

Minutes of the 1<sup>st</sup> Caledonian Student Voice of session 2015/16

Meeting held on Friday, 16 October 2015, at 3pm in A436, in the Govan Mbeki Building.

**Sign In:**

**Present:**

Martha Brown (MB, Chair); Michael Stephenson (SP); Neil Alexander (VP SEBE); John Gaughan (VP GSBS); Jodie Waite (VP SHLS); Jeff Barclay (JB); Melissa Clerihew (MC); Philip Coupe (PC); Chris Daisley (CD); Emma Duncan (ED); Robert Excellence (RE); Nicole Forbes (NF); Lisa Graham (LG); Imogen Hands (IH); Shaakirah Iqbal (SI); Nicole Kennedy (NK); Calum McCormack (CMcC); Katherine McGinness (KMCG); Robyn Moffat-Wall (RMW); Rachel Simpson (RS – substitute for Megan Lloyd); Callum Smith (CS); Adam Stewart (AS); Kieran Thomas (KT); Kayleigh Van Dongen (KD); Rebecca Watson (RW); Mark Welsh (MW); Robert Wilson (RW); Goodness Wondah (GW); Chris Dynes (CD).

**Absent:** Kevin Campbell (KC); Amanda Macpherson (AM)

**Apologies:** Anna Kozolwka (AK); Megan Lloyd (ML); Danny Martelli (DM); Dela Mawutor (DM);

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk); Paul Stalker (Student Voice Co-ordinator); Aimee Cuthbert (Student Voice Co-ordinator); Professor Caroline Parker (Senior Project Lead)

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

**1. Welcome**

The meeting started at 3.00pm, and the Chair (Martha Brown) welcomed all members to the first meeting of Student Voice for 2015 – 2016 and asked everyone to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

**2. GCU Behaviours**

2.1 Professor Caroline Parker, Senior Project Lead, within People Services, spoke about GCU Values and Behaviours and handed out a two page document to members, which included a Staff and Student Behaviours Survey.

2.2 The university is working towards agreeing a set of aspirational statements which define the behaviour of GCU staff and students at their best. An integrated set of behaviours statements will be released at the start of December and can be used as guides for anyone coming into GCU, for interviews, appraisals, discussions with line managers, tutors, and personal tutors and for personal reflection.

- 2.3 Professor Parker said that 22 statements received over 70% acceptance level in the student survey, and many over 90%. Two statements that students have suggested they would want to see reworded are:
- a) I look for ways to create space to be innovative (69%)
  - b) I raise awareness of poor practice or behaviour when I see it (50%)
- 2.4 Professor Parker asked members why they thought the above statements are problematic and did the members think the issues with (b) are more about the environment and support than about students aspiration to speak out.
- 2.5 In relation to question (b), members discussed the phrasing of the question and that it could be less confrontational and be phrased more positively. Members discussed students possibly having a problem with the question due to confidence issues and anxiety. One member commented that the wording 'I raise awareness' came across as shouting. Members discussed that the question was unrealistic to put down as aspirational as it is a challenging question and that it should be reworded. Professor Parker asked for alternative wording, especially for question (b) and for any ideas to be forwarded on to her.
- 2.6 In relation to question (a), one member commented that students reading the phrase may think they don't really look for space to be innovative and that actually seeking a space does not relate to them. Another member suggested that the phrase comes across as more a staff issue in the aspirational sense. Another member suggested changing the wording to read 'I actively seek' instead of 'I look for ways'.
- 2.7 Members were asked to complete the survey and return it to Professor Parker or hand it in at the end of Student Voice to a member of staff. The Student Voice Team Leader will return the results to Professor Parker. **Action: Student Voice Team Leader.**
- 2.8 The Student Voice Team Leader will circulate an email to all Student Voice members with the details of the GCU Values and Behaviours and the Staff and Student Behaviours Survey for information. **Action: Student Voice Team Leader.**

*Professor Parker left the meeting at 3.20pm.*

### **3. Previous Minutes**

The Chair invited members to consider the minutes of the previous Student Voice session, held on 30 March 2015. The Chair asked all members to take a vote to decide whether to approve the previous minutes.

**(F: 26 A:0 Ab:0)**

### **4. Matters arising from the last meeting of Student Voice.**

There were no matters arising.

### **5. Minutes of Student Voice Committees**

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes.

**(F: 25 A:0 Ab:1)**

## 6. Student Voice Elections

Elections took place for the following position:

- Deputy Chair (open to all members except Full Time Officers)
- Place on University Senate (open to all members)
- Place on Honorary Degree Committee (open to all members)

A vote was held and the following members will take up the positions:

- Deputy Chair - Robert Wilson
- Honorary Degree Committee – Lisa Graham
- University Senate – Jeff Barclay

## 7. Reports

***At this point the Deputy Chair, Robert Wilson (RW), replaced Martha Brown (MB) as the Chair. The Chair left the meeting.***

- 7.1 The Deputy Chair asked the members if they had read over the Full Time Officers reports and invited the Full Time Officers to give a quick brief overview on their reports and if any members needed clarification on anything to ask the Full Time Officers.
- 7.2 With regards to the report from the Student President, Kayleigh Van Dongen asked if the Student President could look into timetabling, in relation to her course (Forensic Science), and if they could find out sooner what access they have to labs for students to practice on equipment as one or twice a week is not enough. **Action: Student President.**
- 7.3 The VP School of Engineering and Built Environment was asked about students having Wednesday afternoon off for sports, as they previously had allocated time off, but now have to attend lectures. The VP School of Engineering and Built Environment responded that the Heart of Campus was making things hard in relation to timetabling due to space constraints which in turn was affecting students having time to attend their various sports clubs. The VP School of Engineering and Built Environment said he was working on this issue. **Action: VP School of Engineering and Built Environment.**
- 7.4 The Student President thanked the VP Glasgow School for Business and Society for all the hard work he did last year and for winning two Sparqs awards. In turn the VP Glasgow School for Business thanked his School Officers for assisting him and for all their hard work last year.
- 7.5 The VP School of Engineering and Built Environment was asked to look into the software on the computers in the 24hr Lab, in relation to virtual machines, as the software is not available on all machines. **Action: VP School of Engineering and Built Environment.**
- 7.6 The VP School of Health and Life Sciences was thanked for organising the 'Hidden Greenfields' event over Freshers' Week and informed that it was a brilliant event.

- 7.7 The Deputy Chair invited members to consider the reports from the Full Time Officers. The Deputy Chair asked all members to take a vote to decide whether to approve all the reports.  
**(F: 24 A:1 Ab:0)**

***At this point the Student President called a motion to extend the guillotine by 30 minutes. All but one member agreed to extend the meeting by 30 minutes, with the finishing time of the meeting to be at 5pm.***

## **8. Ideas**

**A short summary of the Idea is included below – the full text can be found online at <http://www.gcustudents.co.uk/papers>**

### **Idea 1: Mock Scottish Parliament Election**

**Submitted by: John Gaughan, Vice President - Glasgow School for Business and Society**

To hold a mock election at the same time as the Full Time Officer elections and a proposal to mirror the Scottish Parliament election which will include an indicative constituency ballot by first past the post, and an indicative list ballot by mixed member proportional.

