'Blue and White Day' and Glasgow Caledonian University (GCU) sport. 'Blue and White Day' is on 13 February 2016. As part of 'Uni in Focus', GCU will host the BUCS website for the day on 13 February 2016. The website has over 500,000 followers.
- The SEBE conference was held on 25 November 2015. The Vice President of Engineering and Built Environment is working on feedback from the conference and a report will be produced.
- SEBE Staff vs. Student Shield – in the early stages of planning and an online form to register will be done shortly.
- Study Abroad Survey – the last week of the survey. Over 400 people have taken part in the Survey Monkey survey so far.

### 9. Communications\*

9.1 The Communications and Media Co-ordinator was invited to the Student Engagement Planning meeting on 18 December along with the Full Time Officers. The meeting will discuss how the Full Time Officers communicate the Students' Associations impact and what key messages they should focus on in Trimester 2, amongst other points of discussion. **Action: Clerk to send out invite to Communications and Media Co-ordinator.**

- 9.2 The Vice President School of Health and Life Sciences will forward the Communications and Media Co-ordinator a written blog about her trip with 'One Young World' to Thailand once it is complete.
- 9.3 The Vice President School of Health and Life Sciences is going to London, to Westminster, on Tuesday, 8 December, and will meet with her local MP. This event is in conjunction with NUS.
- 9.4 The Disabled Students' Group event 'Do You See Me?' was held on 2 December 2015 and had 27 people in attendance. The event was filmed and an edited version of the film with highlights will be available online shortly. The Vice President School of Health and Life Sciences said that that the group were looking to have another event next year.
- 9.5 The Communications and Media Co-ordinator said that from 18 December, for the next three weeks, she would be on annual leave and any content for the 'All Student Email' should be passed to her as soon as possible. The 'All Student Email' was now segmented to target each individual school so any school related items are good to put in the email.
- 9.6 The Vice President School of Health and Life Sciences said she had an item on the Living Wage for nurses which she would forward on.
- 9.7 The Vice President of Engineering and Built Environment will forward through a piece on an event taking place in the ARC – 'Wheelchair Basketball'. The Vice President School of Health and Life Sciences and the Vice President of Engineering and Built Environment discussed the Disabled Students' Group being invited.
- 9.8 The Vice President of Engineering and Built Environment said it was the last week of the Study Abroad Survey and that he was looking to do a 15 second video for Instagram.
- 9.9 SEBE Staff vs. Student Shield – in the early stages of planning and an online form to register will be done shortly for members to register.

## 10. **Life Membership Application Forms\***

There were no Life Membership Application Forms.

## 11. **Previous Minutes (17 November & 23 November 2015)**

- 11.1 The Executive Committee agreed that the minutes of the previous Executive Committee meeting held on 17 November & 23 November 2015 were accurate.

## 12. **Matters Arising**

### 12.1 **Full Time Officer Impact Email**

The Full Time Officers to forward their 6/7 bullet points to the Clerk by 5pm, on Monday, 7 December 2015. **Action: Full Time Officers.**

12.2 **Impact Report**

The Full Time Officers and the Chief Executive met to discuss the Impact Report on 2 December 2015.

12.3 **Road Trip**

The Full Time Officers discussed their choice of universities to visit and the travel route to take. The Chief Executive and the Clerk will not be arranging the visits to the universities. The visits in January 2016 will need to be arranged by the Full Time Officers. The Clerk will book the hotels and transport. The Chief Executive expressed concerns about the distances the Officers wished to cover over three days and the time they would get to spend at each institution. The Full Time Officers will meet prior to the next Executive Committee meeting, on 15 December, and decide what the travel route will be and what universities this will entail. **Action: Full Time Officers.**

12.4 **Idea Cards**

This item was discussed at point 4 (see above).

12.5 **Teaching Awards**

This point was actioned on 17 November 2015 (see previous approved minutes) with the Student President and Vice President School of Engineering and Built Environment in attendance.

12.6 **Life Membership**

This item was discussed at point 5 (see above).

12.7 **Volunteering Steering Group**

This item was discussed at point 6 (see above).

13. **Any Other Business**

There was no other business.

\* Standing item for discussion

***The meeting closed at 11.50am.***

***Date of next meeting  
Tuesday, 15 December 2015, at 2pm, Room NH209***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 15 December 2015, at 2.00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)  
Jodie Waite, Vice President School of Health and Life Sciences  
Neil Alexander, Vice President School of Engineering and Built Environment  
John Gaughan, Vice President Glasgow School for Business and Society  
Caroline Miller, Representation and Advice Manager  
Kathryn Collins, Executive Assistant (Clerk)

*The Executive Committee welcomed the Representation and Advice Manager to the meeting, who was attending in place of the Chief Executive.*

1. **Apologies**  
David Carse, Chief Executive

2. **Scottish Elections Planning**

The Vice President Glasgow School for Business and Society said that forward planning was needed in relation to the Scottish Elections and that he had emailed the Student Voice Team Leader in relation to this as staff support was needed. The Student President commented that the Scottish Elections is one of their team objectives. The Vice President Glasgow School for Business and Society said that it would be good to get a potential agenda together and that the Campaigns Toolkit could be used for the planning. The Vice President Glasgow School for Business and Society said he would arrange a meeting with the Student Voice Team Leader for next year. **Action: The Vice President Glasgow School for Business and Society.**

3. **Lecture Shouts**

- 3.1 The Vice President Glasgow School for Business and Society discussed the lecture shouts and that the Full Time Officers need to make the Executive Assistant aware of any that they did not attend or that on arrival at the lecture shout the class was not on etc. This way the statistics logged will be better recorded. Discussions also focussed on Coffee on Campus and the impact it was making. The Vice President Glasgow School for Business and Society said that a meeting has been scheduled for Friday, 18 December 2015, with all the Full Time Officers, the Executive Assistant and the Communications and Media Co-ordinator, to discuss the engagement strategy for Trimester 2 and to look at the impact made in Trimester 1.

4. **Full Time Officer Reports**

The Full Time Officers gave a verbal update on their work.

### ***Vice President School of Health and Life Sciences***

- Attended a Westminster visit last week with 'Cut the Cost' campaign. Met with Alison Thewliss MP.
- Attending a Young People and the National Living Wage event on 15 December 2015.
- Held first Investing in Volunteer Steering Group and students are members on the group.
- Attended Equality and Diversity Committee and LGBT+ attended
- Green Impact meeting held with Alex Henderson, from NUS, where objectives were set and an action plan set for the Excellence Award goal.

### **Vice President School of Engineering and Built Environment**

- Attended Scottish Student Sport Festive Gathering 2015, on 14 January.
- Writing a State of Sport report and review of the policy.
- New funding model for sports approved.
- Sports Council – first block of funding assigned.
- 'Blue and White Day' footage filmed by GCU Visual.
- Staff Shield – 12 people have signed up so far. SEBE Shield will take place in Refreshers' Week, in the ARC, for one day.
- Study Abroad Survey – final week of the survey. 408 people have taken part so far.
- A room is now available in the George Moore Building for the School of Engineering and Built Environment School Officers to use as a team to meet.
- An application has been received for post of International Student Representative.
- Cultural Team involved in the January induction of Caledonian Court Students

### **Vice President Glasgow School for Business and Society**

- Refreshed Student Leaders Programme for Trimester 2.
- Forward planning of Glasgow School for Business and Society School Conference and using the conference themes differently this year and so not the traditional conference but will have workshops instead as traditional model not working.
- Raised issued with Dean about staff within the school giving wrong information to Class Representatives having to attend certain meetings or training events.
- Looking to do a review the Careers Service. Discussions planned with the University.
- The Class Representative for Social Sciences, Media and Journalism has been selected. Confirmation will follow shortly.

### **Student President**

- Strategy for Change (ERASMUS+ project) has been finalised and the first meeting took place on 10 and 11 December 2015.
- Working on a bid for Nextbike looking at access for staff and students.
- Nearly all the positions for the Postgraduate Research Representatives have been recruited.

