

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 30 June 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None

2. International Audit – 2015/16

- 2.1 The Representation and Advice Manager presented the International Audit – 2015/16 saying that she had been given the task of carrying out an Audit from 2014-15, following the National Union of Students (NUS) International Toolkit. With the length of the task and the website changes the Audit is now up-to-date for 2015-16 with two years of evidence collated. The Audit was a good exercise to carry out and is a good tool to identify actions and can be used for evidence for the Quality Students' Unions Award. The Representation and Advice Manager talked through the Audit saying that the ratings have mainly stayed the same or gone higher. Discussions then focussed around integration and trying to engage better with international students. The Full Time Officers discussed having a meeting with the likes of Global Buddies; Glasgow School for Business and Society; INTO; Societies; and Sports to assist with integration with international students. The Vice President School of Engineering and Built Environment commented that he had INTO as part of his remit and that Ian Butchart, Director of INTO, was keen to work with the Students' Association next year. The Full Time Officers thanked the Representation and Advice Manager for the update of the International Audit – 2015/16. **It was agreed that an action plan would be produced. Action: VP SEBE.**

3. Full Time Officer Remits

The proposed Full Time Officer Remits that was previously negotiated by the Full Time Officers was presented for approval. **The Chair called for a vote to approve the Full Time Officer Remits. Vote: For – 4.** The Full Time Officer Remits for 2016/17 was therefore approved.

4. European Referendum Result

Discussions focussed on the outcome of the European Referendum and the response from Glasgow Caledonian University (GCU), NUS, and University and College Union (UCU). It was commented on that European Union students are worried and that it would be good to reassure students of the approach and perspective that GCU Students' Association is taking. The Full Time Officers agreed that the VP SHLS will write the statement and for the Chief Executive to review the statement. **Action: VP SHLS.**

5. Lecture Shouts/Themes Proposals

No lecture shouts or theme proposals have been scheduled.

6. Full Time Officer Reports

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

6.1 Student President

- Met with Gerry Milne, Chief Financial Officer and VP Infrastructure, to discuss the GCU Sports Strategy, which is ongoing and should be completed by Trimester 2. A copy of the Sports Strategy work so far will be brought along to the next Executive Committee meeting for discussion. **Action: Student President.**
- Attended Scottish Student Sport (SSS) training
- Held meeting with Student Adviser to discuss Wellbeing Volunteering
- Working with the Student Voice Co-ordinator on the Women's Group
- Attended London Graduations

Vice President Glasgow School for Business and Society

- Strategy for Change in Portugal, from 21 June – 23 June
- Will be attending Quality Student Unions 2016 event in Liverpool, from 4 July to 8 July
- Received Operational Plan for Glasgow School for Business and Society and working through the plan.

Vice President School for Health and Life Sciences

- Working with Programme Lead and representatives from Royal College of Physicians and Surgeons to help enhance the student experience for 3rd year students by having accreditation within courses in the school.
- Involved in the next National Student Physiotherapy Conference taking place in October 2016, with over 200 delegates attending. The conference is being run by students for students and will take place at GCU this year. Branded GCU Students' Association pens will be made available for the delegate bags.
- Working with the Student Voice Co-ordinator on a Plan of Work. The Plan will consist of four key areas: Careers; Learning & Teaching; NSS; and Opportunities.
- Looking to get buy in for a new project for a free health care facility in Phnom Penh, Cambodia, as a volunteer placement for occupational therapists students, as there is no occupational health service available for people.
- Looking at local commercial opportunities for students to give free physiotherapy treatment for sports teams within the Students' Association as well as to Caledonian Club
- Providing assessment feedback to the Learning and Teaching Steering Group
- Meeting Ellen Gibson, Careers Adviser, to discuss the careers service and general advice.
- Part of the NSS Group looking at having a less formal school survey finding out what is happening on campus. The Vice President School for Health and Life Sciences will look at the policy and strategy; see who sits on the group; and how the Students' Association can be involved.
- Societies – working on a project to capture the impact of societies and report on the stories and the impact of common good. Looking at how we report out with the Students' Association and highlight the good things.
- Looking at the Societies Accreditation Model over the summer and tie it in with the Sports Strategy, looking at the entire funding model.
- Meeting with RAISE as application was successful. Skype induction on 7 July 2016.

Vice President School of Engineering and Built Environment

- Completed the School of Engineering and Built Environment Plan for the year ahead and presenting to the school on 1st July 2016. The main points in the Plan are to have better communications; School of Engineering and Built Environment (SEBE) Shield; scrap the school conference and find an alternative instead.
- Postgraduate Engagement Plan for the year taken to Campus Life.
- Global Buddies – looking at having buy in from INTO and the transition from INTO to GCU. Looking at QAA Enhancement Theme involvement and buy in from Campus Life.

- Social Media – build relationships with the Edit for the year ahead and how we can support them.

6.2 The Full Time Officers were asked to forward on their Operational Plan for their respective schools to the Chief Executive. The Student President was asked to forward on the London Operational Plan once she receives it. **Action: Full Time Officers.**

6.3 The Chief Executive explained that the Students' Association were nominated for the NUS UK Student Opportunities Award 2016 and the NUS Green Impact Excellence Award 2016 and would find out at the NUS Student Unions 2016 Conference whether they had won.

7. Freshers

As Chair of the Freshers Committee, the Vice President School of Engineering and Built Environment gave an update on Freshers activity so far.

- 70 applications for the market stalls and fayre received
- Over 35 applications received for the Freshers Team
- Induction Workshops are being organised and interest is high.
- Acts and activities are being finalised for the club wristband, bars and clubs.

8. Communications

Due to time constraints the Full Time Officers did not meet with the Communications and Media Co-ordinator.

9. Life Memberships

No Life Membership forms were received,

10. Previous Minutes

The Executive Committee agreed that the minutes from the Executive Committee held on 17 June 2016 were accurate.

11. Matters Arising

11.1 Student Partnership Agreement

The VP SHLS said he would meet with Jackie Main, Director of Student Experience and the Student Voice Co-ordinator to access current progress on the Student Partner Agreement. **Action: VP SHLS.**

11.2 Paramedics Vote

The Chief Executive confirmed that the students on the Certificate of Higher Education Ambulance Studies or Diploma of Higher Education in Paramedic Practice within the Scottish Ambulance Academy and the School of Health and Life Sciences were indeed members and could vote in elections.

11.3 Honorary Life Memberships

It was confirmed that the process for nominating individuals for Honorary Life Memberships was through Student Voice. The process is that a list of nominations and a paper is presented in advance to Student Voice listing the reasons for the Honorary Life Membership to be awarded. The Chief Executive confirmed that membership cannot be awarded to current members, which includes GCU staff. The Executive Assistant was asked to add Honorary Life Memberships to the agenda for a future meeting of Student Voice. **Action: Executive Assistant.**

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

- 12.1 The Full Time Officers discussed that for future Executive Committee meetings they would each do a written report on their work. **The Chair called for a vote to approve the Full Time Officer submitting written reports. Vote: For – 4.** The Full Time Officer will provide written reports for each Executive Committee meeting.
- 12.2 The Full Time Officers requested to have badges/lanyards. The Executive Assistant said she would arrange this for the Full Time Officers. **Action: Executive Assistant.**

Date of next meeting

Monday, 11 July 2016, at 10:00am, Room NH209

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

Thursday, 7 July 2016. Papers will be circulated by 12 noon on Friday, 8 July 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 11 July 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive
Gordon McTweed, Activities Manager (Point 2 only)
Kirsty McGregor, Student Adviser (Point 3 only)
Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Defamation Policy**

The Activities Manager discussed the creation of the Defamation Policy for the student media groups that was a requirement by our insurance provider Endsleigh. The policies still have to be approved by Radio Caley, The Edit Committee and Student Voice then it will go to Trustee Board. The policy has been sent to our insurance provider for feedback. Discussions focused on the article approval, the difference between online articles and articles, and what happens if the defamation policy is broken. Overall, the Full Time Officers agreed that the policy was appropriate and it was easy to follow. The next stage for the Defamation Policy is that it will go to the Edit Committee and Radio Caley for consultation and approval.

3. **Draft Nightline Partnership Agreement**

The Student Adviser discussed the newly revised Draft Nightline Partnership Agreement between the University of Strathclyde Students' Association and GCU Students' Association and commented that not much had changed from the previous version apart from some terminology and that the budget has been reduced. City of Glasgow College students will be able to utilise the service but City of Glasgow College are not currently in a position to become a full partner. **The Chair called for a vote to approve the Nightline Partnership Agreement. Vote: For – 4.** The Nightline Partnership Agreement was approved.

4. **Lecture Shouts/Themes Proposals**

No lecture shouts or theme proposals will be scheduled until around August 2016, starting in September, for Trimester 1 2016 – 2017.

5. **Full Time Officer Reports**

No update was given from the Full Time Officers due to the closeness of the previous meeting. Written reports will be given at the next meeting in August.

6. **Freshers**

6.1 The Vice President School of Engineering and Built Environment gave an update on Freshers.

- Active Wristband – all activities in place
- Club Wristband – nearly finalised
- Postgraduate – working with Campus Life to finalise events
- INTO School Social being planned

- Three school socials still to be confirmed.

6.2 The Full Time Officers enquired about their involvement on the Freshers' Committee as currently only the Vice President School of Engineering and Built Environment attends as Chair of Freshers' Committee. The Chief Executive said he would speak with the Activities Manager who co-ordinates the meetings and will report back to the Full Time Officers. **Action: Chief Executive.**

7. **Communications**

There was no communication update as the Communications and Media Co-ordinator was on annual leave.

8. **Life Memberships**

There were no Life Memberships received.

9. **Previous Minutes**

The Executive Committee agreed that the minutes from the Executive Committee held on 30 June 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 30 June 2016. Vote: For – 4.** The previous Executive Committee minutes were approved.

10. **Matters Arising**

10.1 **Action Plan**

The Vice President School of Engineering and Built Environment said that the Action Plan which will assist with integration with international students is ongoing.

10.2 **European Referendum Result Written Statement**

A statement has been written and all the Full Time Officers have reviewed the statement. The Chief Executive suggested some minor changes including adding what action the Full Time Officers will be taking. The Full Time Officers agreed to the suggested changes and will amend the statement. **Action: Vice President School of Health and Life Sciences. The Chair called for a vote to approve the European Referendum Result written statement with the amendment. Vote: For – 4. The European Referendum Result written statement was approved.**

10.3 **Sports Strategy**

The Student President distributed copies of the Sports Strategy which will shape the direction that GCU Sport will take over the next four years. The three main themes for GCU Sport include Participation, Volunteer Development, and Sporting Success. The Full Time Officers suggested that the Student President speak with the Vice President School of Health and Life Sciences in relation to the funding model and accreditation as the Societies Council already have a similar funding model in place. It was noted that there could possibly be a team objective around accreditation systems for Sports and Societies and an output for 2017. The Student President said that she will edit the Sports Strategy and then it will go to the Sports Council who has to be on board with the Strategy.

10.4 **London and Glasgow School Operational Plans**

The Full Time Officers will follow up on getting their school operational plans emailed to them. The Student President will follow up on the London Operational Plan. Once all the Operational Plans are received it was suggested to share them with the Student Voice staff team.

10.5 **Student Partnership Agreement**

The Vice President School of Health and Life Sciences is waiting to hear from Jackie Main, Director of Student Experience in relation to a meeting to discuss the Student Partnership Agreement.

10.6 **Honorary Life Memberships**

The Executive Assistant has asked the Student Voice Team Leader to add Honorary Life Memberships to the next Student Voice agenda.

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

There was no other business.

Date of next meeting

Tuesday, 16 August 2016, at 2:00pm, Room NH209

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

Friday, 12 August 2016. Papers will be circulated by 12 noon on Monday, 15 August 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 16 August 2016, at 3:00pm, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive
Kevin Ward, Student Voice Team Leader (Point 2 only)
Caroline Miller, Representation and Advice Manager (Point 3 only)
Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

2. Motion 201: The NSS: boycott or sabotage

The Student Voice Team Leader spoke about the amendment to Motion 201 that delegates passed at an NUS National Conference in April 2016. The amendment called on NUS to determine the most effective strategy to either boycott or sabotage the National Student Survey, in Spring 2017, and to challenge the government's higher education reforms, in particular the Teaching Excellence Framework (TEF) and the link between TEF and an inflationary rise in undergraduate home tuition fees. NUS are looking to get views and opinions and the consultation survey is open for responses until 17 August. The Student Voice Team Leader added that by taking part in the consultation does not mean that GCU Students' Association is in agreement with the boycott or sabotage. All the Full Time Officers agreed that they do not support the boycott or the sabotage as they felt something is needed to be in place to measure the student experience.