### **Questions/Comments**

The VP Glasgow School for Business and Society was asked how he could condone having the UK Independence Party (UKIP) as one of the parties on the ballot and to have them removed. The VP Glasgow School for Business and Society responded that they are mirroring the same parties as represented at parliamentary level in Scotland and by having UKIP on the ballot is not breaking the Equality and Diversity policy that the Students' Association has in place. The Student President commented that it was a good idea to have the UKIP on the ballot as it is good to have that political debate and if students don't approve then for them to say so.

After discussions, the Deputy Chair called for a vote as to whether UKIP should be kept in the Idea proposed or not, and then to have another vote to pass the Idea proposed.

- 1) Do you want to keep UKIP in the Idea or not?  
**Vote: (F:19 A:2 Ab:3)**
- 2) Do you wish to pass the Idea to have a mock Scottish Parliament election?  
**Vote: (F:24 A:0 Ab:0)**

**A two thirds majority vote is required to approve this Idea.**

## **9. Societies Policy Update**

The Societies Council have voted to create a new Societies Policy. The Deputy Chair invited Chris Dynes, as representative of the Societies Council, to explain the new policy. Copies of the previous policy were provided on the website prior to the meeting. Chris Dynes gave a brief explanation about the new policy and an example of some of the updates in the Societies Policy, which are the change of the funding model; a new policy for the Society Ball; job titles/roles updated as there are now no interns but assistants.

## Questions/Comments

The Student President commended the Societies Council for their hard work on the update to the Societies Policy.

Point 13, Society Ball Policy – ‘No society is permitted to have an end of year Ball or event where a society is entering a contractual agreement with a facility that requires minimum numbers in advance of the event and payment in connection to the agreed numbers.’ Chris Dynes was asked about this point and the reasoning behind the change as it differs to the previous policy (point 11). The reason behind the change is due to debt with previously not selling enough tickets and so not being able to cover the cost, which is why point 13 is strongly worded.

The Deputy Chair called for a vote to pass the Societies Policy Update.

**Vote: (F:24 A:0 Ab:0)**

**This will become policy for the Students' Association.**

***At this point the Deputy Chair called a motion to extend the guillotine by further 15 minutes. All members agreed to extend the meeting by 15 minutes, and for the meeting to finish at 5.15pm.***

### 10. Radio Caley – new logo

Radio Caley have changed their logo and have submitted the new logo to Student Voice for approval. Lisa Graham gave a brief update on the new Radio Caley logo.

## Questions/Comments

Lisa Graham was asked why Radio Caley wanted to have a new logo; when the change would take place; and who was consulted in the process for changing the logo. Lisa Graham responded that the current Radio Caley logo has never changed in seven years and it was time to upgrade and to give the logo a more professional appearance. There will be a launch party for the new logo but in the meantime, if the new logo was passed, Head of Events will update all communication contacts about the change of logo. The consultation that was carried out was with the committee and backed by volunteers.

The Deputy Chair called for a vote to pass the new logo for Radio Caley.

**Vote: (F:13 A:9 Ab:2)**

**This will become the new logo for the Radio Caley.**

### 11. Any Other Business

11.1 The Full Time Officers were asked to publish their finalised set remits on the Students' Association website. **Action: Full Time Officers**

11.2 A member asked for the Student President and Student of the Year Award plaques to be updated. **Action: Student President.**

The Deputy Chair thanked all members of Student Voice for their input and the next Student Voice will be held on 23 November 2015.

**The meeting was concluded at 5.10pm.**

Minutes of the 2nd Caledonian Student Voice of session 2015/16

Meeting held on Monday, 23 November 2015, in NH208, at 5pm.

1. **Sign In:**

**Present:**

Martha Brown (MB, Chair); Michael Stephenson (SP); Neil Alexander (VP SEBE); Jodie Waite (VP SHLS); Jeff Barclay (JB); Kevin Campbell (KC); Philip Coupe (PC); Chris Daisley (CD); Emma Duncan (ED); Chris Dynes (CD); Robert Excellence (RE); Nicole Forbes (NF); Lisa Graham (LG); Imogen Hands (IH); Shaakirah Iqbal (SI); Nicole Kennedy (NK); Anna Kozolwka (AK); Megan Lloyd (ML); Amanda Macpherson (AM); Danny Martelli (DM); Calum McCormack (CMcC); Katherine McGinness (KMCG); Robyn Moffat-Wall (RM); Callum Smith (CS); Adam Stewart (AS); Kieran Thomas (KT); Kayleigh Van Dongen (KD); Rebecca Watson (RW); Mark Welsh (MW); Robert Wilson (RW); Goodness Wondah (GW).

**Absent:** Chloe Brown (CB); Dela Mawutor (DM)

**Apologies:** John Gaughan (VP GSBS); Melissa Clerihew (MC)

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk); Paul Stalker (Student Voice Co-ordinator)

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

1. **Welcome**

The meeting started at 5.00pm, and the Chair (Martha Brown) welcomed all members to the second meeting of Student Voice for 2015 – 2016 and asked everyone to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting. The Chair read out a statement saying that the meeting is scheduled to 6.30pm, with 7pm being the latest it can finish by. The Chair said that Glasgow Caledonian University (GCU) Lost will not be discussed in the meeting as there is university processes taking place in relation to GCU Lost. The Chair asked if anyone had any objections. There were no objections.

2. **Previous Minutes**

The Chair invited members to consider the minutes of the previous Student Voice session, held on 16 October 2015. The Chair asked all members to take a vote to decide whether to approve the previous minutes.

**(F: 30 A:0 Ab:0)**

3. **Matters Arising from the last meeting of Student Voice**

3.1 There were no matters arising.

3.2 The Student President thanked Professor Caroline Parker for attending the previous meeting to discuss GCU behaviours. The Student President said that the comments raised were honest and open feedback which will be taken into account and used. The Student President said that overall it was a very useful exercise.

4. **Minutes of Student Voice Committees**

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes.  
**(F: 30 A:0 Ab:0)**

At this point Kevin Campbell (KC) called a motion for the last idea on the agenda 'Update Society regulations to allow financial autonomy' to be moved to the start of the Ideas agenda point (point 10). A clear majority voted to approve this change to the agenda.

5. **GCU Visual Policy**

5.1 Robert Wilson (RW, Deputy Chair), said that GCU Visual is a student led media group that started over the summer to take visual based content for GCU Freshers' Week, sports and societies etc. The group is run by student volunteers.