- The Advisory Board applications have been completed. The Student Voice Team Leader will advertise the positions online.
- The proposal for 'Ask GCU' will be piloted
- Louisa Power is involved in the Bystander Training for all Freshers. Bystander Training is led by students and is to prevent sexual violence using intervention. It will be piloted in 2016.
- The university committee 'University System Board' (USB) will be implemented across the board at IT level.
- A merchandising competition is going on with a student to come up with a proposal to bring a concept to the market for clothing to replace the GCU hoodie. The deadline is the end of January. This is not part of the university course but extra.
- The Student President will be meeting with Professor Valerie Webster, Vice Principal and Pro Vice-Chancellor Learning and Student Experience, early in 2016.

## 5. **Communications**

The Communications and Media Co-ordinator was not available to attend.

## 6. **Life Memberships**

There were no Life Membership applications to be discussed.

## 7. **Previous Minutes (7 December 2015)**

7.1 The Vice President School of Health Life Sciences commented on point 4.1, 6, and 8.1 and that the text be changed from Vice President School of Engineering and Built Environment to Chair. The Clerk said she would amend the text to say Chair to keep the text consistent **Action: Clerk.**

7.2 Point 8.1 – change the text 'He for She' to GCU Gender Equality Society. **Action: Clerk.**

7.3 The Executive Committee agreed that once the above changes have been made then the previous minutes from the Executive Committee meeting held on 7 December 2015 will be accepted as accurate.

## 8. **Matters Arising**

8.1 The Communications and Media Co-ordinator was invited to the Student Engagement meeting to be held on 18 December 2015.

8.2 The Clerk received the Impact Email bullet points from all the Full Time Officers.

8.3 The Full Time Officers agreed to set the Road Trip travel plan after the Executive Committee meeting.

9. **A.O.C.B (Emergency Business)**

There was no other business.

*The meeting closed at 1.15pm.*

***Date of next meeting***

***Tuesday, 12 January 2016, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on  
**Friday, 8 January 2016.** Papers will be circulated by 12 noon on **Monday, 11 January 2016.***

## **EXECUTIVE COMMITTEE MEETING**

Minutes of the Executive Committee meeting held on Monday, 25 January 2016, at 12.00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

John Gaughan, Vice President Glasgow School for Business and Society

David Carse, Chief Executive

Josie McKay, Communications and Media Co-ordinator (Point 7 only)

Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

None

### **2. Union Rights in Iran**

- 2.1 The Executive Committee discussed the draft letter addressed to his Excellency Hassan Rouhani, President of the Islamic Republic of Iran in relation to the British TUC trying to get Iranian authorities to stop repression of trade union and student activists in Iran. The British TUC have asked all recognised GCU trade unions to co-sign a drafted letter prepared by the TUC to send to the President of Iran who once was a student at the University and thus a member of the Students' Association. The Full Time Officers agreed to sign off the letter endorsing their support seeing as Hassan Rouhani, President of the Islamic Republic of Iran, is a former student and alumni at the University. However, the Full Time Officers requested that the letter explicitly mentioned students in it.

### **3. Development Reviews**

The Chief Executive reminded the Full Time Officers to send out thank you emails to all those that they had asked to participate in their 360 review survey. Also, the Chief Executive said that if the Full Time Officer did not have a coach/mentor in place then he would help and assist with getting one in place.

### **4. Full Time Officer Communication Structure**

The Vice President Glasgow School of Business and Society presented a paper on the Full Time Officer Communication Structure. This new structure entails that each teaching week the Full Time Officer team will focus on one key theme regardless of role and remit. Themes for the lecture shouts will have to be proposed using a template by either Full Time Officers or staff and the Executive Committee will then decide what themes to implement and in what teaching week. The Full Time Officers have committed to an average of three lecture shouts per week, over the course of three weeks, as well as one 'hook' activity per week. The Clerk will keep track of the attended lecture shouts and the hook activities with the Full Time Officers giving their signature for each attended lecture shout. The Full Time Officers agreed to have a one hour meeting per week, for the first six weeks, to discuss solely

the themes for the lecture shouts. The Student President called for a vote on the new Full Time Officer Communication Structure. **Vote - For: 3 Against: Abstain: 1.**

5. **Lecture Shouts**

No lecture shouts have been scheduled due to the new Communication Structure coming into place. The Clerk and the Full Time Officers will meet through the week to discuss the plan for scheduling lecture shouts for Trimester 2.

6. **Full Time Officer Reports**

The Full Time Officers gave a verbal update on their work.

***Vice President School of Health and Life Sciences***

- Green Impact Workshop and the Focus Group have been set up and that they are working in partnership with 'Love Food, Hate Waste'. The Green Impact Workshop entails cooking classes, from 4pm – 6pm. The Green Impact Focus Group will entail participants keeping a food diary for a week. Sessions will be held on food wastage and how to store food and look at the impact of food waste.
- The 'Nightline' logo and phone number is now appearing on GCU Learn.
- The School of Health and Life Sciences School Conference will take place during the Glasgow school holidays and a date and venue has yet to be confirmed.
- Sexual Health Campaign - handing out a Valentines card with free condoms.
- Met with Sandra White MSP to discuss student carer's recognition.
- Meeting scheduled with Dr Nina Baker, Glasgow City Chambers, on 27.01.16 to discuss the green impact on food waste.

***Vice President School of Engineering and Built Environment***

- Student Charter – all sessions planned.
- Sports 'Blue and White Week' date set and in all the Full Time Officer diaries. This will include a free week of gym membership at the ARC for all GCU students.
- Working on a Sports Review with key input from the university, ARC and key staff.
- Trimester sports memberships are in operation - £30.00 per trimester and can be bought from the Welcome Desk.
- Recently visited Heriot-Watt University as part of a case study trip to look at their good practice.
- Working on the Study Abroad report.
- Looking at communications front (Buchanan Halls& Victoria Halls) and the School Officer drop in on Monday's and Thursday's, from 1 – 3pm.
- Student Charter Group will include the VP Glasgow School of Business and Society; VP School of Health and Life Sciences; School Officers and Class Representatives. One School Officer and one Class Representative from each school will be on the group.

***Vice President Glasgow School for Business and Society***

- Working on the new Full Time Officer Communication Structure paper.
- Working on a paper on reviewing the Careers Service.
- Student Leaders Steering Group on 27 January 2016.

### **Student President**

- Bystander Training meeting held on 22 January 2016. External members such as Women's Aid; Rape Crisis Scotland and Roots Out attended the meeting.
- Student Survey coming up looking at how we engage and what methods do we use and are we measuring the right things.
- Timetables – looking at the soft constraints. Possibly asking lecturers to show a slide at the end of their lecture with a call to action.
- New Academic Regulation Board – looking at code of conduct etc. Student representation will be on the Board.
- Working with Professor Valerie Webster, VP & PVC Learning & Student Experience, with student engagement high on the agenda for the Student Advisory Board.

## **7. Communications**

The Full Time Officers updated the Communications and Media Co-ordinator on their communications items:-

- To focus on the Student Advisory Board (the four boards are IT, Facilities, Encore, and the Library)
- To focus on Greener Impact – 'Go Green Week'. Website registration will be made available. Go Green Week will involve ethical and environmental issues.
- School of Health and Life Sciences School Conference date and venue to be confirmed.
- Women's Officer at NUS writing a motion on having better nursing bursaries and a demonstration is being organised at the Scottish Parliament on 23 March 2016. A group from Glasgow Caledonian University are going to the demonstration. Buses will be organised but this has still to be confirmed. Any students can attend but nursing students in particular.
- SEBE Shield (sporting event between staff and students) – a JotForm has been completed. The VP School of Health and Life Sciences will send the Communications and Media Co-ordinator further details.
- The fashion competition has been extended to 12 February 2016.
- Still looking for the role of Taught Postgraduate Officer to be filled.
- Timetables – SurveyMonkey survey link to go out on website to all undergraduates and postgraduates in relation to timetable issues.

## **8. Life Memberships**

The following 12 Life Membership applications were approved by the Executive Committee:-

- Calum Morton
- Rachel Mitchell
- Sean Thorburn
- Gregor McCallum
- Calum Watson
- Connor McGoran
- Christopher Marshall

- Gerard Rooney
- Kimberley Cleland
- Daniel Malone
- Greta McIlwraith
- Aaron Callaghan

9. **Previous Minutes (15 December 2015)**

The Executive Committee agreed that the previous minutes from the Executive Committee held on 15 December 2016 were accurate.