3. Bookable Space

The Vice President School of Engineering and Built Environment proposed taking a policy paper to the first Student Voice 2016/17, which is on 17 October 2016. The paper will be about having more bookable space for student groups by using the Social Learning Space on level 0 of the Students' Association Building, however excluding exam periods. The Vice President School of Engineering and Built Environment will work with the Chief Executive on the policy paper for bookable space which will come back to the Executive Committee to note before going to Student Voice. All the Full Time Officers agreed with this course of action. **Action: Vice President School of Engineering and Built Environment and Chief Executive.**

4. Volunteer Policy

The Representation and Advice Manager presented the final draft of the Volunteer Policy which comes from the Investing in Volunteers Steering Group. The Representation and Advice Manager asked for any comments or changes to the final draft of the Volunteer Policy. Due to time constraints the Policy will go first to Trustee Board (29 August) and then to Student Voice (17 October) for approval. The following amendments were noted:-

- Point 2: Promotion of Volunteering Rights – to include Glasgow Caledonian University (GCU) when talking about advertising volunteering opportunities as well as GCU Students' Association.

The Full Time Officers agreed that with the one minor addition of text that they endorsed the policy and thanked the Investing in Volunteers Steering Group for their good work on the Volunteer Policy.

5. **NUS Plan of Work**

NUS recently visited GCU Students' Association and asked to display the GCU Students' Association logo on their plan of work for the year to show that they will be working together to make students' lives better. The Full Time Officers forwarded the GCU Students' Association logo to NUS to add to their Plan of Work as one of the organisations that were consulted in their plan of work.

6. **Chair Performance Review Questionnaire**

The Chief Executive said that currently there is nothing in place to measure the performance of the Chair at GCU Students' Association meetings and so a draft Chair Performance Review has been created. The Chief Executive explained that each member would complete the survey and the findings for the survey would be presented back to the committee, with any additional support for the Chair being provided by staff. After a discussion it was proposed that it would be good practice for all committees to discuss conflicts of interests and not just the Trustee Board. It was also agreed to add that after the 'Chair summarises decisions made after each item' that 'any actions, who will deliver the actions and the timeframe for these actions' is included. **The Chair called for a vote to approve the Chair Performance Review Questionnaire, subject to the two amendments. Vote: For – 3.** The Chair Performance Review Questionnaire was therefore approved.

7. **Governance and Democratic Review**

The Chief Executive said that at the end of the last academic year the Trustees, by email consensus, had approved a Governance Review and GCU Students' Association are being given £5K by GCU to do this review. The Chief Executive explained that a paper on the Governance Review is on the agenda for the Board.

The Chief Executive explained that there would be a benefit in conducting a Democratic Review at the same time as this would remove duplicating resources. He explained that the Leeds Model could be included in the review as an option for consideration. He added that there was a requirement to review the Full Time Officer Model, now in its third year, as this was an action within the Risk Register, agreed by the Board.

The Full Time Officers explained they were inclined to proceed with a Democratic Review but felt it was important that all the Full Time Officers were present to make this decision and would discuss this at the next Executive Committee meeting. **Action: Full Time Officers.**

8. **Roles and Responsibilities Matrix**

The Chief Executive presented the proposed Roles and Responsibilities Matrix which will provide greater transparency to the respective responsibilities of the Board, Student Voice, Officers, Chief Executive and Senior Management Team. He explained that this was an outcome of the Student Union Evaluation Initiative (SUEI) and the NUS Good Governance Toolkit and brought to Executive Committee for consultation and then would be taken to Board for approval. It was confirmed that the Full Time Officers wished to receive a copy of the Monthly Management Accounts. It was also proposed that under Performance Review that the Board would 'ensure performance Review of Chief Executive, via Vice Chair' and suggested adding 'with consultation from Chair'. The Chief Executive agreed to make this amendment. It was agreed that the Executive Committee endorsed this paper.

9. **Lecture Shouts/Themes Proposals**

No lecture shouts or theme proposals will be scheduled until September 2016, for Trimester 1 2016 – 2017.

10. **Full Time Officer Reports**

The Full Time Officers submitted their written reports. The Chief Executive congratulated Officers on UCU agreeing to pay for transport to NUS UK National Demo. The Chief Executive also made the suggestion that closer links could be made with the Campus Trade Unions by linking them into our Postgraduate Research events.

The Chief Executive explained that reference to staff should not be included in Full Time Officers reports as per the Staff/Student Protocol.

11. **Freshers**

The Vice President School of Engineering and Built Environment gave an update on Freshers.

- 50 volunteers have signed up for the three groups
- 28 volunteers were fast tracked
- 600+ members on the Facebook page
- Active and Club wristbands on sale
- Freshers' Events Booklet has gone to the printers
- Freshers' T-shirts are getting produced and a picture of the t-shirt will be sent to the Executive Team for their perusal. **Action: Vice President School of Engineering and Built Environment.**

12. **Communications**

Due to time constraints no communication update was given to the Communications and Media Co-ordinator. [Clerks Note: The Communications and Media Co-ordinator proposed separate meetings with Full Time Officers to discussion communications].

13. **Life Memberships**

There were no Life Memberships received.

14. **Previous Minutes**

The Executive Committee agreed that the minutes from the Executive Committee held on 11 July 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 30 June 2016. Vote: For – 3.** The previous Executive Committee minutes were approved.

15. **Matters Arising**

15.1 **Freshers' Committee**

The Chief Executive spoke with the Activities Manager the Full Time Officers involvement on the Freshers' Committee. All the Full Time Officers now attend the Freshers' Committee meetings.

15.2 **European Referendum Result Written Statement**

The Vice President School of Health and Life Sciences said the European Referendum Result Written Statement is still to follow. **Action: Vice President School of Health and Life Sciences.**

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

11.1 The Chief Executive discussed the draft Strategic Plan Objectives (Version 1). The Full Time Officers were asked to note the paper which will be discussed at the Trustee Board training weekend on 20th and 21st August 2016 and at the next Staff Committee meeting. The Chief Executive asked the

Full Time Officers to let him know of any word changes within the paper. The Full Time Officers agreed that the document was good, with clear concrete objectives.

Date of next meeting

Tuesday, 30 August 2016, at 10:00am, Room NH209

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

Friday, 26 August 2016. Papers will be circulated by 12 noon on Monday, 29 August 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 30 August 2016, at 3:00pm, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

All members were present at the meeting.

2. **Student Leaders Programme**

The Vice President Glasgow School for Business and Society expressed concerns to the Chief Executive that she was not involved in shaping the Student Leaders Programme as Policy Lead. The Chief Executive said that this would be discussed out with the meeting to find a resolution.

3. **Full Time Officer Engagement Plan**

3.1 The Vice President School of Engineering and Built Environment discussed the Full Time Officers Engagement Plan paper which was presented at Executive Committee. The Engagement Plan consists of the following engagement activities:-

- Hook Activity and Lecture Shout Themes
- Video Blogs
- Radio Show
- Coffee on Campus
- GCU London Visit in Trimester 1 and Trimester 2.

3.2 Written blogs will be as and when the Full Time Officers can do them throughout Trimester 1. **The Chair called for a vote to approve the Full Time Officer Engagement Plan for 2016-17. Vote: For – 4.** The Chair added that the Engagement Plan will be reviewed at the end of Trimester 1 to note engagement impact and to look at statistics to measure against the previous year. Any changes will then be made for Trimester 2.

4. **Individual and Team Objectives**

The Chief Executive handed out an 'Individual Performance Plan' template for the Full Time Officers to use and asked for their objectives to be set within two weeks and brought to the next Executive Committee meeting. **Action: Full Time Officers.** A suggestion to the Full Time Officers was to have three team objectives and three individual objectives and if any of the Full Time Officers required input to see the Chief Executive.

5. **Lecture Shouts/Theme Proposals**

The Executive Assistant was asked to schedule lecture shouts in week 1, for fourth year students, to focus on National Student Survey (NSS) results. **Action: Executive Assistant.**

6. **Full Time Officers Reports**

The Full Time Officers gave a verbal update for their reports. The Chief Executive added that it would be useful to map what committees/boards/groups that all the Full Time Officers sit on within Academic Schools. **Action: Clerk.**

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

- INTO Social event set for 9 September in the Bistro.
- The last Freshers' Committee to be held in the afternoon of 30 August.
- Will attend first Research Committee.
- Will attend Senior Management Group (SMG) to discuss a NSS Action Plan. The Student Voice Team Leader will also attend this meeting.
- Research Student Recruitment interviews are scheduled.

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

- Planning for the Student Summit event taking place in new Hamish Wood conference and events area. NUS and Sparqs will be invited.
- Will attend Senior Management Group (SMG) to discuss recommendations and proposal for drop on NSS scores.
- Looking to carry out a Senior Management Listening & Engaging event which will involve a debrief with Class Representatives.
- Meeting with NUS in relation to 'Hold the bus' campaign 2016.
- Creating common good for Repository.

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

- Gender Based Violence training under way. The focus will be on Rape Crisis with the intention to have the training added into the induction for Freshers' Week
- Will have a 'Food Waste Stall' at Fresher' Week for students to sign up and join the Environmental and Sustainable Group
- Meeting David, from Kelvin College, next week, to talk about articulation students and working together to help give them a sense of belonging at university
- Student Partners Event – planning for next year and looking at dates
- Looking at assessment feedback from Design Courses and speaking to Toni Hilton, Dean Glasgow School for Business and Society
- College Committee Steering Group – Full Time Officers from colleges will attend this and the Vice President School Glasgow School for Business and Society is to be invited
- Disabled Student Officer – spoke to Catriona Mowat about this vacancy
- Update - the Vice President School Glasgow School for Business and Society sits on the Equality and Diversity Committee.

6.4 **Student President**

- Gender Based Violence information event held and Kathryn Dawson, from Rape Crisis, attended
- The Wellbeing Fayre will take place in Trimester 2
- Home Sickness Camp will take place in October 2016.
- Sexual Health Clinic will be take place in November, with the Sandyford Clinic and the Terrance Higgins Trust attending.
- Meeting Julie Duncan, from GCU Foundation, to discuss the Freshers' Address. The other Full Time Officers will be involved in the Freshers' Address.
- Looking to secure Sports Team photographers
- Glasgow Taxi Cup meeting is taking place on campus.

7. **Freshers**

The Vice President School of Engineering and Built Environment gave an update on Freshers planning:-

- The last meeting will be held on 30 August 2016.
- Freshers' t-shirts have been printed by Raging Bull.

- Student mail out packs have been completed the pack included a letter, Freshers' 2016 Events Handbook and Students' Association Handbook
- The goodie bags will be packed in C003
- Wristband sales are low compared with last year. There is an issue with Icebreaker selling alternative wristbands and students of GCU not being aware of what are the official wristbands of the university. The Freshers' Committee are looking at ways to help promote the sale of wristbands.
- Induction Talks scheduled for Undergraduate and Postgraduate taking into account the differences for Postgraduate taught.

8. Life Membership

Two Life Membership applications were received for Alistair Brown and Stuart Davidson. **The Chair called for a vote to approve the submitted Life Memberships Forms. Vote: For – 4.**

9. Previous Minutes

The Executive Committee asked for the removal of the action, from point 2, on page 1, in relation to Motion 201: The NSS: boycott or sabotage. Once this amendment has been made to the draft previous minutes the Executive Committee agreed that the meeting held on 16 August 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 16 August 2016. Vote: For – 3. Absentia: 1.** the previous Executive Committee minutes were approved.

10. Matters Arising

10.1 Bookable Space

The Vice President School of Engineering and Built Environment and the Chief Executive will meet after Freshers' Week, but prior to the first Caledonian Student Voice meeting, to discuss the 24hr Social Learning Space being bookable for Student Groups. The outcome/proposal for the bookable space will be brought back to the Executive Committee for discussion.

10.2 Governance and Democratic Review

With all the Full Time Officers present at the Executive Committee the Chief Executive discussed the Governance and Democratic Review to be carried out by NUS. The Governance Review would be carried out in Trimester 1, as approved by the Trustee Board, and it was unclear at this stage of the timescales for the Democratic Review within this academic year as it could be started in conjunction with the Governance Review or subsequent too. It was clarified that the Leeds Model (Student Voice Reform) would be considered as part of the Democratic Review, as would a review of the Full Time Officer model. **The Chair called for a vote to agree for the Democratic Review to be carried out. Vote: For – 4.**

10.3 Freshers

The Vice President School of Engineering and Built Environment forwarded images of the Freshers T-shirt to all of the Executive Committee for their perusal.

10.4 European Referendum Result Written Statement

The Executive Team produced a European Referendum Result written statement which has been published Students' Association website as of 19 August 2016.