5.2 Student Voice Members were asked to:

- approve the creation of GCU Visual and appoint the GCU Visual Convenor on to Student Voice (two thirds majority required)
- approve the GCU Visual Policy Document

5.3 The Student President commented on the amazing work that GCU Visual have done already but from what he sees from the GCU Visual Policy Document it is not ready for being passed at Student Voice. The Student President said that the Executive Committee were happy to help and bring the Policy back to Student Voice at a later date. Other members agreed that the document needed some work before it was passed at Student Voice.

5.4 Another comment made by a member was that approving the creation of GCU Visual onto Student Voice is challenging. Currently from all the sports clubs at GCU only one is a member of Student Voice. From the Societies Council only one is a member of Student Voice. Having a GCU Visual Convenor on student voice adds a challenge with the balance on Student Voice with a lot of members being involved in student media and Radio Caley.

5.5 The Chair commented that the policy will be withdrawn at this point and there will not be any further discussion on the policy. The GCU Visual Policy document will be brought back to the next Student Voice meeting. **Action: GCU Visual.**

5.6 RW was asked if GCU Visual was a society or media group. RW responded that GCU Visual is a group but has no constitutional value at the moment and so will be passed as a society and that the society is free to join.

5.7 The Chair thanked members for their comments and said that the vote on this agenda item will be split into two parts.

Part 1 - approve the creation of GCU Visual on to Student Voice **(F: 23 A:4 Ab:2)**

Part 2 – approve the position of GCU Visual Convenor on to Student Voice **(F: 14 A:6 Ab:10)**

**A two thirds majority vote is required.**

GCU Visual is created as a group but the Convenor is not a member of Caledonian Student Voice.

5.8 RW thanked members for passing GCU Visual as an entity.

**6. Campaigns Toolkit**

6.1 A draft Campaigns Toolkit has been created to advise members on how to campaign at GCU and make the best use of the Students' Association's resources. Members were invited to ask questions about the Toolkit and to vote to approve its use. There were no questions raised. The Student President thanked the staff involved for implementing better structures and for helping students and groups.

6.2 The Chair invited members to consider the Campaigns Toolkit and asked all members to take a vote to decide whether to approve the Campaigns Toolkit.

**(F: 26 A:0 Ab:4)**

**7. Election Rules**

7.1 The Deputy Returning Officer has drafted Election Rules for next year's Full Time Officer elections. There are only two notable changes. References to NUS Delegate Elections have been removed. References to specific polling locations have been removed. The venue for the Polling Stations for this year has still to be confirmed this is due to the building works taking place. The rules remain the same as last year. Members were invited to ask questions and to approve the Election Rules.

7.2 The Chair invited members to consider the Campaigns Toolkit and asked all members to take a vote to decide whether to approve the Campaigns Toolkit.

**(F: 28 A:0 Ab:2)**

**8. Reports**

8.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their report including any updates on items in which there has been developments since the reports were written.

**8.2 Student President**

8.2.1 The departments that are involved in the Student Advisory Groups Pilot Project are IT, Facilities, the Library, and external company Encore, which does all the campus catering.

8.2.2 A policy regarding enhancement events was passed at Academic Policy Committee on Friday, 20 September 2015, under Senate. Students will now be paid £350.00 for ELISR events and £250.00 for Programme Approval Events which is a good step forward and the first in the country to do so.

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

8.3.1 The Disabled Students' Group is on 2<sup>nd</sup> December 2015 and not on 1<sup>st</sup> December as previously put in the report.

8.3.2 The School of Health and Life Sciences School Conference will be held in week 11, in Trimester 2. No fixed date has been set as yet.

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

8.4.1 The University has made HOD software accessible to students and IT will connect students and this will provide new services to students.

8.5 The Chair asked if there were any questions for the Full Time Officers on their reports. There were no questions raised for the Full Time Officers.

8.6 The Chair invited members to consider the reports of all Student Voice Officers and asked all members to take a vote to decide whether to approve all the reports.

**(F: 29 A:1 Ab:0)**

9. **Student Voice Elections**

9.1 The Chair said there are five places on the Elections Committee which are open for members to nominate themselves for. The Chair invited members to stand for the vacant positions. The Chair said that if there are more people wishing to stand than places available then an election will be held. The Chair commented that if any member is campaigning for anyone then they can't be on the committee. The following people will be on the Elections Committee:-

- Michael Stephenson
- Lisa Graham
- Goodness Wondah
- Emma Duncan

9.2 The last place for the Elections Committee will be brought back to the next Student Voice on 15 February 2016.

10. **Ideas**

10.1 ***Update Society Regulations to Allow Financial Autonomy***

10.1.1 Currently the student's association regulations do not allow for full financial autonomy by students when running a society. As the university values innovation and entrepreneurship this does not seem right. The regulations should be changed to allow for societies who wish to operate in a sustainable manner and to be allowed the framework and tools to do so. This would include either full access to a SA regulated bank account, with online banking, a debit card and ability for standing orders or there should be a framework in place to allow societies to have external bank accounts, as many other universities do.

10.1.2 The Chair invited members to vote to ask Societies Council to explore the creation of a policy which accommodates the above. This will come back to Student Voice for approval.

**(F: 28 A:0 Ab:2)**

10.2 ***Proper Students Union Bar***

10.2.1 Discussions focussed around having a proper Student Union Bar that opens late, until midnight, and for the bar to have a wider selection of alcohol that is not too expensive and to encourage local businesses to be involved. Security on campus will be trained for the Bistro and it was noted that some security staff have covered some training in this area already. The Student President commented that there will not be £1.00 a pint available at the bar as Encore is a private business who has their own pricing policy. However, the West beer, available in the Bistro is the cheapest on sale in Glasgow. Members added that the promotion of the current bar in the Bistro is not well promoted and that this should be looked at in conjunction with Encore. Members discussed the possibility of using an alternative venue for the bar. The Student President responded that currently the Bistro is the only area on campus that has a bar license and from feedback that was looked at previously it is the only space that is not a study area. The Bistro is a good area for the bar and is well situated for the influx of student housing with the new Townhead area being built close by.

10.2.2 The Chair invited members to vote on Student Voice to mandate the Full Time Officers to work with Encore to further develop a student bar in the Bistro. **(F: 25 A:1 Ab:6)**

10.3 ***Student Groups Requesting Extended Bar Opening Times (submitted by John Gaughan)***

10.3.1 The Vice President School of Engineering and Built Environment spoke to this paper on behalf of the Vice President Glasgow School for Business and Society. Recently several student groups such as the Nigerian Society held an Independence Day event in the Bistro however the bar has been closed whilst they had over 40 attending. What the Vice President Glasgow School of Business and Society suggested is similar to the process of booking a room, that student groups can request Encore open the bar for events which stay on beyond their normal hours, up until midnight. This would encourage more student groups to hold events in the Bistro and give students who attend their events a better experience.