10.. **Matters Arising**

10.1 **Scottish Elections Planning (15 December)**

The Vice President Glasgow School for Business and Society said that it would be good to get a potential agenda together and that the Campaigns Toolkit could be used for the planning. The Clerk was asked to arrange a planning session with the Four Full Time Officers; Student Voice Co-ordinator; Student Voice Team Leader and the Chief Executive in relation to the Campaigns Toolkit and the Scottish Elections.

**Action: Clerk.**

10.2 **Previous Minutes (15 Dec 2015)**

Point 7.1 - text changed from Vice President School of Engineering and Built Environment to Chair to keep the text consistent.

10.3 **Previous Minutes (15 Dec 2015)**

Point – changed the text from ‘He for She’ to GCU Gender Equality Society.

11. **A.O.C.B (Emergency Business)**

11.1 The Vice President School of Engineering and Built Environment asked for some money from the budget for sandwich platters for the Student Charter Review Group which Professor Valerie Webster is part of. The Full Time Officers recommended getting the platters for free and to speak to Frank McCabe, Catering Manager.

11.2 The Student President asked the Chief Executive what was happening with the bank accounts for societies. Since the last Caledonian Student Voice there was a mandate to review the bank accounts for societies. The Chief Executive said that he thought the Societies Council would deal with this but he would check and get back to the Student President and establish a way forward. [Clerks Note: The Student Voice minutes confirmed that the Societies Council will explore the creation of a policy which accommodates bank accounts].

*The meeting closed at 1.35pm.*

***Date of next meeting***

***Tuesday, 9 February 2016, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on Friday, 5 February 2016. Papers will be circulated by 12 noon on Monday, 8 February 2016.*

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 9 February 2016, at 10.00am, in room NH209.

### **In Attendance:**

John Gaughan, Vice President Glasgow School for Business and Society (**Chair**)

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive

Josie McKay, Communications and Media Co-ordinator (Point 5 only)

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

Michael Stephenson, Student President

### 2. **Draft Complaints Procedure**

The Chief Executive explained that the Complaints Procedure requires to be reviewed every five years, as part of the GCU review of the Students' Association Governance Documentation. The revised draft Complaints Procedure will model the Glasgow Caledonian University (GCU) Complaints Procedure based on the Scottish Higher Education Model Complaints Handling Procedure. However, the Chief Executive added that the content of the revised Complaints Procedure does not need to include everything the GCU Complaints Procedure has, such as mediation, complaints from members of the public, anonymous complaints. The revised procedure also provides the ability for non-members to provide feedback that can be considered that is not in the existing policy. The Vice President Glasgow School of Business and Society added that he was happy with the revisions to the Complaints Procedure on the proviso that a student friendly version of the procedure was drawn up. The Full Time Officers took a vote on whether to accept the revised Complaints Procedure. **Vote - For: 3 Against: 0.** The draft Complaints Procedure will then go to the Trustee Board for approval then on to the University Court.

### 3. **Lecture Shouts/Theme Proposals**

3.1 Currently week three is focussing on 'Society Spotlight'. Week 4 will be focussing on the Sports Ball. Lecture Shouts are still to be scheduled for week four and five. The VP Glasgow School for Business and Society will forward the Executive Assistant further details of the scheduled 'hook activity' and what target audience is to be selected for lecture shouts. **Action: Vice President Glasgow School for Business and Society.**

3.2 **Theme Proposal: Accommodation Fayre (1<sup>st</sup> March) promote one week before (week 5)**

**Submitted by: Eve Thomson, Sales and Advertising Co-ordinator**

The Vice President School of Engineering and Built Environment agreed that this was a great idea and that he wished to be involved to help shape it. The Chief Executive commented that he would speak to the Sales and Advertising Co-ordinator about the

Vice President School of Engineering and Built Environment wishing to be involved. The Vice President Glasgow School for Business and Society responded that week 5 was already full and that he would get back to the Sales and Advertising Co-ordinator. **Action: Vice President Glasgow School for Business and Society.**

3.3 **Theme Proposal: Promote 'Ideas' process to students and show how to use the website to comment and vote on ideas.**

**Submitted by: Josie McKay, Communications and Media Co-ordinator**

The Full Time Officers agreed that they would schedule the above proposal for week 7.

4. **Full Time Officer Reports**

The Full Time Officers gave a verbal update on their work.

**Vice President School of Engineering and Built Environment**

- BUCS in focus took place on 2 February. Over 250 new students took part in the crazy golf set up outside the ARC. Free gym classes in the ARC were well attended and a success. Usage statistics from the ARC will follow.
- The Study Abroad report will be finished at the end of the week.
- Attending Garnethill Community Council on 9 February 2016
- Attending Sports Council on 9 February 2016
- Attended Academic Policy Committee on 3 February 2016
- The first meeting of the Student Charter Research Group was held on 9 February 2016.

***Vice President School of Health and Life Sciences***

- Attended Nightline Committee meeting.
- Nightline advert on GCU Learn
- Awareness session held with Wellbeing Volunteers and the Sandyford Clinic attended. This is for the Sexual Health Campaign. The first part of the campaign was held on the 1<sup>st</sup> floor of the Campus Life Lounge where Valentines cards and free condoms were handed out along with sweets. The 2<sup>nd</sup> part of the campaign will be held in the Students' Association Bistro.
- Attended a meeting in relation to 'Bystander Training' which after discussions will be referred to as Mental Health and Gender Based Violence training from now on. This training will be available as part of the induction process for Freshers.
- Green Impact Focus Group held with where no attendees came along.
- 58 people filled in the Food Waste Survey.
- As part of the Green Impact work an experimental Pizza Making Workshop is being held on Tuesday evening in the Learning Cafe, George Moore Building.
- The date for the School of Health and Life Sciences conference will be week 11 and the theme will be around community engagement. The venue will be off campus and yet to be decided.

**Vice President Glasgow School for Business and Society**

- Chaired the Student Leaders Steering Group on 27 January 2016, where we opened up Student of the Year and the Alistair Boyd Award up to all students.
- Working with the Student President and the Vice President School of Engineering and Built Environment to support the Student Voice reform.
- Attended NUS Local to feed into the strategic development of NUS UK and feed into the NUS Scotland demo.
- Gathered feedback from the Student Leaders champions to develop the role for next year.
- Researching the impact of Heart of Campus on student exams within the Glasgow School for Business and Society.
- Analysing the Class Representative meeting minutes to find department and school wide themes to then raise with the Dean.

## 5. **Communications**

The Full Time Officers discussed communication items relevant to their specific school with the Communications and Media Co-ordinator.

### 5.1 **Glasgow School for Business and Society**

- School Social Network is taking place on 17 February 2016. The Vice President Glasgow School for Business and Society will forward further details and a picture to the Communications and Media Co-ordinator. Also, a short 5 second film about the School Social will be filmed and sent out via social media.
- The Fashion Society is planning a trip to London.

### 5.2 **School for Engineering and Built Environment**

- A drop-in space for the School Officer team will be in the George Moore building on the third floor, on Monday and Tuesday, from 1 – 3pm. The room number has to be confirmed and whether this drop-in space can start next week.
- Study Abroad and INTO are happy for the Students' Association to develop a newsletter for them.

### 5.3 **School of Health and Life Sciences**

- Nursing students at Glasgow Caledonian University have broken the Guinness World Record for the largest number of number of participants in a hand-sanitising relay.
- The Student President, along with some other podiatry students, will be going along to Parliament to lobby about podiatry. Further details to follow.

## 6. **Life Memberships**

6.1 The following Life Membership application was approved by the Executive Committee:-

- Ishtiaq Khan

## 7. **Previous Minutes**

The Executive Committee agreed that the previous minutes from the Executive Committee held on 25 January 2016 were accurate.

## **8. Matters Arising**

### **8.1 Scottish Elections**

The Clerk has scheduled a planning session with the Full Time Officers; Student Voice Co-ordinator; Student Voice Team Leader and the Chief Executive in relation to the Campaigns Toolkit and the Scottish Elections. The planning session is scheduled for 26 February 2016.

8.2 As the Scottish Elections is a team objective the Full Time Officers discussed some priorities that they wish to do for the Scottish Elections. This includes:-

- Hold a Hustings event.
- Voter registration (have stalls to register).
- Back the NUS demonstration on 23 March 2016.

All agreed that the above priorities will be discussed further at the Planning Session when looking over the Campaigns Toolkit.