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

- 11.1 The Full Time Officers discussed that the date set for Academic Policy Committee (APC) was set during Freshers' Week and so it was not ideal for either the Student President or the Vice President School of Engineering and Built Environment to attend. The Chief Executive explained he would reflect on how to liaise with the University on this moving forward. **Action: Chief Executive.**

- 11.2 A NUS demonstration will be held on 19 November, in London, and money will be provided by the Trade Unions for the Students' Association to put on buses for delegates to attend. Concern was raised about the aim/theme of the demonstration not being confirmed as yet. The Executive Committee agreed that the aim/theme needs to be made clear by the middle of September before any advertising from the Students' Association for the demonstration can go ahead. **[Clerks Note:** In an NUS Scotland email dated 14th September 2016 they confirmed the purpose of the demo: "EU students are our colleagues, friends, neighbours and partners. We can't afford a future without them/our future is bleak without them. We demand the UK Government let EU students stay. Racism, fascism and xenophobia are on the rise after the vote to leave the EU. We demand the UK Government take responsibility and tackle it now. The UK Government is attacking education south of the border. It's time for us to show solidarity and demand a better future for students from the rest of the UK."]
- 11.3 A discussion took place on the comments made by staff within the Staff Survey on working with Full Time Officers. The Chief Executive explained he would extract the appropriate parts of the survey for the Executive Committee to discuss and to establish a way forward. **Action: Chief Executive.**

Date of next meeting

Tuesday, 20 September 2016, at 10:00am, Room NH209

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

Friday, 16 September 2016. Papers will be circulated by 12 noon on Monday, 17 September 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 20 September 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive
Caroline Miller, Representation and Advice Manager (Point 2 only)
Gordon McTweed, Activities Manager (Point 3 only)
Aimee Cuthbert, Student Voice Co-ordinator (Point 4 only)
Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Senate Disciplinary Committee**

The Advice and Representation Manager discussed the timing of the Senate Disciplinary Committee (SDC) meetings which had been causing the Full Time Officers concern in particular one Emergency SDC which fell in Freshers' Week. The VP GSBS stated that the Full Time Officers were not consulted on the dates for SDC. Currently the process is that the Executive Assistant is contacted via email to ask availability for SDC and the Executive Assistant then asks the Full Time Officers availability for the date sent. The Advice and Representation Manager commented that the SDC can't go ahead without a student representative and that to keep in mind the situation from the student's point of view who is attending the SDC and the impact of stress that is caused by delays. The Full Time Officers asked to be considered for their availability at SDC at the same times as the academic members. Discussions focussed on widening the pool of student representatives for the SDC to include three student members from Student Voice. It was decided that the Advice and Representation Manager will put together a remit for the role of a student representative at SDC and this will be raised at the first Student Voice on 17 October 2016. **Action: Advice and Representation Manager.** As part of the induction, once the appointments have been made the SDC student representatives will attend an SDC along with a Full Time Officer to observe only for the first meeting. Full training will be given to the student representatives by the University. A review of the Student Voice SDC representatives will take place in Spring 2017.

3. **Enactus GCU Partnership Agreement**

The Activities Manager discussed the Social Innovation Partnership Agreement between the Students' Association and Enactus GCU. The document set out the terms of agreement to work together in partnership to develop social entrepreneurial and innovation opportunities for GCU students and detailed the partnership responsibilities. It was explained that this agreement helped support the Strategy for Change project and the new Strategic Plan. The agreement will be effective from the date of signing and will continue for 12 months. Each year the agreement will be reviewed and any amendments approved by both parties prior to the agreement being re-affirmed for a further 12 months. It was clarified that as Enactus GCU was not an affiliated society that any liability would lie with Glasgow Caledonian University. **The Chair called for a vote from the Executive Committee on their approval of the Enactus GCU Partnership Agreement. Vote: For – 4.**

4. **Enhancement Themes Action Research Project Report**

- 4.1 The Student Voice Co-ordinator discussed the Enhancement Themes Action Research Project which as part of Glasgow Caledonian University's (GCU) work in the Enhancement Theme of Student Transitions, GCU Students' Association was awarded funding to explore the transition of articulation students – students who come to GCU from college – focusing on their experience of the Students' Association. The report gave an outline of the project summary; analysis; main findings; recommendations; and next steps to better support future students. The Student Voice Co-ordinator asked the Executive Committee to note the main findings and to consider the recommendations. The Full Time Officers all agreed that the report was very useful.
- 4.2 The VP GSBS added that she was the policy lead on articulation students and gave an update on a meeting to take place on 4th October 2016 with Andrew Shea, College Connect Manager, GCU Outreach. The meeting is an introductory meeting to discuss working to support both direct entrant students and students who are thinking of coming to GCU from college.
- 4.3 The VP GSBS also discussed having an open day 'Life in the Day' for articulation students which would be a peer to peer informal evening event held in the Students' Association Bistro. A draft agenda for the open day is in progress. The event would be about what the Students' Association can offer to articulation students. Discussions then focussed on having a section on the Students' Association website specifically for articulation students, along with sending out a 'Welcome Email' to articulation students on arrival at GCU, and to have a video made with the Students' Association and the three partner colleges showing the comparison between being a student at college and university. The Student Voice Co-ordinator will work on the 'Welcome Email' and the Chief Executive will help get student data from pathway courses. **Action: Student Voice Co-ordinator and Chief Executive.**

5. **Individual and Team Objectives**

Team Objectives (paper)

- Enhance the value of the Life Membership
- Governance and Democracy Review
- Set up Dundasvale Community Council

Individual Objectives

Student President (paper)

- Write a Sports Strategy in order to increase the inclusivity of GCU Sport
- Assess the expectations versus the realities of Assessment and Feedback
- Work with GCU London to establish GCU London Student Survey

Vice President Glasgow School for Business and Society (paper)

- Increase student usage of Student Bistro
- Unblock Wi-Fi for gaming students
- Increase Nightline callers

Vice President School of Engineering and Built Environment (verbal)

- To improve student learning experience with the School of Engineering and Built Environment
- Increase engagement with postgraduate students
- Improve the international student experience

Vice President School of Health and Life Sciences (verbal)

- Look at assessment methods - for the student to choose
- Student Partnership Agreement and GCU Student Summit
- Improve GCU Induction and review Induction Policy

The Chief Executive congratulated the Officers on setting their objectives. The VP SEBE and VP SHLS confirmed that the written objectives would be presented at the next meeting of the Executive Committee. **Action: VP SEBE and VP SHLS.** The Chief Executive explained that Student Voice would be required to approve the objectives and these would be added to the website.

6. Strategic Plan Objectives and KPIs

The Full Time Officers and the Chief Executive discussed the proposed Key Performance Indicators (KPIs) for the Strategic Plan and a comprehensive discussion took place on the best measures for impact. Some proposed KPIs were discounted by the Committee. The Chief Executive explained he would be meeting with the Senior Management Team to further develop the KPIs and they would be presented to the Trustee Board for approval.

7. A.O.C.B (Emergency Business)

The VP GSBS presented a proposal to the Full Time Officers asking for £100.00 to buy a prize for a Nightline Committee campaign called 'Where's the Nightline Bear'. The aim of the campaign is for students to find the Nightline bear on campus, then take a photograph with the bear, upload the photograph on social media platforms with the hashtag #wheresthenightlinebear, and the student to be put into a prize draw. The winner will be drawn in Week 12 of Trimester 2, and they will win a prize which will be a Samsung Tab. The aim of the proposal is to increase the awareness of the Nightline Service as there are a relatively low number of calls to the service. **The Chair called for a vote from the Executive Team on their approval of the request of £100.00 for the Nightline Campaign. Vote: For – 4.** The Vice President Glasgow School for Business and Society will receive the £100 to purchase the prize.

It was clarified that the funding proposal was not presented using the pro forma in the Campaigns Toolkit. The Executive Committee agree that the funding would be awarded on the basis that the pro forma would be completed and presented to the next meeting. **Action: VP GSBS. [Clerks Note: The pro forma can be found: <http://www.gcustudents.co.uk/campaignstoolkit>].**

Due to time constraints the remaining agenda items were not discussed and will be added to agenda at the next Executive Committee meeting to be held on 4th October 2016.

Date of next meeting

Tuesday, 4 October 2016, at 10:00am, Room NH209

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

Friday, 30 September 2016. Papers will be circulated by 12 noon on Monday, 3 October 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 4 October 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive

Kevin Ward, Student Voice Team Leader (Point 3 & 4 only)

Gordon McTweed, Activities Manager (Point 5 only)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **National Student Survey**

The Student Voice Team Leader discussed a paper on the National Student Survey (NSS) and the new Student Voice section. The Student Voice Team Leader added that there had been a consultation process and evaluation in which GCU Students' Association had contributed to the new set of questions decided and some text has changed on some of the original questions. The Student Voice Team Leader discussed the new question and the pros and cons of the new question, 'Question 26 – The students union (association or guild) effectively represents students' academic interests.' The Full Time Officers (FTOs) added that they felt that Question 26 gave the right message. However, more awareness needs to be made to students of what 'academic interests' means to them and how the Students' Association relates to this as well as to inform students that Class Representatives are to do with the Students' Association and not the university. The Full Time Officers agreed that this message needs to be communicated and lecture shouts were a good opportunity to reach out to students ahead of the National Student Survey.

3. **Campaign Funding Applications**

3.1 The VP GSBS discussed a previously submitted Campaign Funding Application for 'Where's the Nightline Bear' and the request for prize money of £100.00, to purchase a Samsung Galaxy Tablet. Since the previous discussion and approval of the money the price of the Samsung Galaxy Tablet has risen to £129.99. A new Campaign Funding Application was submitted asking for a £129.99. **The Chair called for a vote to approve the Campaign Funding Application budget increase payment to £129.99. Vote: For 4.** The Campaign Funding Application for 'Where's the Nightline Bear' prize money of £129.99 was approved.

3.2 The VP SEBE submitted a Campaign Funding Application for funding of £240.00 to hold three events for Black History Month which includes film nights and catering. **The Chair called for a vote to approve the Campaign Funding Application, for funding of £240.00 for Black History Month. Vote: For 4.** The Campaign Funding Application for funding of £240.00 for Black History Month was approved. It was suggested that the VP SEBE also speak to Kirsty MacInnes, Campus Life Manager, about possibly getting some help with funding from the Campus Life Events Budget.

3.3 The Chief Executive suggested that the online Campaign Funding Application includes the Campaign Planning Chart as a downloadable form on the website and for this to be the first thing applicants are asked to complete at the top of the form. **Action: Student Voice Team Leader.** The VP SEBE

and the VP GSBS were asked to complete the Campaign Planning Chart and bring back to the next Executive Committee. **Action: VP SEBE and VP GSBS.**

4. **Strategic Plan: Key Performance Indicators (KPIs) and Actions**

The Chief Executive said the final draft of the Strategic Plan will go to the Trustee Board this month. Discussions focussed on the Main Actions, Themes and the Key Performance Indicators. The FTOs were asked if they felt the question 'Students' Association helps me feel I belong to GCU/GCU Community', under the theme 'Belonging', should be removed and did they think that belonging is being answered by another KPI. The Full Time Officers agreed the questions were similar and that it was a challenging question but after discussion it was decided to remove the question completely. The Chief Executive confirmed that the social media KPI was still to be confirmed.

5. **Common Good Fund**

The Activities Manager discussed the Common Good Fund and that he had been in touch with the Alumni Officer in relation to the 'Brighter Futures Fund' pot of money, which in previous years has been up to £5,000.00 made available, which has helped fund sports clubs and societies. This year there is funding allocated from the Common Good Fund for GCU Students' Association and discussions focussed on who would coordinate how to distribute the funding for those who apply for it and what would be the criteria and processes to apply for the funding. The Activities Manger added that the funding would be open to all Student Groups. The FTOs suggested that James Moohan, Social Innovation Champion, could be perhaps assist as well as having some sort of accreditation linked in too such as a 'Common Good Award' which would help the university measure impact. This agenda item will be brought back to the next Executive Committee for an update and thus giving the FTOs time to discuss how the funding would be distributed. **Action: Full Time Officers.**

6. **Lecture Shouts/Theme Proposals**

Lecture shouts are to be scheduled for week 4, 5 and 6. Week 6, will include a Hook Activity/Proposal for the Student Teaching Awards which was submitted by the Student Voice Co-ordinator. The Full Time Officers approved the proposal submitted and the Executive Assistant will schedule in a time slot for the hook activity and lecture shouts for week, 4, 5 and 6. **Action: Executive Assistant.** It was also noted that the Principal's Student Listening Event is taking place in the Bistro on Monday, 10 October 2016, from 12.30 – 1.30pm. All the Full Time Officers will be in attendance and the event will be promoted via social media from the Full Time Officers and from the Students' Association.