10.3.2 The Chair invited members to vote on student groups requesting extended bar opening times in the Bistro. **(F: 27 A:0 Ab:3)**

10.3 ***Bring a Beanbag Zone to the Student Bistro (submitted by Neil Alexander)***

10.3.1 The Vice President School of Engineering and Built Environment said that currently the Student Bistro, located on the 1st floor of the Students' Association, has no real student feel to it. To make the space more student friendly, he proposed that beanbags currently located within the Students' Association be cleaned and then used to make a new 'Beanbag Zone' on the 1st floor of the Students' Association.

10.3.2 The Chair invited members to vote on bringing a beanbag zone to the Student Bistro. **(F: 8 A:12 Ab:11)**

10.4 ***Street Food on Campus (submitted by Erin Richmond)***

10.4.1 Other campuses such as Strathclyde have companies such as Taco Mazama in their student union. It would be great if we could have something equally popular, like a Pinto on campus (but run by Encore).

10.4.2 The Chair invited members to vote on having street food on campus. **(F: 18 A:2 Ab:10)**

10.4.3 An improvement was added in relation to the above Street Food on Campus, which was to push Encore to have a new variety of street food available.

10.4.4 The Chair invited members to vote on pushing Encore to have a new variety of street food available. **(F: 19 A:1 Ab:11)**

***At this point the Chair called a motion to extend the guillotine by 30 minutes, with the finishing time of the meeting to be at 7pm. A clear majority voted to approve the extension of the meeting.***

10.5 ***More Student Employment on Campus***

10.5.1 More student employment on campus should be sought. The Student President said that he was working on a project at the highest level within the University in relation to student employment on campus. Members commented that more student employment on campus was a great idea. One suggestion was to have students working with Encore within the bar in the Bistro helping the bar to have more of a student feel to it and upskilling students. Students would not be cheap labour but paid appropriately as the University and Students' Association are living wage employers.

10.5.2 The Chair invited members to vote on Student Voice supporting the idea of student employment on campus and mandates the Student President and the Vice President Glasgow School for Business and Society to continue work in this area. **(F: 30 A:0 Ab:0)**

10.6 ***Ban 90 Day Password Change***

10.6.1 Members discussed the 90 day password change with some members in agreement of the current policy for password resetting as this helps prepare students for real working life. Other members disagreed with the current policy and that there needs to be more advanced warning for password resetting this particularly applies to students who are on placement.

10.6.2 The Chair called for a vote to mandate the Full Time Officers to lobby the university to make the policy more student friendly – such as a longer period before changes and/or more advanced notice of password changes. Also, encourage greater promotion of how passwords can be changed remotely. **(F: 17 A:7 Ab:6)**

## 10.7 **Graduation Fees**

10.7.1 Graduation fees cost £45 at Glasgow Caledonian University whether you attend the ceremony or graduate “in absentia” (not attending a ceremony). Other universities are cheaper to graduate in absentia, for example Napier University costs £35 to graduate in absentia. Some international students are not able to attend their graduation and have to pay the £45.00 fee. Members agreed that students should pay less or not pay any fee at all if they do not attend their graduation ceremony.

10.7.2 The Chair invited members to vote on a mandate for the Full Time Officers to lobby the university on this issue. **(F: 27 A:0 Ab:2)**

## 11. **Executive Committee Plan of Work**

11.1 The Executive Committee have submitted their Plan of Work for the year for consideration by Student Voice.

The Chair asked members if they had any questions about any points in the Plan of Work or would like to object to any of the content then they should raise their voting card. There were no questions or objections on the Plan of Work.

## 12. **Any Other Business**

12.1 Chris Daisley (CD) asked about lab access to software if more virtual machines would be available. The Vice President School of Engineering responded that GCU App Jukebox is now available from the GCU App store.

The Chair thanked all members of Student Voice for their input and the next Student Voice will be held on 15 February 2015.

**The meeting was concluded at 7.00pm.**

Minutes of the 3<sup>rd</sup> Caledonian Student Voice of session 2015/16

Meeting held on Monday, 15 February 2016, in NH208, at 5pm.

1. **Sign In:**

**Present:**

Martha Brown (MB, Chair); Michael Stephenson (SP); Neil Alexander (VP SEBE); Jodie Waite (VP SHLS); John Gaughan (VP GSBS); Adebayo Aibinu (AA); Jeff Barclay (JB); Kevin Campbell (KC); Karen Cavana (KC); Melissa Clerihew (MC); Philip Coupe (PC); Chris Daisley (CD); Emma Duncan (ED); Chris Dynes (CD); Iniobong Enang (IE); Robert Excellence (RE); Nicole Forbes (NF); Athina Gouseti (AG); Nicole Kennedy (NK); Anna Kozolwka (AK); Megan Lloyd (ML); Calum McCormack (CMcC); Bolutife Oyemomi (BO); Adam Stewart (AS); Kayleigh van Dongen (KD); Rebecca Watson (RW); Mark Welsh (MW); Goodness Wondah (GW).

**Absent:** Chloe Brown (CB); Liam Chierighini (LC); Amanda Macpherson (AM); Dela Mawutor (DM);

**Apologies:** Katherine McGinness (KMcG); Danny Martelli (DM); Robyn Moffat-Wall (RM); Jen Broadhurst (JB); Imogen Hands (IH); Shaakirah Iqbal (SI); Lisa Graham (LG).

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk); Paul Stalker (Student Voice Co-ordinator); Aimee Cuthbert (Student Voice Co-ordinator).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

1. **Welcome**

The meeting started at 5.10pm, and the Chair (Martha Brown) welcomed all members to the third meeting of Student Voice for 2015 – 2016 and asked everyone to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

2. **Previous Minutes**

The Chair invited members to consider the minutes of the previous Student Voice session, held on 23 November 2015. The Chair asked all members to take a vote to decide whether to approve the previous minutes.

**(F: 28 A:0 Ab:0)**

3. **Matters Arising from the last meeting of Student Voice**

3.1 **GCU Visual Policy**

The GCU Visual Policy document will be discussed at the next Student Voice meeting on 21 March 2016 as the GCU Visual Convenor has resigned. **Action: GCU Visual Policy to be discussed.**

### 3.2 Societies' Financial Regulations

Kevin Campbell (KC) said that the Societies' Financial Regulations were discussed recently and that the regulations will be looked at further next week. KC said that there will be a response at the next Student Voice meeting in March. **Action: Kevin Campbell.**

### 3.3 Student Bistro/Encore

The Vice President School of Engineering and Built Environment said that the Student Advisory Board has been set up and if anyone was interested then to come along to give their input on the Bistro/Encore.