## **9. A.O.C.B (Emergency Business)**

9.1 The Student Voice Reform 'Green Paper' written by the Student President and the Vice President School of Engineering and Built Environment was discussed. The proposal is asking for Student Voice to mandate a replacement to Student Voice which would entail a new process that is based on a model pioneered by Leeds University Union and involves holding two meetings during each trimester for each of the three forums; our association; our university and our community. In the new structure all ideas will be categorised and proposed to the relevant forum. Each forum will be made up of membership most relevant to the area. After the Ideas have been discussed at the forums they will be submitted a jury, which is made up of 16 randomly selected demographically representative students from across all aspects of the student body at Glasgow Caledonian University. To incentivise students to attend, each student jury member will be paid roughly £20 in line with the Living Wage.

9.2 The Executive Committee discussed the proposal and it was established that the language used in the paper was not consistent throughout the paper, i.e. panel and jury and union and association. There was also confusion over whether there was one jury or three juries in total. A brief discussion also took place on the capacity for the Full Time Officers to attend more meetings and how this new proposal would make the Full Time Officers more accountable. The Chief Executive said that he thought that it was an interesting solution to a problem identified by the Full Time Officers. He reminded the Officers that there is the ability for NUS to do a Democratic Review. He also added that it would be interesting to review the composition of the Executive Committee and potentially increase its membership and that this might help with the Officers approach to make them more accountable. The Vice President School of Engineering and Built Environment said that the proposal was not the final version and just a concept and he would re-draft the

proposal after a few formatting errors were identified and then bring back to the next meeting.

*The meeting closed at 11.30am.*

***Date of next meeting***

***Tuesday, 23 February 2016, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on  
**Friday, 19 February 2016.** Papers will be circulated by 12 noon on **Monday, 22 February  
2016.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 14 March 2016, at 2:00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

John Gaughan, Vice President Glasgow School for Business and Society

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive

Josie McKay, Communications and Media Co-ordinator (Point 5 only)

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

None.

### 2. **Lecture Shouts/Theme Proposals**

#### 2.1 **Theme Proposal: Promote 'Ideas' process to students**

**Submitted by: Josie McKay, Communications and Media Co-ordinator**

The Full Time Officers agreed that they would schedule the above proposal for week 8. Students will be asked if they are involved in the Students' Association and if they could change one thing about the Students' Association, what would they change. Tablets will be made available for students to submit ideas and students will be encouraged to vote on other submitted ideas. Any ideas submitted after other hook activities will be submitted so students can vote.

#### 2.2 **Theme Proposal: The Big Ball**

**Submitted by: Gordon McTweed, Activities Manager**

The Full Time Officers agreed that they would schedule the above proposal for week 9, using the four questions detailed and to encourage the students to think about celebrating the end of the year and for the Full Time Officers to direct students to our website to buy a ticket online.

#### 2.3 **Theme Proposal: National Student Survey (NSS)**

**Submitted by: Vice President Glasgow School of Business and Society**

This proposal submitted will not include a 'hook activity' but focus on lecture shouts only using the NSS 2016 response rates excel sheet and to target those who are just off meeting their target (checking results for week 9). Full Time Officers will use the briefing and ask questions as detailed in the proposal and hand out T-shirts as prizes. The call to action will be to give the students an NSS flyer from the Students' Association, which will be purchased. The follow up will be to post the average response rate between the schools on the Students' Association Facebook. The Full Time Officers agreed to 5 lecture shouts per week instead of 10. By passing the proposal the Full Time Officers agreed to the release of £50 to purchase 2,000 NSS A5 flyers for distribution.

### 3. Full Time Officer Reports

The Full Time Officers gave a verbal update on their work.

#### Student President

- Working on graduation merchandise.
- Attended gender based violence meetings.

#### Vice President School of Engineering and Built Environment

- SEBE Shield takes place from 29<sup>th</sup> – 31<sup>st</sup> March 2016. So far 29 people have signed up to take part.
- Working on lab access and having specific software available. Working with the Dean and Assistant Dean on this matter taking into consideration the licensing of the software which is expensive.
- The Study Abroad report will be submitted at the next Executive Committee.
- Glasgow Taxis Cup next week.
- Sports Ball is on 9<sup>th</sup> April - 300 tickets sold so far.
- Sports Council elections this week.
- Student Charter having their 3<sup>rd</sup> meeting this week and Jackie Main, Director of Student Experience, is attending as well as staff from all three schools.

#### Vice President School of Health and Life Sciences

- Green Impact is going well with cooking workshops taking place. A Food Attitude Survey will be out soon giving qualitative feedback.
- The Sexual Health Campaign took place.
- The Wellbeing Fayre is on 24 March, in NH208 and NH209, all are welcome.
- A NUS national demonstration is scheduled for next week in London.
- Lift Campaign – looking at accessibility needs and how long it takes people to use the stairs.
- Looking into organising a hustings event on student carers in A005 on either April 26<sup>th</sup>, 27<sup>th</sup> or 28<sup>th</sup>.
- The School of Health and Life Sciences school conference will take place in Trimester A.
- In relation to the Edit, the Vice President School of Health and Life Sciences is still signing off any paperwork until the Defamation Policy Consultation has been finalised.
- The Vice President School of Health and Life Sciences is looking into getting the car parking validation machine moved from the Security Office back to the Saltire building as students are not happy with the new location of the car parking validation machine. The Chief Executive said he would speak to Sonya Campbell, from the Library, in connection to this issue. **Action: Chief Executive.**

#### Vice President Glasgow School for Business and Society

- Finalising assessment feedback workshop- 25 people attended on Wednesday.
- Working on ELISER – construction and built environment.
- Short Listed for NUS Scotland Student Leaders Refresh Award.

- Working on Students as Partners Guide.
- School Officer applications are now open.

#### 4. **Communications**

The Full Time Officers discussed communication items relevant to their specific school with the Communications and Media Co-ordinator.

##### 4.1 **School for Engineering and Built Environment**

- SEBE Shield event takes place from 29 – 31 March 2016. A push for sign-ups is needed. An event will be created on the website. A picture and text will be forwarded to the Communications and Media Co-ordinator.
- A 'spotlight' on course based societies is being organised and some text will be sent through to the Communications and Media Co-ordinator.

##### 4.3 **School of Health and Life Sciences**

- A demonstration is taking place next week on 23 March and the Vice President School of Health and Life Sciences is looking to get enough people to be able to organise a bus to London. Campus Unions will pay for the bus. This event has been advertised on social media but an extra push for sign-ups is needed.
- The School Conference will now take place in Trimester A, 2016 – 2017.
- A collection of used nursing uniforms from 4<sup>th</sup> years is taking place where students can drop them off at the Welcome Desk. The received uniforms will be sold as spares and help fundraise for international opportunities.

##### 4.4 **Glasgow School for Business and Society**

- The Law Society has an event coming up and the details are on Facebook which will be shared.
- Recruitment for School Officers is taking place.
- The Business Society has an up and coming event – details to be confirmed.

##### 4.5 **Communication Proposals**

The following proposals were discussed and endorsed:-

- Week 8 – Ideas Module
- Week 9 – The Big Ball
- Week 10 – National Student Survey (NSS)

For week 10, the Full Time Officers will focus entirely on lecture shouts and boosting the NSS scores for courses which are just about to reach their threshold. The Full Time Officers agreed to 5 lectures shouts each in week 10. On endorsing the NSS proposal theme, the Full Time Officers agreed to release £50 from the campaigns budget to purchase 2,000 A5 flyers in relation to the NSS survey.

#### 5. **Life Memberships**

5.1 There were no Life Membership applications to be approved.

## 6. **Previous Minutes (9 February 2016)**

- Point 5.1 (3<sup>rd</sup> bullet point) remove the text relating to a blog on the Common Purpose Leadership Course.
- Point 9.1 – correct the text to read the ‘Student President and the Vice President School of Engineering and Built Environment’ instead of saying the Vice President Glasgow School of Business and Society.

The Executive Committee agreed that once the amendments have been made the previous minutes from the Executive Committee held on 9 February 2016 would be accurate.

## 7. **Matters Arising**

### 7.1 **Lecture Shouts/Theme Proposals**

The Vice President Glasgow School of Business and Society forwarded the Executive Assistant further details on the scheduled ‘hook activity’ and target audience for lecture shouts.