7. **Life Memberships**

There were no Life Membership Applications received.

8. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meetings held on 30 August 2016 and 20 September 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 30 August 2016 and 20 September 2016. Vote: For – 4.** The previous Executive Committee minutes were approved.

9. **Matters Arising**

30 August 2016

- The Team Objectives template was received. The Individual Objectives Template was completed by the Student President and the VP GSBS. The VP SEBE and the VP SHLS will forward their objectives on shortly.
- The Lecture Shouts/Theme Proposals were scheduled for Week 1, to fourth year students, focussing on NSS results.

- The Executive Assistant is awaiting information from the VP SEBE to map what committees/boards/groups he sits on within SEBE. Information has already been received from the VP SHLS and the VP GSBS.
- The Student President will speak to Professor Valerie Webster, Deputy Vice Chancellor (Academic), in relation to the Academic Policy Committee (APC) being set during Freshers' Week 2016.
- The Chief Executive is working on the feedback from staff in relation to the Staff Survey and will update and bring back to a future agenda.

20 September 2016

- The remit for the role of a student representative to attend Senate Disciplinary Committee is being drafted by the Advice and Representation Manager and will be raised at the first Student Voice meeting on 17 October 2017.
- The Chief Executive commented that he was not able to get the data required from College Connect to send out the 'Welcome Email.'
- The Individual Objectives Template was received from the VP SEBE and the VP SHLS.
- The VP GSBS completed the pro forma form the Campaigns Toolkit for funding for the campaign 'Where's the Nightline Bear'.

10. Any Other Current Business (Emergency Business)

- 10.1 The Executive Committee discussed the NUS UK demonstration in London, on November 2016. The VP GSBS confirmed she would be attending. The remaining FTOs said they would confirm their attendance over the next few days. **Action: Full Time Officers.**
- 10.2 The NUS Scotland Zone Conference is being held in Glasgow this year and all four Full Time Officers will be attending on 24th and 25th November 2016.
- 10.3 The Chief Executive said that a 'Full Time Officer Induction Survey' would be emailed out to the Full Time Officers for their feedback on their Orientation, Handover and Induction to GCU Students' Association as Full Time Officers. Along with the survey a copy of the Induction Timetable will be sent which details which FTO attended what activity and to use the Induction Timetable whilst filling in the survey.
- 10.4 The VP SHLS discussed the NSS boycott and said that a motion by a Students' Union from a London university was written asking NUS to carry out a risk assessment for smaller Students' Associations to boycott the NSS. A national ballot has since been held and correspondence sent to GCU Students' Association. **The Chair called for a vote to agree to send a letter of support for the national ballot for NUS to conduct a Risk Assessment on the impact of the NSS boycott. Vote: For – 4.** The Executive Committee approved to agree to send the letter of support. The letter will be required to be printed on GCU Students' Association letter headed paper with the above text included. **Action: Executive Assistant.**

11. Full Time Officer Reports (Verbal)

VP SEBE

- Student Led Programme Review ongoing
- Three events in Black History Month being held.
- New Postgraduate Taught School Officer model in place for each school – one person per school. An honorarium of £150.00 per trimester will be paid. An advertisement will go out at the end of the week for the positions. Postgraduate Taught School Officers will attend School Board and sit on Student Voice.
- Bookable Space Paper going to Student Voice meeting, on 17 October 2016, to be able to book out the Social Learning Space on level 0.
- Working on school SEBE Shield.

VP GSBS

- 'Where's the Nightline Bear' campaign going well. The 'Nightline bear' has been out once so far and from this 7 updates were put up on Instagram, in less than an hour.
- The College Event will take place on 2 November 2016, in the Bistro. This event will be for things students are thinking about before applying to university. It will be informal with information on what the Students' Association does and how to get involved.
- Careers Drop-in held in the Bistro to help students enhance their CV as well as informing students of how to get involved in the Student Leaders Programme.
- Attended GSBS School Board.
- Had '1-2-1' meeting with the Dean of GSBS.
- Involved in a film showing for deaf students "The Power in our Hands". Flyers will be handed out about the film showing.
- A new Sign Language Society has been set up and they have been asked to attend the above film showing.
- Received three Disabled Officer applications.
- Green Impact – NUS issues with a payment £150.00 to take part in Green Impact. However, there is a grant that can be applied for.

VP SHLS

- A 'Volunteer Fayre' was held and was a huge success with over 400 people attending and 45 sign-ups for Student Leaders Programme. Over 20 organisations attended.
- Received the SHLS School Plan and will forward this on to the rest of the Executive Committee.
- Still recruiting for the SHLS Life Sciences Officer.
- Student Partnership Agreement will be on the agenda at Student Voice to show the consultation. There will be a formal launch of the Student Partnership Agreement.

Student President

- Involved in the Glasgow Taxi Cup (two weeks ago) and was in charge of public relations and media along with the Sports Assistant which was a great success.
- Townhead Community Council clean up –date changed to 27 October 2016.
- 1st Sports Council meeting held and approved sports tour; talked about funding and created objectives.
- Attended Townhead and Ladywell Community Council meeting.
- Allister Boyd Ball taking place on 17 November 2016, on campus.
- Attended London School Board (via VC link); and Senate.
- Wellbeing Campaign on 25th and 27th October.
- Doing work for Committee Boot Camp.
- Scheduled to attend Student Governors Induction Sessions with VP SHLS.
- Met with GCU Foundation staff - Lindsey Becket, Alumni Engagement and Stewardship Officer, and John Taylor, Development Services Manager, regarding alumni and Students' Association collaborative working ideas.

The Chief Executive added that any impact and wins should be shown and for an Impact Email to be sent out to the members. The Full Time Officers were asked to forward the Executive Assistant text of their wins/impact, to go out in the Impact Email, which goes once per trimester from the Executive Team.

Action: Full Time Officers.

Date of next meeting

Tuesday, 18 October 2016, at 10:00am, Room NH209

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

Friday, 14 October 2016. Papers will be circulated by 12 noon on Monday, 17 October 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 18 October 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

Gordon McTweed, Activities Manager (attending in place of Chief Executive)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

David Carse, Chief Executive

2. **Lecture Shouts/Theme Proposals**

A Theme Proposal was presented from the VP GSBS, for Volunteer Week, in week 5. The activity from the Full Time Officers is to include lecture shouts with volunteer flyers; show face at the Volunteer Stall; social media support (promoting the quiz and online articles). **The Chair called for vote to approve scheduling Volunteer Week for week 5. Vote: For – 4.** Volunteer Week for week 5, will be scheduled in the diaries for the Full Time Officers. **Action: Executive Assistant.**

3. **Full Time Officers Reports**

The Full Time Officers submitted written reports and no comments were made.

4. **Life Membership**

The Executive Committee received one application for Life Membership for Abdelouahab Ghenai. **The Chair called for vote to approve the Life Membership. Vote: For – 4.** The Life Membership for Abdelouahab Ghenai was approved and the Executive Assistant will process the Life Membership application.

5. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meetings held on 4 October 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 4 October 2016. Vote: For – 4.** The previous Executive Committee minutes were approved.

6. **Matters Arising**

- Campaign Funding Applications were received from the VP GSBS and the VP SEBE.
- A panel for the Common Good Fund will not be required at the Alumni Development Office will administer the funding with the Students' Association promoting the funding available. A space on the Common Good Fund Committee will be available for a Full Time Officer to attend.
- Lecture shouts and Theme Proposals for week 4, 5 and 6 were scheduled by the Executive Assistant.
- The VP GSBS has contacted Douglas Chalmers, University Campus Trade Union, and is awaiting further information on who is attending from the Trade Unions and what the theme of the demonstration/march will be. Three of the Full Time Officers agreed to wait until the VP GSBS had further information to decide what they will do in relation to attending the demonstration and promoting the demonstration on campus.
- The VP SHLS has sent the NSS Boycott letter of support on letter headed paper to NUS.

- The Full Time Officers forwarded the text with their wins/impact for the Impact Email for Trimester 1.

7. **Any Other Business**

The VP SHLS discussed an email he received regarding an open letter to Malia Bouattian from the Students' Unions in response to the Home Affairs Select Committee Report into Antisemitism in the UK. The letter calls for Malia Bouattia, the President of NUS UK to issue a full and formal apology to Jewish students, and indeed to her entire membership. The Full Time Officers discussed whether to sign the letter and it was decided that they would monitor the situation but not get involved at this time.

The meeting ended at 10.32am

Date of next meeting

Tuesday, 1 November 2016, at 10:00am, Room NH209

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

Friday, 28 October 2016. Papers will be circulated by 12 noon on Monday, 31 October 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 1 November 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

Kevin Ward, Student Voice Team Leader

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Ideas Postcards**

A discussion took place on re-introducing the Ideas Postcards. The Ideas Postcards allowed students to feedback on how the student experience could be improved at GCU. In the last year this was only facilitated through the Student Voice module on the Students' Association website. The Full Officers commented that they liked the idea of using the postcards when engaging with students during 'Coffee on Campus' and other events to get feedback from members. It was agreed to re-introduce the Ideas Postcards in Trimester 2, that the Idea Postcards would be discussed at the Executive Committee and prioritised, with Full Time Officers either adding the Idea to the Student Voice Module or taking forward the Idea directly. It was agreed that the Ideas Postcards would focus on improving the student experience within GCU and that Feedback Postcards would be introduced for feedback directly about Students' Association services. The Student Voice Team Leader would take forward the Ideas Postcard and circulate for comment. **Action: Student Voice Team Leader.** It was agreed that Ideas Postcards would then become a Standing Item on the Executive Committee agenda. **Action: Executive Assistant.**

3. **GCU London Society Proposal**

It was confirmed that £500 had been made available from the Societies Council to GCU London for societies based at the London campus. This had been decided to allow devolved decision making. The Executive Committee were asked to endorse this approach. **The Chair called for a vote to approve the GCU London Society Proposal. Vote: For – 4.** The GCU London Society Proposal was approved.

4. **GCU London Democratic Process**

It was identified that GCU London students can experience different issues to those of students studying at the Glasgow campus and it was not always relevant to bring these issues to the Student Voice meeting. A discussion took place on setting up a pilot Student Voice equivalent at GCU London and review before constitutional changes are required. It was noted that a Democracy Review would commence in 2016/17. It was agreed that the correct structure was required to ensure there were clear lines of responsibility for decision making, for example GCU wide versus GCU London only decisions. **The Chair called for a vote to approve the pilot GCU London Democratic Proposal. Vote: For – 4.** The GCU London Democratic Process was approved.

5. **Full Time Officer Development Review**

The Chief Executive explained the process of the 'pdr360 review' which is an external process designed to assist Full Time Officers identify their key strengths to build upon, as well as key development areas to work on. The pdr360 review process is a personal development process and it is not a performance review. The Full Time Officers were asked to meet individually with the Chief Executive to progress this within the timescales involved. **Action: Full Time Officers.** The Chief Executive explained that a background document, sample email to respondents and Contact Forms were available from the Executive Committee folder on the shared drive. He added that the feedback would be provided by Peacock Training and that this year all Senior Managers and Full Time Officers would be asked to complete Officers reviews.

6. **Lecture Shouts/Theme Proposals**

6.1 **Society Showcase Week**

The Executive Team discussed the proposal for week 7 for to have a week focussing on 'Society Showcase Week' helping to promote societies throughout the academic schools or to start a new society. The Executive Committee approved the Society Showcase Week proposal for week 7.

6.2 **Nightline Awareness Week**

The Executive Team discussed the proposal for week 9 for to have a week focussing on 'Nightline Awareness Week' helping to promote the Nightline Service to say that it is always available to use. The Executive Committee approved the Nightline Service proposal for week 9.

7. **Full Time Officer Reports (verbal)**

7.1 **Vice President Glasgow School of Business and Society**

- College Students Event in the Bistro, on 2 November 2016, from 5pm – 7pm, this event is for college students who are thinking of applying to GCU to come along to an open evening. This will be a chance for college students to find out more about the Students' Association and the many ways that they can get involved and to meet current students at GCU and hear all about their experiences. College Connect will be speaking at the event and some current students.
- The Chair of Woodside Community Council has been in contact regarding 'The 100 Santa Sack Challenge' which assists with food banks in the local community by filling 100 sacks with non-perishable food items.
- National Stress Awareness Week is this week.

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

- Finalising arrangements for Student Summit. Ten facilitators confirmed for groups. The Partnership Agreement is the main focus. 97 sign-ups for the Summit so far.
- Caledonian Clinic – giving physiotherapy, podiatry and occupation health students exposure on campus within the clinic and ad-hoc treatment to the community.
- Peer Assisted Study Support (PASS) classes – SHLS are starting up a group looking at peer support in communities for students to peer assist families.
- Feedback from 4th year students so far for NSS Action Plan has all been positive.
- Taking part in a consultation by the Scottish Government on the phasing out of operating department practice students (ODPs) in 2017.
- Working with other universities, CUMSA Society raised over £745,000 in one week.
- Attended sparqs project relating to the engagement of students in transnational education.