### 3.4 Student Employment on Campus

The Student President said that the issue around student employment on campus was on-going at the moment and he would report back at the next Student Voice meeting in March. **Action: Student President.**

### 3.5 Ban 90 Day Password Change

The Student President commented that the 90 day password change has been reported to the university IT systems for them to have a review. However, IT systems are awaiting a new member of staff coming in to place as head of their IT services and this point around the 90 day password will be picked up once the new staff member is in place.

### 3.6 Graduation Fees

The Student President said that they had not met with the Graduation Group yet and that the Executive Team would be working with the university in due course.

## 4. Minutes of Student Voice Committees

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 27 A:0 Ab:0)**

4.1 It was noted that there had been no new Sports Council minutes put on the website recently. Megan Lloyd (ML) responded that the Sports Council minutes were up-to-date and she would check this. The Student Voice Co-ordinator added that he would also check with colleagues as he only has access to what is available on the website.

## 5. Reports

5.1 The Chair asked the Full Time Officers to provide a brief verbal summary of the highlights in their report including any updates on items in which there has been developments since the reports were written.

### 5.2 Student President

5.2.1 The Postgraduate Research Representative post has now been filled.

5.2.2 In relation to timetabling, a consultation for soft constraints around timetabling is being addressed. A survey will be available for students to have their say to ensure their feedback is used when timetables are constructed. The survey is available at [www.GCUstudents.co.uk/timetabling](http://www.GCUstudents.co.uk/timetabling) from Tuesday, 17 February 2016.

- 5.2.3 A Gender Based Violence working group will be started and the work being undertaken will be in line with NUS. The recommendations from the working group will be used in the introduction at Freshers inductions.
- 5.2.4 The Student President was asked what he meant in his report by personalised timetables. The Student President responded that this would mean a timetable tailored to the individual telling them where and when their lecture/seminar is plus giving them their module choice option earlier, as well as tell them when classes are moved or cancelled. The new personalised timetables will mean no longer having to use CELCAT. The new personalised timetables will also be available to view on a mobile phone and should synchronise to an email calendar too.
- 5.3 ***Vice President Glasgow School for Business and Society***
- 5.3.1 Work has been carried out on the Students Leader Refresh which has new positive changes. The first Steering Group was held 27 January 2016. The Student Leaders Champions are happy to deliver workshops and be involved in the recruitment for advanced level. There will be significant changes made to the Student Leaders Programme over the summer.
- 5.3.2 The Student of the Year and Alistair Boyd award has now been opened up to all students.
- 5.3.3 Feedback has been submitted to the university on their report on taught postgraduate students and the Vice President Glasgow School for Business and Society will be lobbying for the Postgraduate Taught Experience Survey (PTES) to be reintroduced.
- 5.4 ***Vice President School of Health and Life Sciences***
- 5.4.1 The Disabled Students' Group held an event 'Do You See Me?' in December where 27 people attended.
- 5.4.2 The Vice President School of Health and Life Sciences is working on a new campaign encouraging people to take the stairs instead of the lift. There is a lot of congestion surrounding the university lifts, which students who are unable to take the stairs are being negatively affected. A meeting is being held on Tuesday, 16 February to discuss this issue.
- 5.4.3 The Vice President School of Health and Life Sciences requested access be changed to the side door in the Govan Mbeki building next to the revolving door so that the side door now opens. The new access is due to guide dogs not being able to negotiate the revolving doors and so individuals with guide dogs had to walk to the back of the building to gain entry which is not acceptable.
- 5.4.4 The Vice President School of Health and Life Sciences met with Bailie Dr Nina Baker, from the Scottish Green Party to discuss the food waste project.
- 5.4.5 The theme of the Wellbeing Sexual Health Campaign was Valentine's Day.
- 5.4.6 Nightline now has an advertisement on the main page of GCU Learn.
- 5.4.7 The School of Health and Life Sciences conference will take place on week 11 – to be confirmed.

5.4.8 The Vice President School of Health and Life Sciences has been involved with the Gender Based Violence group and has been attending meetings.

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

5.5.1 Lab access was raised at Academic Policy Committee and having a specialised structure. A report on this item will be brought to the next Student Voice.

5.5.2 The first Student Charter Group meeting was held and all is going well. Two more meetings will take place and the Vice President School of Engineering and Life Sciences asked anyone that is interested in attending to contact him.

5.5.3 The Sports Strategy is on-going and a report will be produced in time.

5.5.4 The Vice President School of Engineering and Built Environment is working on internationalisation and is setting up a group with Caledonian Court for accommodation based students which he said was one of his manifesto pledges. The Vice President School of Engineering and Life Sciences said he was attending a meeting today with Victoria Halls.

5.5.5 The Vice President School of Engineering and Built Environment was asked by a member why his report predominantly reported on sports and not more on the School of Engineering and Built Environment and the recent conference held. The Vice President School of Engineering and Built Environment noted the comment made and responded that the report on the recently held school conference was still to follow.

5.5.6 The Vice President School of Engineering and Built Environment was asked about the group involving internationalisation and accommodation and if joining the group what would this entail. The Vice President School of Engineering and Built Environment responded that it was early days and that he had only had a meeting today about it all and he was happy to speak to anyone about the new group offline after Student Voice.

**5.6 Psychology, Social Work & Allied Health Sciences School Officer**

5.6.1 Kevin Campbell, Psychology, Social Work & Allied Health Sciences School Officer, apologised for submitting his reports on the day of the meeting of Student Voice. He said that he had been working with Dr Sam Ellis, within Glasgow Caledonian University, on audio feedback which can be used as a feedback tool across the department. Raw data will be compiled and a report presented to the School Board.

**5.7 Societies Council Chair**

5.7.1 The focus has been on updating and rewriting the Societies Policy.

5.7.2 The Student President commended the Sports Council and the Societies Council on all their hard work so far.

5.8 The Chair invited members to consider the reports of all Student Voice Officers and asked all members to take a vote to decide whether to approve all the reports.

**(F: 27 A:0 Ab:0)**

## **6. Student Voice Elections**

6.1 Elections took place for the positions below and the posts were filled.

- Elections Committee – Robert Excellence
- Deputy Chair of Student Voice - Philip Coupe
- Freshers' Committee – Martha Brown and Emma Duncan

*At this point in the meeting the Student President asked for a change to the agenda and for item 8 – Student Voice Reform 'Green Paper' to be moved in front of item 7 – Ideas. The Chair invited members to vote for the agenda change. A clear majority voted to approve the change to the agenda numbering.*

## **7. Student Voice Reform 'Green Paper'**

7.1 The Full Time Officers spoke to Student Voice members asking them to mandate a replacement to the current structure for Student Voice. The new structure is based on a model pioneered by Leeds University Union and involves holding two forums during each trimester for each three categories; our union, our university and our community. At each forum ideas are presented to the members of the forum. These members are involved in debating and voicing their opinions on the impact of each idea to their constituencies. The discussion is facilitated by an independent chair and a decision is made by an independent 'jury' made up of 16 randomly selected students for each forum, each time, with the students being given a briefing beforehand. There would be 12 forums per year, with each forum meeting twice in trimester one and two. The students attending would be paid £20 in line with the Living Wage. The Full Time Officers asked Student Voice if they agreed in principle to the change in the democratic structure. A full consultation will be carried out with all Student Voice members in due course.