### 7.2 **Accommodation Fayre**

The Sales and Advertising Co-ordinator was spoken to in relation to her proposal for the Accommodation Fayre hook activity in week 5. However, the Accommodation Fayre was a massive success with good quality businesses in attendance. Comments were made that it had been the best Accommodation Fayre people had attended.

## 8. **Strategic Plan**

The Chief Executive asked the Full Time Officers for a steer on the four draft themes which are Belonging; Empowering; Partnership; and Innovation. The Full Time Officers were asked what the words mean to them and how they could be contextualise as strategic themes. The Full Time Officers put forward suggestions. Discussions focussed on the meaning of the themes and it was decided that the Chief Executive will email the Full Time Officers the four themes and for each theme for the Full Time Officers to write in one sentence what the word means to them and what it means in context. The Chief Executive explained he would pull together a paper for submission to Student Voice for comments. **Action: Chief Executive.**

## 9. **A.O.C.B (Emergency Business)**

9.1 There was no other business.

*The meeting closed at 3.30pm.*

***Date of next meeting  
Tuesday, 5 April 2016, at 12:30pm, Room NH209***

***Please send any agenda items to the Clerk by 12 noon on  
Friday, 1 April 2016. Papers will be circulated by 12 noon on Monday, 4 April 2016.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 14 March 2016, at 2:00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)  
John Gaughan, Vice President Glasgow School for Business and Society  
Jodie Waite, Vice President School of Health and Life Sciences  
Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive  
Josie McKay, Communications and Media Co-ordinator (Point 5 only)  
Kathryn Collins, Executive Assistant (Clerk)

### **1. Apologies**

None.

### **2. Lecture Shouts/Theme Proposals**

#### **2.1 Theme Proposal: Promote 'Ideas' process to students**

**Submitted by: Josie McKay, Communications and Media Co-ordinator**

The Full Time Officers agreed that they would schedule the above proposal for week 8. Students will be asked if they are involved in the Students' Association and if they could change one thing about the Students' Association, what would they change. Tablets will be made available for students to submit ideas and students will be encouraged to vote on other submitted ideas. Any ideas submitted after other hook activities will be submitted so students can vote.

#### **2.2 Theme Proposal: The Big Ball**

**Submitted by: Gordon McTweed, Activities Manager**

The Full Time Officers agreed that they would schedule the above proposal for week 9, using the four questions detailed and to encourage the students to think about celebrating the end of the year and for the Full Time Officers to direct students to our website to buy a ticket online.

#### **2.3 Theme Proposal: National Student Survey (NSS)**

**Submitted by: Vice President Glasgow School of Business and Society**

This proposal submitted will not include a 'hook activity' but focus on lecture shouts only using the NSS 2016 response rates excel sheet and to target those who are just off meeting their target (checking results for week 9). Full Time Officers will use the briefing and ask questions as detailed in the proposal and hand out T-shirts as prizes. The call to action will be to give the students an NSS flyer from the Students' Association, which will be purchased. The follow up will be to post the average response rate between the schools on the Students' Association Facebook. The Full Time Officers agreed to 5 lecture shouts per week instead of 10. By passing the proposal the Full Time Officers agreed to the release of £50 to purchase 2,000 NSS A5 flyers for distribution.

### 3. Full Time Officer Reports

The Full Time Officers gave a verbal update on their work.

#### Student President

- Working on graduation merchandise.
- Attended gender based violence meetings.

#### Vice President School of Engineering and Built Environment

- SEBE Shield takes place from 29<sup>th</sup> – 31<sup>st</sup> March 2016. So far 29 people have signed up to take part.
- Working on lab access and having specific software available. Working with the Dean and Assistant Dean on this matter taking into consideration the licensing of the software which is expensive.
- The Study Abroad report will be submitted at the next Executive Committee.
- Glasgow Taxis Cup next week.
- Sports Ball is on 9<sup>th</sup> April - 300 tickets sold so far.
- Sports Council elections this week.
- Student Charter having their 3<sup>rd</sup> meeting this week and Jackie Main, Director of Student Experience, is attending as well as staff from all three schools.

#### Vice President School of Health and Life Sciences

- Green Impact is going well with cooking workshops taking place. A Food Attitude Survey will be out soon giving qualitative feedback.
- The Sexual Health Campaign took place.
- The Wellbeing Fayre is on 24 March, in NH208 and NH209, all are welcome.
- A NUS national demonstration is scheduled for next week in London.
- Lift Campaign – looking at accessibility needs and how long it takes people to use the stairs.
- Looking into organising a hustings event on student carers in A005 on either April 26<sup>th</sup>, 27<sup>th</sup> or 28<sup>th</sup>.
- The School of Health and Life Sciences school conference will take place in Trimester A.
- In relation to the Edit, the Vice President School of Health and Life Sciences is still signing off any paperwork until the Defamation Policy Consultation has been finalised.
- The Vice President School of Health and Life Sciences is looking into getting the car parking validation machine moved from the Security Office back to the Saltire building as students are not happy with the new location of the car parking validation machine. The Chief Executive said he would speak to Sonya Campbell, from the Library, in connection to this issue. **Action: Chief Executive.**

#### Vice President Glasgow School for Business and Society

- Finalising assessment feedback workshop- 25 people attended on Wednesday.
- Working on ELISER – construction and built environment.
- Short Listed for NUS Scotland Student Leaders Refresh Award.
- Working on Students as Partners Guide.

- School Officer applications are now open.

#### 4. **Communications**

The Full Time Officers discussed communication items relevant to their specific school with the Communications and Media Co-ordinator.

##### 4.1 **School for Engineering and Built Environment**

- SEBE Shield event takes place from 29 – 31 March 2016. A push for sign-ups is needed. An event will be created on the website. A picture and text will be forwarded to the Communications and Media Co-ordinator.
- A 'spotlight' on course based societies is being organised and some text will be sent through to the Communications and Media Co-ordinator.

##### 4.3 **School of Health and Life Sciences**

- A demonstration is taking place next week on 23 March and the Vice President School of Health and Life Sciences is looking to get enough people to be able to organise a bus to London. Campus Unions will pay for the bus. This event has been advertised on social media but an extra push for sign-ups is needed.
- The School Conference will now take place in Trimester A, 2016 – 2017.
- A collection of used nursing uniforms from 4<sup>th</sup> years is taking place where students can drop them off at the Welcome Desk. The received uniforms will be sold as spares and help fundraise for international opportunities.

##### 4.4 **Glasgow School for Business and Society**

- The Law Society has an event coming up and the details are on Facebook which will be shared.
- Recruitment for School Officers is taking place.
- The Business Society has an up and coming event – details to be confirmed.

##### 4.5 **Communication Proposals**

The following proposals were discussed and endorsed:-

- Week 8 – Ideas Module
- Week 9 – The Big Ball
- Week 10 – National Student Survey (NSS)

For week 10, the Full Time Officers will focus entirely on lecture shouts and boosting the NSS scores for courses which are just about to reach their threshold. The Full Time Officers agreed to 5 lectures shouts each in week 10. On endorsing the NSS proposal theme, the Full Time Officers agreed to release £50 from the campaigns budget to purchase 2,000 A5 flyers in relation to the NSS survey.

#### 5. **Life Memberships**

5.1 There were no Life Membership applications to be approved.

#### 6. **Previous Minutes (9 February 2016)**

- Point 5.1 (3<sup>rd</sup> bullet point) remove the text relating to a blog on the Common Purpose Leadership Course.
- Point 9.1 – correct the text to read the ‘Student President and the Vice President School of Engineering and Built Environment’ instead of saying the Vice President Glasgow School of Business and Society.

The Executive Committee agreed that once the amendments have been made the previous minutes from the Executive Committee held on 9 February 2016 would be accurate.

## 7. **Matters Arising**

### 7.1 **Lecture Shouts/Theme Proposals**

The Vice President Glasgow School of Business and Society forwarded the Executive Assistant further details on the scheduled ‘hook activity’ and target audience for lecture shouts.

### 7.2 **Accommodation Fayre**

The Sales and Advertising Co-ordinator was spoken to in relation to her proposal for the Accommodation Fayre hook activity in week 5. However, the Accommodation Fayre was a massive success with good quality businesses in attendance. Comments were made that it had been the best Accommodation Fayre people had attended.