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

- Working with IT to correct Wi-Fi issues. Guest Wi-Fi is available in the Students' Association. Working to get Wi-Fi issue within Caley Court.

- Postgraduate Taught (PGT) Student Representative Interviews taking place this week.
- Last Student Experience discussion on 3 November 2016, a report will be produced shortly.
- SEBE Shield has been moved to Trimester 2
- Met with Campus Life to discuss Buddies Scheme. A Buddies Scheme pilot will be carried in Trimester 2. The VP SEBE is looking at the sustainability of this Scheme.

7.4 **Student President**

- A cheque for £718.00 was presented to The Prince and Princess of Wales Hospice, the money raised was at the Glasgow Taxis Cup 2016.
- GCU Sports raised £496.42.
- Wellbeing Home Sickness Campaign took place on 25 & 27 October. Over 800 students engaged with the campaign, 450 leaflets were distributed, and over 90 postcards were filled out, 130 advice centre leaflets handed out.
- Sexual Health Campaign is next and is on 15 & 17 November.
- Attended the Townhead Community Council Clean-up event on 27 October along with the VP SEBE. St Mungo's School attended. Pictures are on Facebook.
- Allister Boyd Ball takes place on 17 November, in the Hamish Wood Building on the Ground Floor. A plaque for Allister Boyd will be put up on campus in the near future.
- Meeting with the London Students' Association Co-ordinator next week to discuss an action plan for the GCU London Survey.

8. **Life Membership**

The Executive Committee received one application for Life Membership for Jacob Brydon. **The Chair called for vote to approve the Life Membership. Vote: For – 4.** The Life Membership for Jacob Brydon was approved and the Executive Assistant will process the Life Membership application.

9. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meetings held on 18 October 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes held on 4 October 2016. Vote: For – 4.** The previous Executive Committee minutes were approved.

10. **Matters Arising**

Lecture shouts and Theme Proposal 'Volunteer Week' for week 5 was scheduled by the Executive Assistant.

11. **Any Other Business**

11.1 **Chair Performance Review**

It was agreed that it was timely for the Chair Performance Review to be conducted for the Chair of the Executive Committee. Members would be sent the survey to complete.

The VP SHLS expressed concerns that he would not have the opportunity to receive a Chair Performance Review. It was suggested that he could chair a couple of meetings of the Executive Committee. **Action: Student President and VP SHLS.**

11.2 **Full Time Officer Impact**

The Chief Executive commended the Full Time Officers on many recent campaign successes. He expressed concerns that these had not been communicated effectively with the membership. He explained that this was important within the new strategic plan and the Students' Association

question within the National Student Survey. He urged the Full Time Officers to ensure issues discussed, campaigns and campaign wins are communicated through all student emails, impact emails, social media and through the Student Engagement Plan, both at an Officer level and at an organisational level. **Action: Full Time Officers.** The Chief Executive would work with the Officers to ensure that the organisational level is as effective as it can be. **Action: Chief Executive.**

The meeting ended at 12.00pm

Date of next meeting

Tuesday, 15 November 2016, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 11 November 2016. Papers will be circulated by 12 noon on Monday, 14 November 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Thursday, 10 November 2016, at 12.37pm, in room NH208.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive (Clerk)

1. **Apologies**

None

2. **Cordia Catering Contract**

The Executive Committee held a discussion on Cordia being given notice by Glasgow Caledonian University (GCU) that their catering contract will end on 16th November 2016. The Officers explained that they had received several emails asking what the Students' Association position is. The members noted a petition had been started to urge GCU and Cordia 'to resolve disagreements', there was a disparity in several communications on the notice period provided by the University and that the Combined Campus Trade Unions preferred option was taking the catering 'in-house', with performance monitored by a joint board of students, staff and management.

The members expressed concern for any Cordia member of staff losing their job, especially in the lead up to Christmas. It was felt it was unclear at this time whether staff would be displaced or made redundant. Members expressed concern on what appears to be a lack of effective communication between Cordia and GCU and Cordia and its employees. Members felt that Cordia should make a commitment to no redundancies. It was suggested that the University could do more to advertise vacancies within new catering provision, especially towards affected Cordia employees. It was noted that Cordia would be able to tender for the George Moore Restaurant at a later stage.

A discussion took place and it was agreed that the Executive Committee endorsed the new model of delivering catering services on the Glasgow campus, with enhanced choice, diversity and healthy options. It was felt this would be welcomed by students.

It was also agreed to lobby GCU on extending the timing of ending the catering contract. **Action: VP GSBS**

The meeting ended at 1pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 15 November 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Full Time Officer Induction Feedback 2016**

The Chief Executive went through each section of the Full Time Officer Orientation, Handover and Induction Feedback Survey results and asked the Full Time Officers (FTOs) for any suggestions and tweaks to enhance the Induction programme and explained the reasoning behind the activities/training. The Chief Executive added that overall the survey response from the FTOs was that they agreed that the FTO Induction Programme was good. The following was suggested: an activity during Orientation to assist FTO team development; fewer and more relevant GCU contacts for the 'Meet and Greets' during the Handover period; having access to IT from day one of Handover; having more of a steer for diary management within the first month; the GCU Executive Board lunch will be removed and instead asked that the FTOs attend/observe an GCU Executive Board meeting; further support on context to policy areas involving staff and support for FTOs in organising their specific policy areas. It was noted there were challenges with the timing of the Scottish Student Sport Conference and NUS Lead and Change Training meeting the needs of all Officers. It was also felt the Social Media and GCU Senate Disciplinary Committee Discipline training sessions may require a review.

3. **NUS Democratic Review**

The Chief Executive explained that NUS were conducting their own Governance and Democracy Review, including NUS Scotland, and added that the consultation was open until 25 November 2016 and this was an opportunity for the FTOs to contribute by completing the survey. The VP GSBS confirmed that she had participated in the telephone and online survey. The Chief Executive asked the Full Time Officers to note the Appendix C 'Democratic innovations from around the world' for when the Students' Association starts its own democratic review.

4. **Full Time Officer 360 Development Review Contact Sheets**

The Chief Executive and the FTOs discussed their 360 Development Review Contact Sheets and checked over the sheets for duplication of names of contacts. The Student President will email Professor Webster to ask her if she is able to complete two surveys as her name is on two contact sheets. **Action: Student President.** The Chief Executive will forward the contact sheets to Peacock Training today and will forward an invite template to the FTOs asking for each of their contacts to complete their survey. The FTOs can amend and personalise the template email if they wish. **Action: Chief Executive.**

5. Full Time Officer Objectives

The Chief Executive noted that the template used for the Full Time Officer reports had changed and that the reporting section for their individual objectives was missing. The Chief Executive added that he would email the correct Full Time Officer reporting template version to the FTOs. **Action: Chief Executive.**

The FTOs gave an update on their team objectives:-

Enhance the value of Life/Honorary Membership

Research has been carried out benchmarking other universities and investigating costs and resources. So far, only two universities in Scotland offer Life Membership. The Chief Executive added that the timescale date set for this objective is January 2017 and to note the deadline date that was set by the FTOs.

Governance Review

It was confirmed that all governance documentation has been sent to NUS, that the NUS Good Governance Audit was approved by the Board, interviews had been arranged in December 2016 for trustees on the Governance Audit, a Board Observation was taking place on 12th December 2016 and a High Performing Board Workshop has been arranged for 23rd January 2017.

Leading Student Engagement in the local community

The VP GSBS said that she had contacted all four local councillors in relation to setting up Dundasvale Community Council and all four had responded and are happy to help. The FTOs are meeting with SNP Councillors - Eva Bolander and Angus Millar, on 28 November 2016, for discussions on this matter. The VP GSBS added that councillors will contact the surrounding housing associations.

6. Lecture Shouts/Theme Proposals

No Theme Proposals were received.

7. Full Time Officer Reports

Written reports were received from all the FTOs and there were no questions raised.

8. Life Membership

The Executive Committee received no Life Membership applications.

9. Previous Minutes

The Executive Committee agreed that the minutes from the previous meetings held on 1 November 2016 and the Extraordinary Executive Committee on 10 November 2016 were accurate. **The Chair called for a vote to approve the previous Executive Committee minutes and the Extraordinary Executive Committee. Vote: For – 4.** It was agreed for the Extraordinary Executive Committee minutes would be put on the website as an article headed Cordia Catering Contract to give an update to members on the approach the Students' Association are taking. **Action: Chief Executive.**

10. Matters Arising

10. 1 Ideas Postcards

It was agreed that the Ideas Postcards would focus on improving the student experience within GCU and that Feedback Postcards would be introduced for feedback directly about Students' Association services. The Student Voice Team Leader would take forward the Ideas Postcard and circulate for comment. **No update was given by the Student Voice Team Leader and this action point is ongoing.**

It was agreed that Ideas Postcards would then become a Standing Item on the Executive Committee agenda. **This action point will follow once the above point has been actioned.**

10.2 Full Time Officer Development Review

The Full Time Officers were asked to meet individually with the Chief Executive to progress this within the timescales involved. **Actioned – all the FTOs met with the Chief Executive.**

10.3 Chair Performance Review

The VP SHLS expressed concerns that he would not have the opportunity to receive a Chair Performance Review. It was suggested that he could chair a couple of meetings of the Executive Committee. **The VP SHLS commented that he felt he did not require having the Chair Performance Review as he had experience from chairing previous meetings and felt comfortable with chairing.**

10.4 Full Time Officer Impact

The Chief Executive urged the Full Time Officers to ensure issues discussed, campaigns and campaign wins are communicated through all student emails, impact emails, social media and through the Student Engagement Plan, both at an Officer level and at an organisational level. **Actioned – the FTOs took on board to ensure wins etc. are communicated out.**

The Chief Executive would work with the Officers to ensure that the organisational level is as effective as it can be. **Actioned.**

11. Any Other Business

It was agreed that to improve the communication representation outcomes that the Communications and Media Co-ordinator would be invited to attend the meeting at the point where the Full Time Officers discuss their reports and so could capture any hits/wins or relevant news. The Executive Assistant will cancel the separate Communications Meeting with the FTOs and the Communications and Media Co-ordinator. **Action: Executive Assistant.** A meeting will be scheduled for the Full Time Officers, the Communications and Media Co-ordinator, the Student Voice Team Leader, the Representation and Advice Manager and the Chief Executive to discuss better communications for the FTOs. **Action: Executive Assistant.**

The VP SHLS commented about an idea to add to the Engagement Plan which was to have a pool tournament with the FTOs as an engagement activity. However, it was noted to bear in mind the return on time investment. The Full Time Officers and the Executive Assistant will meet to discuss the pool tournament with the FTOs. **Action: Full Time Officers and Executive Assistant.** The Executive Assistant was asked to bring along the Engagement Plan statistics so far for the next meeting. **Action: Executive Assistant.**

Discussions turned to the NUS Conference and the Women's' Group and Liberation Groups having funding to attend NUS conferences. The Chief Executive explained that priority was given to the NUS UK and Scotland Annual Conference and then on Scottish conferences. The Chief Executive explained that he would look at liberation group funding at quarter 1 reforecast.

The meeting ended at 12.00pm

Date of next meeting

Tuesday, 29 November 2016, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 25 November 2016. Papers will be circulated by 12 noon on Monday, 28 November 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 2 December 2016, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

2. **Nightline Office Proposal**

The VP GSBS discussed the Nightline Office proposal between GCU Students' Association and University of Strathclyde Students' Association and gave a brief overview on the proposal request, which is asking for new facilities for the Nightline service to operate from based at Strathclyde University. The proposal is for a flat within Strathclyde University halls that is large enough to hold two single beds/sofa beds for volunteers, a large desk and two computers and still have adequate space for living, plus adequate access to kitchen and bathroom facilities. Volunteer wellbeing was the main driver for the proposal. A discussion took place on the reputational risk of the proposal, including the investment by GCU in previously moving the Office to GCU. The VP GSBS noted the reputational risk but added that the volunteers were not happy with the current space. The VP GSBS said she was in full support of the proposal. **The Chair called for a vote to support the Nightline Office Proposal. Vote: For - 3.** The Nightline Office Proposal was given the full support of the Full Time Officers.