7.2 The Full Time Officers were asked what happens when an idea spans all three categories, and how will the new system be seen as representative. The VP School of Engineering and Built Environment replied that the software package will decide what category the idea will fall into. This is what currently happens at Leeds University Union. The software package will need to be bought for GCU Students' Association. In response to how will the new system be representative the Vice President School of Engineering and Built Environment replied that there will be a certain number of female students; international students; as well as students with disabilities and so forth. Also, workshops will be scheduled to get feedback and to hear what is good and bad about the structure.

7.3 The Full Time Officers were asked what happens if students on the jury show up for the money and are not really interested in passing policy. This was proven by statistics at Leeds University Union. The Full Time Officers responded that most students involved in passing policy become engaged and want to make a difference. Even if the students are not engaged they are still influencing policy. Also, if the students don't vote their input is still valid either way.

*At this point in the meeting the Chair called a motion to extend the guillotine with the finishing time of the meeting to be at 7pm. A clear majority voted to approve the extension of the meeting.*

7.4 The Full Time Officers informed Student Voice that if the new structure goes ahead then Student Voice as it is at the moment would have to dissolve for the new system to be put in place.

7.5 The Chair invited members to vote on a mandate for the Full Time Officers to bring forward their proposal **(F: 22 A:1 Ab:5)**

## 8. Ideas

### 8.1 Request to allow PC Xbox PS Online Gaming through GCU Network (Adam Wilson)

Adam Stewart (AS) commented that being able to use Xbox Live, PlayStation Network and Online PC gaming would be good to have to help students relax, play games and chill. To have some downtime doing something they enjoy, especially those that are involved in the Gaming Society and international students that wish to play with their friends back home. Currently the system is blocked by the network administrators for security reasons and with no reason being given to the students. AS requested for Student Voice to lobby to IT Services to release the block and implement the use of online gaming. The Student President responded that Caledonian Halls and the university run from a different network. The university is implementing a new digital strategy and the IT infrastructure is being updated. The Student President said he would feedback the comments raised today on the matter with the university. The Chair invited members to vote on a mandate for the Full Time Officers to continue to work on this topic. **(F: 25 A:0 Ab:1).**

### 8.2 Minimum time period between exams (Calum McCormack)

Calum McCormack (CMcC) commented that currently some students may have experienced bunched exams with little time in between exams with some having two exams on the same day which can cause stress. CMcC proposed exams having a minimum period between them for each class, such as 3 days between each exam for each student. The Vice President Glasgow School for Business and Society responded replied that he has previously carried out research on exam bunching and had produced a report on his findings. The Chair invited members to vote on a mandate for the Vice President Glasgow School for Business and Society to work on having a at least a two day gap between exams. **(F: 22 A:1 Ab:1).**

### 8.3 More bookable rooms in the Students' Association for student societies and sports clubs (Chris Daisley)

8.3.1 Currently there are only two bookable rooms on level 2 of the Students' Association, despite the growing number of student groups. It is proposed that more rooms are able to be booked by Societies/Sports Clubs and Media groups. Chris Daisley (CD) said that he had submitted additional information to support this Idea but that this had not been presented to Student Voice, and that he objected to this. The Student Voice Team Leader responded that his Idea as submitted on the website had been presented without any changes and that the member had been advised that Student Voice would not be able to discuss the additional information. CD said that he was not satisfied with this outcome and decided to leave the meeting.

8.3.2 Members of Student Voice asked what rooms are currently available to book and they were informed that NH208; NH209 and the group study rooms were available to be booked.

8.3.3 At this point the Student President commented that he was not happy with that the additional information for the Idea could not be discussed at Student Voice. The Student Voice Team

Leader reiterated that this could not be discussed at the meeting and that staff would not continue to be present if it was. The Student President, Vice President School of Health and Life Sciences and the Vice President for Glasgow School for Business and Society left the meeting.

8.3.4 Kayleigh van Dongen (KD) added that you can book rooms in the university and there are a lot of rooms available. The Vice President School of Engineering and Built Environment added that a new system for room booking is in place.

8.3.5 The Chair invited members to vote on a mandate for the Vice President School of Engineering and Built Environment to move forward on making more bookable space within the university and the Students' Association. **(F: 3 A:2 Ab:14)**.

*At this point in the meeting the Chair stepped down to present an Idea and the Deputy Chair took over.*

#### 8.4 **Microwave in the Students' Association (Martha Brown)**

8.4.1 Martha Brown(MB) said there used to be a microwave on level 0 within the Students' Association until it got damaged and was no longer in use. However, it is all well and good having a 24hr study space but if you have to leave campus late at night to get food because you would rather not eat from the vending machines then there should be a microwave made available for students to heat food up and have a healthier option available, plus students leaving campus late at night means putting them at risk.

8.4.2 MB was asked what would be used to prevent the microwave being damaged again. MB responded that the reason the microwave got damaged was by someone putting a metal fork in the microwave and to prevent this happening again a sign would be put up on and around the microwave telling people not to put metal utensils in the microwave.

8.4.3 The Deputy Chair invited members to vote on a mandate for the Vice President School of Engineering and Built Environment to look into the new structure some more. **(F: 14 A:2 Ab:1)**

*At this point in the meeting the Deputy Chair stepped down and the Chair took her place back. The Chair thanked the Deputy Chair for filling in the post.*

Due to time constraints the following agenda items below were not covered:-

- Ideas – Have the parking validation moved back to Saltire Centre; Research Fund; Better temperature regulation in the university; GCU hoodies.
- Motions to NUS Scotland Conference
- Change to Societies Policy – Societies Awards 2016

*At this point in the meeting the Chair called a motion to extend the guillotine. A clear majority voted against the extension of the meeting and the meeting ended.*

The Chair thanked all members of Student Voice for their input and the next Student Voice will be held on 21 March 2016.

**The meeting was concluded at 6.58pm.**

Minutes of the 4th Caledonian Student Voice of session 2015/16

Meeting held on Monday, 21 March 2016, in NH208, at 5pm.

1. **Sign In:**

**Present:**

Martha Brown (MB, Chair); Michael Stephenson (SP); Neil Alexander (VP SEBE); Jodie Waite (VP SHLS); John Gaughan (VP GSBS); Jeff Barclay (JB); Kevin Campbell (KC); Philip Coupe (PC); Adebayo Aibinu (AA); Jen Broadhurst (JB); Karen Cavana (KC); Chris Dynes (CD); Iniobong Enang (IE); Robert Excellence (RE); Nicole Forbes (NF); Nicole Kennedy (NK); Anna Kozolwka (AK); Megan Lloyd (ML); Callum McCormack (CMcC); Adam Stewart (AS); Kayleigh van Dongen (KD); Mark Welsh (MW); Goodness Wondah (GW).