## 8. **Strategic Plan**

The Chief Executive asked the Full Time Officers for a steer on the four draft themes which are Belonging; Empowering; Partnership; and Innovation. The Full Time Officers were asked what the words mean to them and how they could be contextualise as strategic themes. The Full Time Officers put forward suggestions. Discussions focussed on the meaning of the themes and it was decided that the Chief Executive will email the Full Time Officers the four themes and for each theme for the Full Time Officers to write in one sentence what the word means to them and what it means in context. The Chief Executive explained he would pull together a paper for submission to Student Voice for comments. **Action: Chief Executive.**

## 9. **A.O.C.B (Emergency Business)**

9.1 There was no other business.

*The meeting closed at 3.30pm.*

***Date of next meeting***

***Tuesday, 5 April 2016, at 12:30pm, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on Friday, 1 April 2016. Papers will be circulated by 12 noon on Monday, 4 April 2016.*

## EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Monday, 21 March 2016, at 12:30pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

John Gaughan, Vice President Glasgow School for Business and Society

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive

Eve Thomson, Sales and Advertising Coordinator

Gordon McTweed, Activities Manager

Kathryn Collins, Executive Assistant (Clerk)

### **1. Bar and Nightclub Model**

The Sales and Advertising Co-ordinator opened the meeting and discussed the current bar and nightclub model and other proposed options, such as clubs and societies finding their own sponsorships deals and making Freshers' Week non-exclusive. The Executive Committee expressed concerns about some of the club nights at Freshers' Week 2015 letting non-wristband holders in. A discussion also took place on the cost of the wristbands and the value attached to these.

The Student President raised concerns about the commercial projections and that these were only on based on income and not overall profit.

The Executive Committee said it was logical around the reasoning behind LGBT+ not being included in the exclusive contract but not the Erasmus Student Network.

The Executive Committee were supportive of having exclusivity for the bar and nightclub contracts and agreed that Freshers Week should be non-exclusive.

The Student President, the Vice President School of Health and Life Sciences and the Vice President School of Engineering left the meeting to attend a demonstration in Edinburgh organised by NUS Scotland and Strathclyde University in relation to a Strathclyde University postgraduate student, Lord Apetsi - #SaveLord, who is currently being detained in a Detention Centre in England.

*The meeting closed at 1.15pm.*

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 11 April 2016, at 2:00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

John Gaughan, Vice President Glasgow School for Business and Society

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

None.

### 2. **Complaints Procedure**

After the last Trustee Board it was felt that there should be some student representation within the system for the Complaints Procedure which is why it has been brought back to Executive Committee. The Full Time Officers agreed that the Complaints Panel should consist of the following members: Chief Executive (or Senior Manager); Full Time Officer (or Student Trustee) and the Investigator. Unless there is a conflict of interest a Full Time Officer will be on the Panel. In relation to the complaint, the Panel has the power to endorse the complaint; or send back for further investigation; or reject. If the report is not sufficient and more information is needed and the Panel still do not endorse the complaint then it will go to the Trustee Board where collective responsibility will be given to the complaint.

### 3. **Full Time Officer Meet and Greet**

As part of the new Full Time Officers induction the Executive Assistant will arrange 'meet and greet' meetings with key members of staff within the university across the directory. The Executive Committee discussed what contacts were good to meet and will forward any names that they feel are missing from the list that was used last year. **Action: Full Time Officers.** The Executive Board lunch will continue to carry on from last year. The Chief Executive and the Executive Assistant will meet to discuss the list of key contacts to help cluster them together under parent departments. **Action: Chief Executive and Executive Assistant.**

### 4. **SA Budget**

The Vice President Glasgow School for Business and Society asked what the fixed costs are within the SA budget and after the fixed costs what money is left. The Chief Executive added that a date in the diary, for May 2016, has been set for a consultation on the budget for 2016/17 with the Full Time Officers, the Finance Manager and the Chief Executive, where all things budget related can be discussed.

## 5. **Lecture Shouts/Theme Proposals**

- 5.1 The Executive Assistant produced some statistics showing the 'lecture shouts' and 'hook activity' statistics from Trimester 2 2015/16. For Trimester 2, the Full Time Officers have delivered 74 lecture shouts and engaged with 15,381 members.
- 5.2 No 'hook activity' has been scheduled for week 11. It was suggested that for week 11, the Full Time Officers focus on the new Strategic Plan themes (Belonging; Empowering; Partnership and Innovation) using the ping pong ball machine and asking members if the new themes relate to them. The Executive Assistant will attend with the Officers to take photographs.
- 5.3 The Impact Email for Trimester 2 is still to be sent out. The Full Time Officers were asked to forward something they had achieved this year and this does not need to be individually but could be as a team.

## 6. **Full Time Officer Reports**

### ***Vice President School of Health and Life Sciences***

- On 28 April 2016, a joint event with the University and the Carers Trust will be held in A005, with political party leaders, discussing student carers. Tickets available on Eventbrite.
- Green Impact deadline is next week.
- City of Glasgow is joining the Nightline partnership. The partnership will now consist of City of Glasgow, Strathclyde Union and GCU Students' Association.

### ***Vice President School of Engineering and Built Environment***

- Sports Ball was a huge success with most attendance ever recorded.
- Working on Student Charter report.
- Study Abroad report submitted to International Committee. An action plan will be finished and submitted to the International Committee before or around June 2016.
- Working on 12 May 2016 event for the International Committee.
- Working on Sports Strategy working with the outgoing/current and incoming committee/council members.

### ***Student President***

- Gender Based Violence work. Working on sessions around peer based intervention alongside Rape Crisis Scotland and Glasgow University Students Representative Council.
- Looking at Societies funding structures.
- Working on QAA meeting looking at student engagement.
- Working on Student Experience and having a task group for the future.
- Working with Assessment Regulation Working Group – on the agenda is dictionaries in exams for international students which are currently not allowed.
- Prep for NUS National.
- Working on university graduation merchandise.

- Looking at higher education English bursaries to co-ordinate a response and feedback.

### ***Vice President Glasgow School for Business and Society***

The Vice President Glasgow School for Business and Society met with the Dean to discuss the formal complaint made by the Msc International Events Management where his concerns were addressed and he is now perusing module evaluation questionnaire results. The Vice President Glasgow School for Business and Society also raised concerns for module evaluation questionnaires not being done across the School which

- Held a focus group for the Assessment Feedback Campaign where about a dozen Class Representatives attended, the next stage is a brief survey for Class Representaives and possibly teaching staff.
- Attending Induction Planning Steering Group working in partnership to organise a Freshers that compliments each other's work. The Vice President Glasgow School for Business and Society has raised the need for events that meet the needs of mature and postgraduate students.
- Interviewed and appointed all of the new School Officers in partnership with the School, with the new Vice President for the School observing.
- Met with the Academic Register to edit the Exam Experience Report in order for it to be presented at the next LTSC.

#### **7. Life Memberships**

There were no Life Membership applications to be approved.

#### **8. Previous Minutes (14 and 21 March 2016)**

The Executive Committee agreed that the minutes from the Executive Committee held on 14 March were accurate. However, with the Extraordinary Executive Committee minutes from 21 March 2016, the Full Time Officers requested text to be added relating to three of the Full Time Officers attending a demonstration for Lord Apetsi - #SaveLord, held on 21 March, organised by NUS, in Edinburgh. Once this text has been added the minutes will be accepted.

#### **9. Matters Arising**

##### **9.1 Strategic Plan**

The Full Time Officers responded to the email sent by the Chief Executive who asked the Full Time Officers what the four themes meant to them and what they mean in context.

##### **9.2 Car Parking Validation Machine**

The Chief Executive spoke to Sonya Campbell, from the Library, about the car parking validation machine possibly being moved back into the Library from Security. The intention is for the car parking validation machine to be moved back into the Library.

#### **10. A.O.C.B (Emergency Business)**

- 10.1 The Chief Executive asked the Full Time Officers for a short paper on their Road Trip.  
**Action: Full Time Officers.**
- 10.2 The Full Time Officers agreed to a Strategic Plan survey to be sent out to key staff members within the university asking for their participation in completing the survey. The email will be sent out via the Executive Assistant on behalf of the Full Time Officers. **Action: Executive Assistant.**

***Date of next meeting***  
***Monday, 3 May 2016, at 9am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on*  
***Thursday, 28 April 2016. Papers will be circulated by 12 noon on Friday, 29 April 2016.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 16 May 2016, at 10:00am, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

John Gaughan, Vice President Glasgow School for Business and Society

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

Kathryn Collins, Executive Assistant (Clerk)

### 1. **Apologies**

David Carse, Chief Executive

### 2. **Lecture Shouts/Themes Proposals**

No lecture shouts or theme proposals will be scheduled for the remainder of the trimester.