3. **Recycled Paper**

The VP GSBS said that she had recently had a meeting with Paulo Cruz, GCU Sustainability Officer, and would be doing a written blog on recycled paper. **Action: VP GSBS.** The blog will be in a question and answer style to update students and to help answer any questions they had especially in relation to handing in assessments on recycled paper and the benefits of using recycled paper. The VP GSBS asked the other Full Time Officers their position on the stance of the university using recycled paper. **The Chair called for a vote to support the use of recycled paper within the university. Vote: For - 3.**

4. **Chair Performance Review**

The Student President thanked the Full Time Officers for their feedback on her performance as Chair within the Executive Committee.

At this point in the meeting as part of the Chair Performance Review process the Student President was asked to leave the meeting so that discussions could take place on the survey review. The VP GSBS took over as Vice Chair.

Discussions took place and two themes came out from the survey which the Chief Executive said he would follow up with Student President to give her feedback on the areas identified. **Action: Chief Executive.**

The Student President was then asked to return to the meeting room.

5. **Lecture Shouts/Theme Proposals**

The Theme Proposal submitted for week 12 was 'UK Disability History Month – Disability and Language'. The VP GSBS gave a brief overview on the proposal and what it entailed and this year we are looking at how disabled people are described and spoken to in order to raise awareness that disabled people should not be treated differently or patronised for having a disability. The proposal was accepted and will be scheduled by the Executive Assistant for activity on campus for week 12. **Action: Executive Assistant.**

6. **Full Time Officer Engagement Plan Update 2016-17**

As requested from the previous meeting, the Executive Assistant produced a report with an update on the Full Time Officers engagement activities so far. It was noted that the lecture shouts were down from the previous year but the Full Time Officers felt that they were much more consistent with their weekly video blogs and that they had enough lecture shouts scheduled in their diaries. The VP GSBS noted the number of written blogs was not correct and the Executive Assistant said that this would be corrected in time for the submission of the end of trimester report to the Chief Executive. **Action: Executive Assistant.** The Full Time Officers discussed for the next trimester having the weekly video blogs put on Facebook and giving the Executive Assistant their password so it could be uploaded directly on to the individual Full Time Officer Facebook pages thus gaining more views of the weekly video blog. **Action: Full Time Officers and Executive Assistant.** The Chief Executive highlighted that previous research with GCU students concluded that they strongly welcomed face-to-face interaction with Full Time Officers.

7. **Life Membership**

The Executive Committee received one Life Membership application form for Linda Meighan. **The Chair called for a vote to approve the Life Membership for Linda Meighan. Vote: For - 3.**

8. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meetings held on 15 November 2016 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 15 November 2016. Vote: For – 3.**

9. **Matters Arising**

9.1 **Ideas Postcards**

The Full Time Officers have been in discussions with the Student Voice Team Leader and the Communications and Media Co-ordinator and they are happy with the text for the new Ideas Postcards which will follow shortly for trimester 2 (actioned). This matter remains ongoing until the cards are printed. Ideas Postcards will be added to the agenda as a standing agenda item once they are printed and in use (ongoing).

9.2 **Full Time Officer 360 Development Review Contact Sheets**

The Contact Sheets were sent to Peacock Training. This matter is resolved.

9.3 **Full Time Officer Objectives**

The Chief Executive said he had forwarded the Full Time Officers the correct reporting template to submit Full Time Officer reports. This matter is resolved.

9.4 **Cordia Catering Contract**

The Chief Executive put the minutes from the Extraordinary Executive Committee on the Cordia Catering Contract on the Students' Association website. This matter is resolved.

9.5 **Communications Meeting**

The Executive Assistant cancelled the scheduled Communications Meetings with the Full Time Officers and the Communications and Media Co-ordinator as communications will now be discussed under the agenda item Full Time Officer Reports and the Communications and Media Co-ordinator will join the meeting at this point for an update from the Full Time Officers. This is now resolved.

A meeting was scheduled for the Full Time Officers, Chief Executive, Student Voice Team Leader, Communications and Media Co-ordinator, Executive Assistant and Representation and Advice Manager to meet to discuss better communications for the Full Time Officers 'hits and wins'. This is now resolved.

9.6 **Full Time Officers Engagement Plan Activity**

The Full Time Officers and the Executive Assistant have a meeting date scheduled to discuss and reflect on the Engagement Plan for Trimester 1 and the way forward for Trimester 2 which will include discussion on the pool tournament with the Full Time Officers as requested. This is now resolved.

The Executive Assistant provided a report on the engagement statistics so far. This is now resolved.

10. **Full Time Officer Reports (verbal)**

VP SEBE

- Took part in Full Time Officer shadowing for a day with a student who wished to see what the day in the life of a Full Time Officer was like. The student joined the VP SEBE and said that he had enjoyed it.
- Attended Radio Caley meeting. The current Radio Station Manager has resigned.
- Met with university IT regarding gaming access within Caledonian Court and unlocking the ports which have not solved the problem yet. Discussions are ongoing.
- Postgraduate Wellbeing flyer going to print next week
- Room 302 within the Hamish Wood building has been redesigned for students to assist with flexible learning. Other rooms in the Hamish Wood building will follow the concept of room 302.

VP GSBS

- 100 Santa Sack Challenge – the sacks with the food items will be collected today (2nd December) and on Monday, 5th December the winning university will be revealed with STV coming to film. Tuesday, will be when the sacks are handed out in the community.
- Paws for Stress event on set for 11th January 2017.
- Nightline Awareness week took place recently with a stall, coffee on campus, and the Nightline Bear was there.
- Attending the Learning and Teaching Event as part of the Common Good Award.
- Submitted a report to the lecturer from the report writing course held recently and received positive feedback. The report was on timetabling. The Chief Executive recommended putting it on the website and taking it to Student Voice.

Student President

- Allister Boyd ball was held back on campus. The Student President has been liaising with university staff and has confirmation that from now on that all student events for the remaining year can be run on campus.
- After discussions the GCU London Graduations will be moved back to take place in London but not in the church as in previous years. The Student President will liaise with Students' Association Co-ordinator (GCU London) to promote this success on social media and the website to the students in GCU London. **Action: Student President.**

- The Sexual Health Campaign took place with over 600 students engaging. STI testing was carried out by the Terrence Higgins Trust.
- The Wellbeing Campaign will take place in February 2017.
- Attended a Glasgow Taxis Cup meeting.
- Attended Strategy and Planning Output meeting.

11. **Any Other Business**

- 11.1 Students have been raising concern over the temperature in the 24hr Computer Lab and saying it has been so cold they have had to leave the lab. Discussions focussed on the temperature setting within the university which are centrally controlled and what could be done to help with the temperature settings. The Chief Executive suggested having a flipchart and a thermometer to keep track of the temperature for a week to evidence the temperature in the 24hr Computer Lab.
Action: Executive Assistant.
- 11.2 The Chief Executive asked the Full Time Officers if they had received and understood the guidance he had sent over to all staff about the Elections Guidelines. The Full Time Officers said they had received the guidance. The Chief Executive added that the Full Time Officers should promote the Elections. However, if they are running again or assisting someone else who is running they can't do any campaign work or use any office resources during working hours and to be mindful of this.
- 11.3 The Student President explained that GCU Policy and Strategy were looking for some background information on the Student Leaders Programme for the Outcome Agreement. The Chief Executive asked the Student President to speak to the Student Leaders Co-ordinator for this information.
Action: Student President.

The meeting ended at 11.00am

Date of next meeting

Tuesday, 13 December 2016, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 9 December 2016. Papers will be circulated by 12 noon on Monday, 12 December 2016.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 12 January 2017, at 4:00pm, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

There were no apologies.

2. **Garnethill Community Council**

The VP SEBE discussed his attendance at Garnethill Community Council and how he felt that the issues raised at the Community Council did not affect students from Glasgow Caledonian University (GCU) and that that the location was too far away and most students attending GCU would live closer to the university and so would fall under other Community Council catchment areas. The Executive Team discussed the matter and a decision was made to no longer have a Full Time Officer attend Garnethill Community Council meetings and instead to focus on the setting up of Dundasvale Community Council. **The Chair called for a vote to remove Garnethill Community Council from the Full Time Officers remit. For: 4**

3. **Postgraduate Flyers**

The VP SEBE discussed the production of the postgraduate flyers and that not enough flyers have been made as his intention was to have one specific flyer for each school. The VP SEBE asked the Executive Committee for £50.00 from the Campaigns Budget to assist with producing more flyers. **The Chair called for a vote to approve £50.00 from the Campaigns Budget to print more postgraduate flyers. For: 4.** The VP SEBE will complete and submit the Campaigns Funding Application and Campaign Planning Chart. **Action: VP SEBE.**

4. **Wellbeing Fayre**

The Student President discussed her Campaign Funding Application and Campaign Planning Chart which asked for £80.00 for Henna tattooing and £60.00 for decorations and flyers for the Wellbeing Fayre taking place on 23 March 2017. **The Chair called for a vote to approve £140.00 for the Wellbeing Fayre. For: 4.**

5. **Feedback Assessment**

The Student President discussed her Campaign Funding Application and Campaign Planning Chart which asked for incentives for the Assessment Feedback Campaign throughout teaching week two and three. The incentives asked for included, 500, A5 postcards - £33.00; sweets - £25.00; merchandise - £150.00. After discussions, it was decided that instead of merchandise at £150.00, a Groupon voucher (3 course meal for 2) would be the best option. **The Chair called for a vote to approve £90.00 for the Assessment Feedback Campaign incentives. For: 4.**

6. **NUS Democracy Review**

The Chief Executive discussed the NUS Democracy Review 'NUS 100: Strengthening NUS Democracy and Governance' and that feedback is required before 31 January 2017 from the Full Time Officer in relation to answering three questions regarding the proposals report: 1 - do you support the proposal?; 2 - If not, what would need to change for you to support it?; 3 - What, if

any, further questions do you have about the proposal?. The VP SHLS will give feedback from the Executive Team and bullet point the answers to the three questions and use the survey link provided by NUS. The Chief Executive will forward the VP SHLS the survey link. **Action: Chief Executive.**

7. **Honorary Degrees Committee**

The Chief Executive discussed an email sent from the Department of Governance within GCU regarding nominations for honorary degrees and to confirm who from the Students Association sits on the Honorary Degrees Committee 2016/17. It was confirmed that the Student President and Lisa Graham is the student representative on the Honorary Degrees Committee. In relation to nominations for honorary degrees the Full Time Officers asked the Executive Assistant to schedule in a time slot in their diaries to discuss this further. **Action: Executive Assistant.** The deadline for submission of nominations is 17 February 2017. The Student President said she would respond to the email from GCU confirming that Lisa Graham and the Student President sit on the Honorary Degrees Committee and that the Executive Team are meeting to discuss their nomination. **Action: Student President.**

8. **Development Reviews**

The Chief Executive asked the Full Time Officers for their feedback on their Development Reviews to which they responded that they felt their reviews were very useful. The Chief Executive noted the request to have one-to-one meetings with him on a monthly basis as part of the feedback from their Development Reviews. The Chief Executive will schedule time in the Full Time Officers diaries to meet with him and the one-to-one meetings can be evaluated at the end of Trimester 2. **Action: Chief Executive.**

9. **Campaign Wins**

The Chief Executive discussed the newly designed form for the Full Time Officers to use to log their wins and to note their communication outcomes from meetings. The form has still to be given a name. The form will be saved on the shared drive for the Full Time Officers to use and the form will be tested throughout trimester 2 to see how advantageous it is. The column for communications methods will be removed as it was felt this was not useful. The new form will be added as a standing agenda item for future meetings to be discussed. **Action: Executive Assistant.**

10. **Student Engagement Plan**

The Student President talked through the Engagement Plan which has since been amended for Trimester 2. Amendments include 'Coffee on Campus' – now once a month; Video Blogs – now fortnightly; Theme Proposal Form – removal of the form and an email sent out to staff at the start of each month instead; Free Pool with the Full Time Officers to be piloted; Open Surgery session with the Full Time Officers to be piloted. The Lecture Shouts will remain the same as six per week with the Officers going out in pairs. The Chief Executive added that he felt that the video blogs were good and to try to do them more frequently and to use them to celebrate wins or updates from meetings.

11. **Lecture Shouts/Theme Proposals**

The Executive Assistant added that she will schedule the lecture shouts shortly for Trimester 2 and that no theme proposals had been received.

12. **Full Time Officer Reports (Verbal)**

Student President

- Library – Holding a knowledge café session next week for both staff and students. Range of informal conversation to get feedback on the library. During my Assessment Feedback Campaign I agreed that on certain days Sonya Campbell, Library Customer Services

Manager, can come out and ask students how the Library can help them further during assessments.