**Absent:** Chloe Brown (CB); Liam Chierighini (LC); Chris Daisley (CD); Emma Duncan (ED); Athina Gouseti (AG); Lisa Graham (LG); Amanda Macpherson (AM); Danny Martelli (DM); Dela Mawutor (DM).

**Apologies:** Melissa Clerihew (MC); Shaakirah Iqbal (SI); Katherine McGuinness (KMCG); Robyn Moffat-Wall (RM); Bolutife Oyemomi (BO); Rebecca Watson (RW); Imogen Hands (IH).

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

1. **Welcome**

1.1 The meeting started at 5.00pm. The Chair (Martha Brown) would arrive later at the meeting and so the Deputy Chair (Philip Coupe) welcomed all members to the 4<sup>th</sup> meeting of Student Voice for 2015 – 2016. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

1.2 It was noted that due to a demonstration taking place in Edinburgh that three of the Full Time Officers and some other Student Voice members would be arriving later on at the meeting.

2. **Previous Minutes**

2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 15 February 2016. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 11 A:1 Ab:0)**

2.2 Voting on matters arising from the previous minutes would take place at the end of the meeting due to Full Time Officers not being able to give an update.

3. **Minutes of Student Voice Committees**

The Deputy Chair invited members to consider the minutes of the previous Student Voice Committees. The Deputy Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 12 A:0 Ab:0)**

#### 4. **Reports**

- 4.1 The Chair asked the VP Glasgow School of Business and Society to provide a brief verbal summary of his report including any updates on items in which there has been developments since the report was written.

The VP Glasgow School of Business and Society commented on the following:-

- Representative of the Year nominations are now open.
- Recently held a workshop on assessment feedback and looking to launch a school wide survey on assessment feedback.
- School Officer applications are now open.

- 4.2 The Ethical and Environmental Officer also gave a brief update on her report.
- As part of 'Love Food, Hate Waste' videos have been filmed as part of NUS Green Impact award for excellence. The videos are on Youtube and the Students' Association website.
  - Workshops have been carried out showing how to have less food waste using easy and economical recipes. A survey was carried out at the beginning of the workshops and another will be carried out after the workshops to see if attitudes have changed.

- 4.3 It was noted that some members did not receive the email sent out asking them to submit their reports. The Student Voice Team Leader said he would look into this.

The Deputy Chair invited members to take a vote to decide whether to approve all the reports.  
**(F: 13 A:0 Ab:0)**

#### 5. **Ideas**

##### 5.1 **Have the parking validation moved back to Saltire Centre (Cameron McFarlane)**

The parking validation machine is based in the Security office and there is one in the Govan Mbeki building. The parking validation machine stamps the parking ticket so you can park for £6.50 for the whole day rather than the hourly rate. The idea submitted is asking for the parking validation machine to be moved back into the Saltire Centre where it was based previously. The Vice President School of Health and Life Sciences is liaising with the university on this issue. The Chair invited members to vote to have the parking validation machine moved back into the Saltire Centre. **(F: 10 A:2 Ab:2)**

##### 5.2 **Better temperature regulation in the university (Jefferson Barclay)**

Currently almost every lecture room seems to be in a constant state of being uncomfortably warm. This leads to problems such as students trying not to fall asleep due to the heat and coming in from the outdoors where the weather is colder could affect student health and make students susceptible to illnesses etc. The temperature varies across the university and some rooms have a temperature gauge and some don't. The Chair invited members to vote to have the temperature gauges looked at. **(F: 11 A:2 Ab:3)**

##### 5.3 **GCU Hoodies (Amy Browning)**

To have GCU Hoodies back. The Hoodies would be good to raise money for charity and to wear to represent the university out and about. Members of Student Voice added that GCU Hoodies are available to buy from the Welcome Desk and that Nigel, from Red Bull, is based on the first floor in the Students' Association on Monday's to discuss any queries/orders. The Chair invited

members to vote to have the Full Time Officer clarify the GCU Hoodie purchasing procedure for members. **(F: 9 A:0 Ab:7)**

#### 5.4 **Research Fund**

Research Fund should be more accessible to PhD students and communication should be transparent. Student Voice members discussed how different faculties within the university have different approaches to funding and the challenge is the disparity in different schools with some benefiting and others not. It was noted Professor Caroline Parker, within People Services, is currently working on this issue and a report is being undertaken which will be brought back to the Research Committee around April 2016, which hopefully will help the research funding for PhD students to become clearer. Members agreed to hold off until the next Student Voice to take action on this item and to see what becomes clearer from the outcome of the report in April. The Chair invited members to vote to postpone this idea and bring back to the next Student Voice to follow up on. **(F: 14 A:0 Ab:2)**

*At this point in the meeting (5.30pm), the Chair took over the meeting and thanked the Deputy Chair for covering in her absence.*

The Student Voice Team Leader commented that the next three ideas did not have a positive vote and will expire in April 2016. The Student Voice Team Leader asked members if they wished to discuss the remaining three ideas which were: More computers on campus; International fees; More social activities. Members agreed to postpone discussing the ideas as they did not have a positive rating.

*At this point in the meeting the remaining three Full Time Officers and some other student voice members joined the meeting.*

## 6. **Matters Arising**

### 6.1 **GCU Visual Policy**

Callum McCormack said he is the new and current lead of GCU Visual. Callum McCormack gave an update on the GCU Visual Policy saying he had met with staff and meetings had been held discussing the policy. The Visual Policy had been worked on since last presented at Student Voice and progress has been made. A review of how it fits will be carried out over the summer.

### 6.2 **Societies Financial Regulation**

Kevin Campbell said that the Societies Financial Regulations were to be looked at in Trimester B but with elections week and the new Societies Council it has not been looked at and implemented. The Societies Financial Regulation will be taken to the next council meeting and then brought to the next Student Voice if they wish to pursue it.

### 6.3 **Student Employment on Campus**

The Student President commented that there will be another meeting next week around student employment on campus. The aim is to get student employment in to the long term strategy and the university are keen on it, and also to have student employment on the Full Time Officers manifesto for next year. The Student President added that the employment is not just for students professionally but for work everywhere including the café/refectory; finance; communications etc. The Student President said he would keep on pushing on this matter and the Full Time Officers will continue on with this discussion.

**6.4 Online gaming at GCU**

IT Services had been contacted via telephone and email but no response as yet. Currently the structures are changing in IT Services with regards to reporting so there could be a delay in a response.

**6.5 Minimum times between exams**

The Vice President Glasgow School for Business and Society said a feedback report was submitted to the Learning and Teaching Subcommittee. However, the report needs to be edited and then sent back to the Learning and Teaching Subcommittee for approval.