### 3. **Full Time Officer Reports**

The Full Time Officers are working on their reports which they will submit for the Trustee Board on 23 May 2016.

#### ***Student President***

- Working on Gender Based Violence and a paper is going to the Trustee Board on 23 May 2016.
- QAA – a new Student Working Group is being set up and the proposal is for the working group to be at a Scottish level.

#### ***Vice President School of Engineering and Built Environment***

- Working on the Student Partnership Agreement report.
- Working on the Sports Strategy.
- Presented the Full Time Officer Induction report feedback.

#### ***Vice President School of Health and Life Sciences***

- Held Student Carers Hustings where over 100 people attended. All the political parties attended apart from UKIP, who were invited. Feedback from the event was very positive.
- Working on Gender Based Violence.
- Green Impact – a presentation was given to all the stakeholders on the work carried out. The Vice President School of Health and Life Sciences will find out at the end of May whether an award for excellence will be given or not.

#### ***Vice President Glasgow School for Business and Society***

- Working on Assessment Feedback draft report.
- Working on handover document for Glasgow School for Business and Society and policy lead areas.

### 4. **Life Memberships**

The Executive Committee approved the Life Membership application for Fraser Gow.

### 5. **Previous Minutes (11 April 2016)**

The Executive Committee agreed that the minutes from the Executive Committee held on 11 April 2016 were accurate.

6. **Matters Arising**

6.1 **Full Time Officer Meet and Greet**

The Full Time Officers forwarded key university staff contacts that they felt should be included for the 'meet and greet' schedule. The Chief Executive and the Executive Assistant met to discuss the contact list.

6.2 **Full Time Officer Road Trip Paper**

The Full Time Officers are working on their individual sections of the Road Trip report and the report should be finalised by the end of the week (Friday, 20 May).

6.3 **Strategic Plan Survey**

The Executive Assistant emailed out the Strategic Plan Survey to key staff members within the university as per the Full Time Officers request.

7. **Communications**

7.1 **Vice President School of Health and Life Sciences**

On 25 May 2016, NUS will be lobbying at Westminster on the cuts to NHS bursaries which will affect health students at the university. The Vice President School of Health and Life Sciences will forward a link and some text to the Communications and Media Co-ordinator.  
**Action: Vice President School of Health and Life Sciences.**

7.2 School Officer interviews are taking place for a Life Sciences School Officer and applications are open.

7.3 **Vice President School of Engineering and Built Environment**

School Officer interviews are taking place for a Construction and Surveying School Officer and applications are open.

7.4 The Communications and Media Co-ordinator asked the Full Time Officers for their feedback on the Student Handbook for 2015 – 16. The Full Time Officers gave their feedback page by page. Overall the Full Time Officers felt that the Student Handbook was talking at students rather than 'come along and join us!' The Full Time Officers all agreed that the language used needs to be changed for the Handbook.

8. **A.O.C.B (Emergency Business)**

The Vice President School of Engineering and Built Environment distributed an email from Elaine Cabrey, Overseas Partnership Officer, with the School of Engineering and Built Environment, who asked what events the Students' Association had on over summer and if a BBQ could be organised for students taking part in the summer experience programmes run by the university. The Vice President School of Engineering and Built Environment was advised to get back to Elaine Cabrey to check what budget is available. **Action: Vice President School of Engineering and Built Environment.**

***Date of next meeting***

***Friday, 3 June 2016, at 2pm, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on  
Wednesday, 1 June 2016. Papers will be circulated by 12 noon on Thursday, 2 June 2016.*

## **EXTRAORDINARY EXECUTIVE COMMITTEE MEETING**

Minutes of the Extraordinary Executive Committee meeting held on Monday, 23 May 2016, at 4:00pm, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)

John Gaughan, Vice President Glasgow School for Business and Society

Jodie Waite, Vice President School of Health and Life Sciences

Neil Alexander, Vice President School of Engineering and Built Environment

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

The Vice President School of Health and Life Sciences called an Extraordinary Executive Committee meeting in relation to the stance GCU Students' Association will be taking over the strike action that is being called by University and College Union (UCU) which will entail a two-day walkout, on 25 and 26 May 2016, at UK universities over a pay row between UCU and the universities' representatives and then work to rule measures.

The Full Time Officers agreed that the stance GCU Students' Association will be taking is that in principal they support the Union calling universities to commit to closing the gender pay gap, reducing the number of staff on casual and zero hour contracts as well as objecting to the low pay offer of just 1.1%. However, they will not support actions that disproportionately disrupt our members and affects, graduation, assessments and receiving results.

The Vice President School of Health and Life Sciences said she would draft a sample statement and email it to the rest of the Full Time Officer team for their perusal. The Chair asked for a vote to support the stance which will be followed by a statement. All agreed to support the stance taken by GCU Students' Association. **Vote: For – 4. Action: Vice President School of Health and Life Sciences.**

*The meeting closed at 4.20pm.*

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 3 June 2016, at 11:45am, in room NH209.

### **In Attendance:**

Michael Stephenson, Student President (**Chair**)  
John Gaughan, Vice President Glasgow School for Business and Society  
Jodie Waite, Vice President School of Health and Life Sciences  
Neil Alexander, Vice President School of Engineering and Built Environment  
David Carse, Chief Executive  
Kathryn Collins, Executive Assistant (Clerk)

### **Observers:**

Chris Daisley (incoming Full Time Officer)  
Kevin Campbell (incoming Full Time Officer)

The Chair welcomed Chris Daisley and Kevin Campbell to the Executive Committee meeting as observers.

#### 1. **Apologies**

None

#### 2. **Strategic Plan Grid**

- 2.1 The Chief Executive discussed the Strategic Themes which are 'Where everyone belongs; Where everyone can grow; Where everyone can work together; and Where you can try new ideas'. The Full Time Officers were asked for their feedback on the Strategic Theme Grid in relation to the Activities; Outcomes and the Concrete Goal for each of the above four themes and how they link into the 1. Activities: What activities will lead to these outcomes; 2. Outcomes: What changes we want to happen; 3. Concrete Goal: What is the strategic theme trying to achieve. The Full Time Officers discussed each theme in detail about what it means to them as well as how each theme can be measured on the impact made. The Full Time Officers also discussed the 'GCU Strategy 2020', and how the University measures 'Common Good' along with partnership working and how the Students' Association could work together with the University on this. The Vice President School of Health and Life Sciences added that she would complete the Strategic Theme Grid with her feedback and send it to the Chief Executive. It was suggested that if the remaining Full Time Officers wished to complete their Strategic Theme Grid and forward this to the Chief Executive then this would be most helpful. **Action: Full Time Officers.**

#### 3. **Lecture Shouts/Themes Proposals**

No lecture shouts or theme proposals will be scheduled for the remainder of the trimester.

#### 4. **Full Time Officer Reports**

No update was given from the Full Time Officers.

#### 5. **Life Memberships**

There were no life memberships to be approved.

#### 6. **Previous Minutes**

With one minor change to the Executive Committee minutes, from 16 May 2016, under point 3, Full Time Officer Reports: Vice President School of Engineering and Built Environment, the Clerk was asked to remove the text 'survey' to instead read 'Working on the Sports Strategy ~~Survey~~'. The Executive Committee agreed that after this change the minutes from the Executive Committee held on 16 May 2016 and the Extraordinary Executive Committee minutes from 23 May 2016 were accurate.

## 7. **Matters Arising**

### 7.1 **Full Time Officer Road Trip Paper**

The Full Time Officers said they were working on their individual sections of the Road Trip report which should be finalised week commencing 6 June 2016 and will be forwarded to the Chief Executive on completion. **Action: Full Time Officers.**

### 7.2 **NUS Lobbying at Westminster**

The Vice President School of Health and Life Sciences forwarded the Communications and Media Co-ordinator a link and text in relation to the NUS lobbying at Westminster on 25 May 2016.