- PDR 360 Performance Review – great thing to do to recognise personal strengths and personal development areas. Real confidence booster.
- VP SEBE and I went through the university wellbeing policies and provided feedback to the university.
- GCU London– agreed to carry out a joint survey with the university so we are emailing back and forth to get this going.
- Official GTC photoshoot
- SSS Conference Edinburgh – festive gathering

VP GSBS

- Ran the 'Paws for Stress' event on behalf of Nightline, in partnership with the GCU Counselling Service. 118 students signed up for the event, and it was a great success. The therapy dogs and volunteers came from Canine Concern Scotland, and most students there were taking a break from their assessments and exams. In addition, STV Glasgow covered the event, and we appeared on 'Live at Five' where we talked about the benefits of having these types of events on campus. The overall aim of the event was to promote positive student wellbeing, with the aim of GCU Students' Association to increase awareness of our Nightline service.
- Been in correspondence with GCU staff who I am attending the ASHOKA U conference alongside. We are devising a presentation and discussing what will be in the presentation.
- Met with the other FTOs to discuss our PDR360 and how we could improve better as a team. This was really beneficial and I feel we all got a lot out of it.

VP SEBE

- Secured £6,000.00 of funding to continue the project with IT to create flexible learning environments.
- Attended global buddies training event. The event consisted of various speakers including GCU Equality and Diversity Officer.
- Work is still ongoing with the buddy research and validating gaming in Caley Court.
- Met with Tony Peacock to receive feedback on 360 Review – meeting with Chief Executive is planned to talk through the review further.

VP SHLS

- Finalised the Partnership Agreement which has now been sent to print and will be ready by mid-February.
- Met with Forensic Mental Health Pathways students to discuss programme withdrawal
- Organising Assessment Methods Campaign focus groups within Nursing cohorts
- Solved module cancellation issue for Level 3 Adult Nursing

13. Life Membership Applications

There were no Life Membership Applications received.

14. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 2 December 2016 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 2 December 2016. Vote: 4.**

15. Matters Arising

- 15.1 **Recycled Paper Blog**
The VP GSBS has written her blog on recycled paper and it is on the GCU Students' Association website. This matter is resolved.
- 15.2 **Chair Performance Review**
The Chief Executive has met with the Student President regarding her Chair Performance Review. This matter is resolved.
- 15.3 **Lecture Shouts/Theme Proposals**
UK Disability History Month – Disability and Language, was added as a theme for week 12. This matter is resolved.
- 15.4 **Full Time Officer Engagement Plan**
The Executive Assistant corrected the number of blogs written for the Engagement Plan Statistics and this was reflected in her Trimester 1 report. This matter is resolved. In relation to the video blogs going on Facebook, the VP SHLS and the VP SEBE have still to forward their passwords to the Executive Assistant. **This matter is ongoing.**
- 15.5 **GCU London Graduations**
The Student President said that due to recent dissatisfaction and concerns expressed from GCU London students following the university's decision to remove their summer graduation in London, the Student President lobbied the university into permitting the 2017 summer graduation to remain in London. Following this, there will only be one graduation ceremony for GCU London students taking place in November. This matter is resolved.
- 15.6 **Temperature in 24hr Lab**
A thermometer has been bought and the Executive Assistant has still to put this in place in the 24hr Lab with a flip chart for the students to note the temperature. **This matter is ongoing.**
- 15.7 The Student President has spoken to the Student Leaders Co-ordinator for information in relation to GCU Policy and Strategy looking for some details for their Outcome Agreement. This matter is resolved.
16. **Any Other Business**
The Chief Executive added that the NSS question can't be tailored to say Students' Association and he raised concern that this will affect GCU Students' Association scores.

The meeting ended at 5.00pm

***Date of next meeting
Tuesday, 31 January 2017, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on
Thursday, 26 January 2017. Papers will be circulated by 12 noon on Friday, 27 January 2017.*

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 31 January 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

Gordon McTweed, Activities Manager (Item 2 only)

Kevin Ward, Student Voice Team Leader (Item 3 & 4 only)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

There were no apologies.

2. **The Big Ball**

The Activities Manager said that the Big Ball takes place in 9 weeks and he asked the Full Time Officers how they were feeling about it. The VP GSBS responded that with the Big Ball being student led this year this was a positive thing and the consultation process had been good with the students who were passionate about the Big Ball and that the students had given their input on what they would like to see at the Ball. The Activities Manager added that Big Ball is still in its infancy and not yet established but it was good to see the support from the Full Time Officers and to have student investment. The Activities Manager spoke about the reputation of the event and asked the Full Time Officers to talk to students over the next 9 weeks leading up to the Big Ball and the celebration of the awards that are given out at the Ball. The Full Time Officers added that they will get Campus Life involved in promoting the Big Ball as they are assisting in promoting one another's events. The Big Ball will take place Hamish Wood building in the new conference area in April 2017. The VP GSBS asked the Activities Manager to send her a diary request to attend the next Big Ball planning meeting. **Action: Activities Manager.**

3. **Student-Led Review**

The Student Voice Team Leader and the VP SEBE discussed the Student-Led Programme Review Project which came about from the previous Executive Team, from the VP SEBE, who was concerned about some programmes and their poor NSS scores. The VP SEBE said he had been working with the School of Engineering and Built Environment (SEBE) looking at underperforming programmes and had held meetings with students to find out their satisfaction with their programme, with the discussions being student-led, and then reports were produced at the end. The four programmes involved were – Quantity Surveying; Audio Systems Engineering; Electrical Power Engineering; 3D Animation & Visualisation; and over 90 students engaged over 20 meetings. The meetings helped identify useful information about what was affecting their learning experience and the SEBE welcomed the feedback. Issues such as timetabling and quality of teaching were raised and the feedback, both good and bad, will help shape the learning experience for students. Discussions focussed on using the concept for any programme in the university but to note that the Programme Leader has to be on board and to note the time invested from staff and Full Time Officer involved. The Executive Team said that the Student-Led Review was a really good piece of work and a good tool for low or high scoring programmes. All agreed that the Review should be submitted as a nomination for the Sparqs 2017 Student Engagement Awards. **Action: VP SEBE and Student Voice Team Leader.** The Executive Team thanked the VP SEBE for his good work.

4. **Partnership Agreement and Transnational Education**

4.1 The VP SHLS and the Student Voice Team Leader gave some background to the Sparqs Transnational Education project and distributed papers on the draft project plan. The project that Sparqs is undertaking is working with six Scottish universities, including Glasgow Caledonian University, to explore student engagement in the quality of Transnational Education (TNE) arrangements. The five key elements from the framework include – 1. Students feeling part of a supportive institution; 2. Students engaging in their own learning; 3. Students working with their institution in shaping the direction of learning; 4. Formal mechanisms for quality and governance; 5. Influencing the student experience at the national level. Elements 3, 4 and 5 were identified as possible areas of work. The Full Time Officers commented that it was a useful assessment tool but noted that there will be some cultural barriers with some overseas universities as well as student engagement issues with distance learning students. The Executive Team agreed to think about what the obligation is in our operational capacity for students off campus and to think about the relationship with our students.

4.2 The VP SHLS produced the newly created GCU Community Partnership Agreement leaflet detailing the four principles that it is structured around which inform and underpin partnership working in practice. The Principles are based on the GCU Values (Responsibility; Creativity; Integrity; Confidence) and the Students' Association strategic priority areas (Partnership; Belonging; Empowerment; Innovation). The name of the leaflet has yet to be finalised. The next step within the university is for the GCU Community Partnership Agreement, is for the Partnership Agreement to go to the Executive Board then to Senate. The Partnership Agreement will also go to Caledonian Student Voice and to University Court for information only, via Jackie Main, Director of Student Life. **Action: VP SHLS.**

5. **Social Business Fund**

The VP GSBS discussed a bid proposal, via Professor Simon Teesdale, from GCU, to the Scottish Government, for two staff members to help social businesses to work with the university. For example, staff and students working together, having social business monthly projects and putting social innovation projects and ideas into practice. Professor Teesdale is dealing with taking the bid forward. The proposal for the bid is £150,000.00. The VP GSBS asked the Full Time Officers if they supported the bid to which all agreed. The VP GSBS will give an update on the future outcome.

6. **Dundasvale Community Council**

The VP GSBS met with Glasgow City Council, to discuss steps to take forward setting up Dundasvale Community Council. The VP GSBS raised concern about a Community Council being the best way forward and perhaps a Residents Association for Students instead. To set up the Community Council there needs to be community interest and 20 signatures supplied. The VP GSBS was informed that if all the signatures were students then Glasgow City Council would not accept this as there needs to be an even spread of residents across the ward. The VP GSBS also added that students needed to be living in the boundaries to be a member of the Community Council and to be on the electoral role. The Full Time Officers could not attend the Community Council as they do not live in the area and so would have to be invited to the meetings. The VP GSBS is attending a further meeting on this matter with the Community Engagement staff within GCU and will feed back to the Executive Committee and a decision can then be made on how to take this forward.

7. **Teaching Awards**

The VP GSBS said there is no policy lead for the Teaching Awards and that it would be helpful to have a Full Time Officer on board and to have this as part of their remit. All agreed that it is a well-developed and successful project and that it should be added to a Full Time Officers remit for next year. In the meantime, the VP SHLS will take the lead and the VP SEBE will attend future meetings. **The Chair called for a vote for the VP SHLS to lead on the Teaching Awards. Vote: For – 4.** The VP SHLS will add Teaching Awards to his remit for the remainder of his term.

8. **Terms of Reference for Freshers/Refreshers Committee**

The VP SEBE distributed an updated 'Terms of Reference' for the Freshers' Committee to the Executive Team and asked for their feedback on the paper and their approval. The Full Time Officers agreed with the change to include Full Time Officers attending the meeting and not as just additional members of the committee. Some typos were pointed out which the VP SEBE will amend. It was also agreed that with the exception of the Activities Manager and Executive Assistant who was the Clerk that it would read staff representatives from Departments and not individual staff titles. **The Chair called for a vote to approve the Terms of Reference for Freshers/Refreshers Committee. Vote: For – 4.** The VP SEBE will take the Terms of Reference for Freshers/Refreshers Committee to the next Student Voice in February 2017. **Action: VP SEBE.**

9. **NUS Awards**

The Chief Executive discussed the NUS Scotland Awards 2017 and the nomination categories for the year. The deadline for submissions is on 15 February 2017 at 5pm. It was initially agreed that the Officer Team of the Year and the Higher Education Students' Association of the Year would be the two categories to consider nominations for. The Chief Executive asked for a meeting date to be set with the Full Time Officers to discuss nominations. **Action: Executive Assistant.**

10. **NUS Scotland/NUS UK Conference**

The Chief Executive asked the Full Time Officers to note the deadline of Friday 10th February 2017 at 5pm for Motions and Friday 10th March 2017 at 5pm for Amendments.

It was also confirmed that the 28th February 2017 at 5pm is the deadline for NUS UK National Conference for Motions and Amendments.

11. **National Student Survey (NSS)**

The Chief Executive discussed the first draft of the NSS email and asked the Full Time Officers for any comments/feedback. The Full Time Officers suggested some bullet points were removed in relation to timetables and Wednesday afternoons free and to add in some bullet points around the GCU Community Partnership Agreement, Programme Reviews and Online Submissions. The Chief Executive said he would circulate the revised email. **Action: Chief Executive.**

The Chief Executive also highlighted that Ipsos MORI had sent communications to students before the official GCU launch date of 6th February 2017 that could have a potential impact on satisfaction. He added that GCU has raised a complaint regarding this. It was noted that the Full Time Officers are still working on their NSS video.

12. **Common Good Fund Submission**

The Chief Executive said that a bid to the Common Good Fund has been made for £25,000 for a Postgraduate Full Time Officer for next year. He added he thought the bid did not meet the criteria for the fund and is unlikely to be successful.

13. **Trimester 1 Engagement Statistics**

The Chief Executive asked the Full Time Officers to note the memberships and the demographics of members in Trimester 1. He asked the Full Time Officers to take the data to any relevant student committees for discussion and to establish whether progress is making made in diversifying engagement. He added that a Radar Chart (Spider Chart) will be produced at the end of the year to show any progress.

14. **Lecture Shouts/Theme Proposals**

The Executive Assistant said that no theme proposals had been received. Lecture Shouts have been scheduled from week 1 – 5. The Executive Assistant will be scheduling lecture shouts from week 6 – 12 shortly.

15. **Full Time Officer Reports/Campaign Wins**

The 'Win Sheet' had one update in relation to an event by the VP GSBS, 'Paws for Stress'.

VP GSBS

- Met with Robert Gordon University (RGU) regarding the Student Leaders Programme.
- Attended two-day workshop on the role of values in universities. The event was run in collaboration with the international Magna Charta Observatory.
- Attended School Board.
- Filming for NSS video.
- Attended community council meeting in relation to setting up Dundasvale Community Council.
- Attended Extraordinary Senate meeting and objected to a programme closure. It was agreed to produce a blog. **Action: VP GSBS.**
- Working on the Assessment Feedback Campaign getting feedback from students on campus.
- Working with Gerry Milne, Chief Financial Officer, regarding catering on campus.