**6.6 Room Bookings**

The Vice President School of Engineering and Built Environment said he had spoken to the staff within the Students' Association in relation to bookable rooms. NH208, NH209, and the Bistro are all available to be booked by clubs and societies. Also, rooms within the university can be requested via the Students' Association room booking form.

**6.7 Microwave in the Students' Association**

The Vice President School of Engineering and Built Environment said that this item was on-going and he was liaising with Encore and Facilities on the matter as there is health and safety concerns around reinstating the microwave.

**7. Students' Association Strategic Plan**

**7.1** The Students' Association is moving towards the implementation of a new strategic plan from 2016/17 onwards. As part of this process, Student Voice is being asked their thoughts at this conceptual stage. In the document, located on the website, members were asked to consider the proposed strategic themes and theme areas. The Strategic Plan will be launching in September 2016.

**7.2** The Student President talked through the Strategic Plan Paper and the four strategic themes: belonging; empowering; partnership; innovation. The Student President discussed the early stages of the themes listed and what he felt the themes meant and how the four themes link and flow. The Student President then asked members what they thought of the strategic themes and were the themes right. Members felt that the order they are in could be changed to belonging; partnership; empowerment; innovation. Also, instead of a circle design it could be inner and outer circles with the four themes. Overall members agreed with the four strategic themes and liked the model and design.

**8. Student Voice Reform Paper**

**8.1** The Student President thanked the Student Voice members for their positive response at the last meeting mandating the Full Time Officers to look further at the Student Voice Reform Paper. The Student President thanked the staff involved for supporting the wider consultation and during elections time too. Since the last meeting the Student Voice Reform Paper has been updated on the proposed reform on Student Voice and the process on how this will be implemented. Members were asked for their approval on the updated Reform Paper.

**8.2** Members asked about the random selection process for jury members and what if they are not interested in attending; and how new students will hear and be made aware of the new system.

The Student President responded that it would be down to the next Full Time Officer partnership to make new students aware as best they can and to do as much as they can during Freshers' week. In response to the selection process of the jury members and students who are not interested, the 16 jury members are selected at random and as long as 12 students turn then up the jury can go ahead. Feedback from Leeds said around 1/3 of students responded to attend and so far all of their meetings have been able to proceed with sufficient members present.

8.3 The Student President added that the new model can only work if the conditions are correct and processes have been followed properly, as such as to implement this model the following is required:

- The Trustee Board have considered and approved all resource implications including money and staff time
- A process is agreed with the university that allows the efficient selection of jury members
- Student Voice votes early in 2016/17 to approve a new Constitution, Schedules and By-Laws
- The membership approves the new model through a referendum in 2016/17.

The Chair invited members to vote on the updated Student Voice Reform paper presented by the Student President. **(F: 17 A:0 Ab:6)**

## 9. **Student Voice Elections**

The Student Voice Team Leader commented that if a member of Student Voice is not here and you know that person wishes to take part on the elections then another member can put their name forward in their absence. Also, a member is able to sit on multiple committees. The Student Voice Team Leader added that for the International Representative this includes the European Union.

Elections took place for the following position and the results are as follows:

- Chair of Student Voice 2016/17 – Philip Coupe
- Deputy Chair of Student Voice 2016/17 – Jeff Barclay
- Representative on University Senate (International) 2015/16 - Kayleigh van Dongen
- Representatives on University Senate x 3 (International, Research, Open place) 2016/17 –  
International - Kayleigh van Dongen  
Research – Jen Broadhurst  
Open place – Jodie Waite
- Representative on Learning & Teaching Subcommittee (open place) 2016/17 – Kayleigh van Dongen
- Representative on Honorary Degrees Committee 2016/17 - Philip Coupe

*At this point in the meeting the Chair called for a motion to extend the guillotine. A clear majority voted to extend the meeting until 7pm.*

## 10. **Study Abroad Survey**

The Study Abroad Survey opened on 9 October 2015 and closed on 22 December 2015. In that time 504 respondents completed the survey. The aim of the survey was to investigate the barriers preventing students from studying abroad during their degree and, in the case where they have been abroad, any challenges they have encountered. Respondents were invited to

leave their email address at the end of the survey to be entered into a prize draw to win a £50 Amazon voucher. The Vice President School of Engineering and Built Environment presented his Study Abroad Survey Paper and one point he highlighted was that 62% of students responded that they were not aware that there was an Exchange and Study Abroad office on campus. Overall the report was received very well by the Pro-Vice-Chancellor and an action group is being set up to look at key issues identified from the report.

11. **Changes to Societies – Societies Awards 2016**

A small change has been made to the current Societies Policy concerning Big Ball awards and in particular the three Society Awards categories – Society of the Year; Best New Society and Society Event of the Year. The wording around the Society of the Year and Best New Society has changed slightly and Society Volunteer of the Year has changed to Society Event of the Year. The newly proposed change in relation to the Society Awards 'Society Volunteer of the Year' which was previously awarded to an individual but the new proposal is to for the award to be 'Society Event of the Year' which will be awarded to a society-run event that was most memorable; that was engaging and inclusive; that was well communicated and advertised.

The Chair invited members to vote on the changes made to the Societies Policy covering the Societies Awards. **(F: 19 A:1 Ab:1)**

12. **The Edit Policy Document**

The Edit has submitted an updated version of their policy document for approval by Student Voice. The policy has no major changes. However, the text 'station' has been changed throughout the document to say 'magazine' as well as the text saying 'volunteer(s)' which has been changed to 'contributor(s)'. A section on defamation/contempt of court has been inserted. However, this needs to go through Ensleigh to be signed off before this can be put into practice so until then the original policy will need to be followed. Also, an Edit Package will be available for people to advertise space in the magazine to help raise revenue.

The Chair invited members to vote for their approval on the updated version of the Edit Policy Document **(F: 8 A:4 Ab:9)**

13. **Any Other Business**

As it is the last Student Voice of the term 2015 -2016, the Student Voice Team Leader asked members to put forward names of those to be awarded an Honorary Life Membership with the Students' Association. The names to be awarded as are follows:-

- Michael Stephenson
- Mark Welsh
- Robert Wilson
- Fraser Drylie
- Goodness Wondah
- Nicole Forbes
- Louisa Power
- Karen Cavana
- Michael Gibson
- Chris Dynes
- Ashley Bell
- Nicole Hedberg

- Corrine Taylor
- Jamie Marr
- Paul McGranaghan
- Katrina Bevan
- Andrew MacKenzie
- Kieran Parker
- Stuart Michael Shaw
- Pat Nevin
- Anna Sloane
- Jamie Baird

The Chair invited members to vote for their approval on list of names to receive an Honorary Life Membership (**F: 18 A:0 Ab:1**)

The Chair thanked all members of Student Voice for their input throughout the year.  
**The meeting was concluded at 7.05pm.**