### 7.3 **Summer Experience Programme**

The Vice President School of Engineering and Built Environment contacted Elaine Cabrey, Overseas Partnership Officer, within the School of Engineering and Built Environment, to ask about what budget is available over the summer but had no reply back.

## 8. **A.O.C.B (Emergency Business)**

### 8.1 The Student President discussed the NUS Referendum political stance. The text said:

*We the undersigned are asking people in Scotland to join us in voting Remain on 23 June. No one is claiming that the European Union is perfect, but staying in is far better for our businesses, our families, our jobs and our security than the risks of leaving. We believe in the positive case for Europe. This is built on the clear benefits that membership has to Scotland – for example, the 250,000 jobs that are linked to EU trade, workers' rights such as maternity and paternity leave and paid holidays, the ability to welcome 8,000 European students who pay to study at our universities every year and the £400million they bring to the Scottish economy, the freedom for Scots to study and work in Europe, and support for older people by guaranteeing pension rights. The EU delivers hundreds of millions of pounds in investment in our agriculture, our research centres, and to support infrastructure.*

*Because Scotland and the UK are part of the EU, mobile phone calls abroad are cheaper and flights costs are 40% lower, with unrestricted ability to travel across the continent. Climate change is being tackled together, and our beaches and water are cleaner because of European law. Workers coming from the EU to Scotland are typically twice as qualified as the general population, and are providing vital skills in the care and tourism sectors. Being part of the EU guarantees access to a single market of over 500 million people, giving small businesses and manufacturing in Scotland the opportunity to thrive. Our creative sector is better connected with artists, writers, designers and tech entrepreneurs, and better able to work quickly and collaboratively. Scotland has a positive future within the EU – vote Remain on 23 June and be part of it.*

**The Chair called for a vote to take a political stance for the NUS Referendum voting to 'Remain on 23 June'. Vote: For: 3 Against: 0 Abstentions: 1.**

**It was clarified that this is not the view of GCU Students' Association as an organisation, as it is remaining neutral, but only the political views of the elected Full Time Officers.**

***Date of next meeting***

***Friday, 17 June 2016, at 1.30am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on*

***Wednesday, 15 June 2016. Papers will be circulated by 12 noon on Thursday, 16 June 2016.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 17 June 2016, at 1:30pm, in room NH209.

### In Attendance:

Michael Stephenson, Student President (**Chair**)  
John Gaughan, Vice President Glasgow School for Business and Society  
Jodie Waite, Vice President School of Health and Life Sciences  
Neil Alexander, Vice President School of Engineering and Built Environment  
Kathryn Collins, Executive Assistant (Clerk)

### Apologies:

David Carse, Chief Executive

### Observers:

Chris Daisley (incoming Full Time Officer)  
Kevin Campbell (incoming Full Time Officer)  
Lauren Ramage (incoming Full Time Officer)

The Chair welcomed the incoming Full Time Officers Chris Daisley; Kevin Campbell and Lauren Ramage as observers to the last Executive Committee 2015 – 2016.

#### 1. **Apologies**

None

#### 2. **Student Partnership Agreement Paper**

2.1 The Vice President School of Engineering and Built Environment presented his Student Partnership Agreement Paper which was a manifesto commitment and a result of his work in Trimester 2 looking at an agreement for better representation and partnership working at the university. From the discussions over summer 2015, two workshops were held which included staff and students. The Vice President School of Engineering and Built Environment added that the research helped try out a method of working in focus groups and to review what is currently in place for the framework which expires next year. The report presents the findings of the workshop in order to help shape the next Student Experience Framework. The Executive Team congratulated the Vice President School of Engineering and Built Environment on the report and commented that they had heard positive feedback from the students and staff that took part in the workshops saying that they really enjoyed the co-working.

2.2 The Vice President School of Engineering and Built Environment asked who would be available to help champion and take forward the framework proposed for next year and be involved in the Student Experience Summit 2016. The Vice President School of Engineering and Built Environment added that the Student Voice Team helped with the report and was happy to assist whoever was taking the work forward. The Executive Committee replied that the incoming Full Time Officers will have to discuss and see who is available to take forward the work. **Action: Full Time Officers.**

### 3. **Membership Definitions**

- 3.1 The Vice President Glasgow School for Business and Society presented a paper on memberships and extending memberships to articulating students and how this might/could work. The paper gives the current picture and shows that clarification is needed from GCU on some areas.
- 3.2 The Executive Committee asked what the situation was with the membership for students on the Certificate of Higher Education in Ambulance Studies or Diploma of Higher Education in Paramedic Practice within the Scottish Ambulance Academy, based within the School of Health at Glasgow Caledonian University. The Executive Committee agreed that this point needs to be clarified by the Chief Executive if Paramedics can indeed vote. **Action: Chief Executive.**
- 3.3 Discussions focussed around giving strategic partner colleges 'Associate Student Membership' for free helping bring a sense of community outreach and belonging by having them as part of the social element with groups/societies before they start at Glasgow Caledonian University. The Executive Committee discussed approaching the partnership colleges and proposing this to the Trustee Board. It was noted that there would be legal implications for under 18s-child which would mean that staff and volunteers would require enhanced disclosures and PVG Scheme Membership adding additional costs. Also, there were issues around the sport aspect of this type of membership as the students could not play for British Universities and Colleges Sport (BUCS) but could train with the teams however there would be resource implications.

### 4. **Honorary Life Membership**

- 4.1 The Vice President School of Health and Life Sciences asked for Joseph Beaver's name to be proposed for Honorary Life Membership. It was noted that Joseph Beaver had applied and paid for his Life Membership and the Vice President School of Health and Life Sciences asked that this be refunded to Joseph Beaver should his Honorary Life Membership be accepted.
- 4.2 The Executive Committee discussed and proposed for the following people to be awarded with an Honorary Life Membership: **[Clerks Note: Schedule 1 of the Constitution states that nominations, accompanied by a list of reasons, must be submitted for consideration by the Student Voice].**
- David Morrison (Trustee Board)
  - Stuart McCallum (Trustee Board)
  - Lisa Kirkwood (Trustee Board)
  - Sarah Walker (Trustee Board)
  - Jack Douglas (University of the West of Scotland)
  - Gary Paterson (University of Strathclyde)
  - Liam King (University of Glasgow)
  - Sir Alex Ferguson
  - Professor Valerie Webster, Vice-Principal & Pro Vice-Chancellor
  - Professor Muhammad Yunus, Chancellor
  - Ms Jan Hulme, University Secretary and VP Governance
  - Professor Pamela Gillies, Principal and Vice-Chancellor
- 4.3 The Executive Committee discussed having more gravitas around awarding the Honorary Life Memberships and for the Chancellor, Professor Muhammad Yunus to be presented with an award by the incoming Student President when he is on campus for the Glasgow

Graduations. The Executive Committee agreed to add Honorary Life Memberships to the agenda for discussion at the next meeting. **Action: Executive Assistant.**

5. **Lecture Shouts/Themes Proposals**

No lecture shouts or theme proposals will be scheduled until around August 2016.

6. **Full Time Officer Reports**

No update was given from the Full Time Officers.

7. **Life Memberships**

Joseph Beaver (see point 4.1 for details).

6. **Previous Minutes**

The Executive Committee agreed that the minutes from the Executive Committee held on 3 June 2016 were accurate.

7. **Matters Arising**

7.1 **Full Time Officer Road Trip Paper**

The Vice President School of Health and Life Sciences said she would forward the report once she had received sections that were outstanding from the Student President and the Vice President School of Engineering and Built Environment.

7.2 **Strategic Plan Grid**

Due to time constraints the Full Time Officers did not complete the grid and the outgoing Full time Officers offered to come in to the Students' Association if need be to assist with any feedback seeing as it was their last day in their role.

8. **A.O.C.B (Emergency Business)**

The Vice President School of Health and Life Sciences thanked the Student President for his hard work throughout his time in the Students' Association. The Student President thanked his fellow Full Time Officers for their hard work and commitment and wished them all the very best with their future endeavours.

***Date of next meeting***

***Thursday, 30 June 2016, at 10:00am, Room NH209***

***Please send any agenda items to the Clerk by 12 noon on***

***Tuesday, 28 June 2016. Papers will be circulated by 12 noon on Wednesday, 29 June 2016.***