VP SHLS

- Working on Student Partnership Agreement for designing an assessment method for nursing programmes. It was agreed to produce a blog. **Action: VP SHLS.**
- Arranged focus groups for students and senior lecturers in relation to OSCE (clinical exams). The VP SHLS will write a blog on this item. **Action: VP SHLS.**
- SAGE – case studies from students carried out and mini MOOC (massive open online course) on different learning and teaching processes.
- Catch-up with Societies Committee on how trimester 1 has gone.
- Met with new LGBT+ Officer.
- Attended two-day workshop on the role of values in universities. The event was run in collaboration with the international Magna Charta Observatory.

VP SEBE

- Secured funding for Postgraduate Burns Night.
- Received Postgraduate flyers.
- Met Postgraduate Taught Officer.
- Attended International Away Day .
- Attended School Board.
- Attended SEBE Operational Management meeting.
- Attending Undergraduate Programme Leader NSS Event on 1st February.
- Working on the Assessment Feedback Campaign getting feedback from students on campus.
- Attended Student Experience meeting (action plans for each school supplied) embedding student experience action plan. The VP SEBE to forward the Chief Executive action plans for each school. **Action: VP SEBE.**

Student President

- Attended GCU London Induction Week (including Freshers' Fayre)
- Met with London Representative and GCU London students are satisfied with the outcome of the London Graduation.
- Filming for NSS video.
- End of Trimester 1 report.
- Working on the Assessment Feedback Campaign getting feedback from students on campus via newly designed postcards. The SP will write a blog on this item. **Action: SP**
- Sports Ball on 8th February 2017, at the Grand Central Hotel, Glasgow.

- In Mauritius to establish a partnership with GCU and ALC for exchanges which have been agreed for next year. The SP will write a blog on this item. **Action: SP**

16. **Life Membership Applications**

There were two Life Membership Applications received for Ong kai Chun and Tapiwa Gwatidzo. Both Life Membership Applications were accepted. However, it was noted that Ong kai Chun was currently still a student until August 2017 and would receive their Lifetime Membership Card and have access to their account after this date.

17. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 12 January 2017 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 12 January 2017. Vote: For – 4.** The minutes from the Executive Committee meeting held on 12 January 2017 were approved.

18. **Matters Arising**

18.1 **Postgraduate Flyers**

The VP SEBE is still to complete and submit the Campaigns Funding Application and Campaign Planning Chart in relation to the Postgraduate Flyers funding. This matter is ongoing. **Action: VP SEBE.**

18.2 **NUS Democracy Review**

The Chief Executive forwarded the VP SHLS the survey link in relation to the NUS Democracy Review. The VP SHLS has responded to this survey but has not yet circulated his response to committee members. This matter is ongoing. **Action: VP SHLS.**

18.3 **Honorary Degrees Committee**

A date was scheduled in the diaries for the Full Time Officers to discuss nominations for honorary degrees. The Student President responded to an email from GCU confirming the information they asked for which was confirming Lisa Graham as the student representative who sits on the Honorary Degrees Committee as does the Student President. The Executive Assistant was asked to email the deadline for nominations. **Action: Executive Assistant.**

18.5 **One-to-one meetings with Full Time Officers**

The Chief Executive scheduled time in the Full Time Officers diaries to have one-to-one meetings with them.

18.6 **Campaign Wins**

The Campaign Wins sheet has been added to the agenda for discussion at future meetings. The name of the sheet has still to be confirmed.

Matters Outstanding (ongoing)

18.7 **Feedback Postcards**

The Feedback postcards have been received and will be added to the agenda for discussion as and when they are received.

18.8 **Facebook Passwords**

The VP SHLS and the VP SEBE are to forward on their passwords for Facebook. This matter is ongoing. **Action: VP SHLS and the VP SEBE.**

18.9 **Temperature in 24hr Lab**

A thermometer was placed in the 24hr Lab and students have completed the table with times and temperatures. The Chief Executive suggested carrying on logging the temperature for the next few weeks and to get a better, easier to read, thermometer. **Action: Executive Assistant.**

19. **Any Other Business**

19.1 The Chair discussed 'Coffee on Campus' and that Encore are no longer able to provide any free tea or coffee. The Full Time Officers discussed the issue and free sweets will replace the free tea and coffee. The Executive Assistant will purchase sweets. **Action: Executive Assistant.**

19.2 The Chief Executive asked the Full Time Officers to update the Wins Sheet as from the verbal updates given at the Executive Committee meeting. **Action: Full Time Officers.**

The meeting ended at 12.00pm

Date of next meeting

Tuesday, 14 February 2017, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 10 February 2017. Papers will be circulated by 12 noon on Monday, 13 February 2017.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 14 February 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)

Kevin Ward, Student Voice Team Leader (attending in place of David Carse)

Josie McKay, Communications and Media Co-ordinator (point 4.2 only)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

David Carse, Chief Executive

2. **Postgraduate Taught (PGT) Student Representatives**

The VP SEBE asked the Full Time Officers where each Postgraduate Taught Student Representative sits within their school. The VP SHLS and the VP GSBS responded that they have representation on their School Boards. Discussions focussed on each of the School Boards being autonomous and that each School Board has to be the same with set Terms of Reference and what the voting rights were for the PGT Student Representatives at School Board. The VP SEBE is taking the lead on this matter and was advised by the VP GSBS to contact the Governance Department, within the university, for clarification on voting rights at School Board for PGT Student Representatives. The VP GSBS will forward previous email correspondence that she has had between herself and the Governance Department. **Action: VP GSBS.**

3. **Lecture Shouts/Theme Proposals**

3.1 The Executive Assistant said that no theme proposals had been received. Lecture Shouts have been scheduled from week 6 – 12 and dates are in the Full Time Officers diaries.

3.2 The VP GSBS added that next week, on Monday, 20 February 2017, Campus Trade Unions have an event called '1 Day Without Us' which is a National Day of Action to celebrate the contribution of migrants to the UK, to coincide with the UN World Day of Social Justice. The VP GSBS suggested that the event be communicated out via lecture shouts.

4. **Full Time Officer Reports/Campaign Wins**

4.1 It was noted that the Full Time Officers submitted written reports which had already been discussed in detail at Caledonian Student Voice (held on 13.02.17).

4.2 The Full Time Officers gave an update to the Communications and Media Co-ordinator.

- 'Click it to Submit it' Campaign. This campaign is via the Ethical and Environmental Group who believe that the university should move to completely online submissions for environmental benefits. (VP GSBS)
- 'Assessment Feedback' Campaign. This campaign is to make sure that every student always gets useful feedback on their assessments. The SP said that they were only 40 postcards off receiving 1,000 postcards. The Communications and Media Co-ordinator will send out some correspondence to 'help hit 1,000' postcards received with feedback. (SP)

- The 'Buddy Scheme Survey' will be launched in week 5 with the target groups to contact including postgraduate students; articulation students; and international students. The VP SEBE will send the Communications and Media Co-ordinator details on the Buddy Scheme Survey. **Action: VP SEBE.**
- The VP GSBS said she was running for Vice President of Education with NUS Scotland. The Edit has already written an article about it which could be shared via the Students' Association social media. The Communications and Media Co-ordinator asked for the article to be forwarded to her. **Action: VP GSBS.**

5. **Life Membership Applications**

No Life Membership Applications were received.

6. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 31 January 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 31 January 2017. Vote: For – 4.** The minutes from the Executive Committee meeting held on 31 January 2017 were approved.

7. **Matters Arising**

7.1 **The Big Ball**

The Activities Manager has sent a diary request to all the Full Time Officers inviting them to future Big Ball planning meetings. This matter is resolved.

7.2 **Student-Led Review**

The VP SEBE and the Student Voice Team Leader have met to discuss the nomination for the Sparqs 2017 Student Engagement Awards.

7.3 **GCU Community Partnership Agreement leaflet**

The Partnership Agreement was taken to Caledonian Student Voice, on 13 February 2017, by the VP SHLS. This matter is resolved.

7.4 **Terms of Reference for Freshers/Refreshers Committee**

The Terms of Reference for Freshers/Refreshers Committee was taken to Caledonian Student Voice, on 13 February 2017, by the VP SEBE. This matter is resolved.

7.5 **NUS Awards**

The deadline for submissions is on 15 February 2017 at 5pm. A meeting date was arranged with the Chief Executive to meet with the Full Time Officers to discuss nominations. The 'Officer Team of the Year Submission' has been completed and the VP SEBE is looking over the submission for a final check prior to submitting it. This matter is resolved.

7.6 **National Student Survey (NSS)**

The Chief Executive circulated a copy of the revised email to the Full Time Officers. This matter is resolved.

7.7 **Extraordinary Senate Meeting Blog**

The VP GSBS wrote a blog on the Extraordinary Senate meeting that took place recently. This matter is resolved.

7.8 **Student Partnership Agreement Blog**

The VP SHLS is still to write a blog on the Student Partnership Agreement. This matter is ongoing.

- 7.9 **School Action Plans**
The VP SEBE has forwarded the Chief Executive Action Plans for each school. This matter is resolved.
- 7.10 **Assessment Feedback Campaign Blog**
The SP is still to write a blog on the Assessment Feedback Campaign. This matter is ongoing.
- 7.11 **Mauritius Blog**
The SP is still to write a blog on her visit to Mauritius and the partnership with the university. This matter is ongoing.
- 7.12 **Postgraduate Flyers**
The VP SEBE has submitted the Campaigns Funding Application in relation to the Postgraduate Flyers funding. This matter is resolved.
- 7.13 **NUS Democracy Review**
The VP SHLS has responded to the NUS Democracy Review survey and will circulate his response to the Full Time Officers. **Action: VP SHLS**
- 7.14 **Honorary Degrees Committee**
The Clerk emailed the deadline of nominations to the Full Time Officers. This matter is resolved.
- 7.15 **Temperature in 24hr Lab**
The Clerk bought a better suited thermometer for the 24hr Lab and is monitoring the temperature for one month. This matter is resolved.
- 7.16 **Sweets to replace coffee/tea on campus**
The Clerk bought sweets to hand out instead of tea/coffee. This matter is resolved.
- 7.17 **Wins Sheet**
The Full Time Officers agreed to update the wins sheet. Currently there are no updates. This matter is resolved.

Matters Outstanding (ongoing)

- 7.18 **Facebook Passwords**
The VP SHLS and the VP SEBE are happy to upload the Full Time Officer Video Blog themselves and so do not require to forward their Facebook passwords on to the Clerk. This matter is resolved.
8. **Any Other Business**
- 8.1 The Student President asked the Full Time Officers to submit any outstanding School Assessment Feedback Forms to the Student Voice Co-ordinator (Paul Stalker).

The meeting ended at 10.30am

***Date of next meeting
Tuesday, 28 February 2017, at 10:00am, Room NH209***

*Please send any agenda items to the Clerk by 12 noon on
Friday, 24 February 2017. Papers will be circulated by 12 noon on Monday, 27 February 2017.*

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 28 February 2017, at 10:00am, in room NH209.

In Attendance:

Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS) (Chair)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Kevin Ward, Student Voice Team Leader (point 2 & 3 only)
David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

Lauren Ramage, Student President
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)

2. **NUS Democracy Motion to NUS UK Conference**

The Chief Executive asked the Full Time Officers to take note of the motion 'Strengthening NUS Democracy' proposed by the NUS UK Democratic Procedures Committee to the NUS UK Conference and that any amendments for the motion are due 28 February 2017. A brief discussion took place on the motion and the view was taken that this was positive progress. It was noted that there lacked any substantial focus on the governance of NUS Scotland within the motion.

3. **Full Time Officer Review**

3.1 The Chief Executive and the Student Voice Team Leader discussed the review of the Full Time Officer model. The Full Time Officers were asked to think of any key stakeholders that they thought should be involved in the review. The Chief Executive explained that this would be an external review and potential companies to be approached include: Lucidity Solutions Ltd, Peacock Training Limited and the former Chief Executive of Bath Students' Union. The Chief Executive asked members to let him know of any further companies that should be included in the informal tender. **Action: FTOs.** It was noted that the depth of the review may be determined by the funding available to complete the review and to keep costs low could include a mix of interviews, focus groups and a survey. After discussions the Full Time Officers proposed the following key stakeholders to be included:

- Associate Deans – Learning Teaching and Quality
- Deputy Vice Chancellor Strategy
- Deputy Vice Chancellor Academic
- Chair of Societies Council
- Chair of Sports Council
- Liberation Groups
- Jackie Main, Director of Student Life
- Neil Alexander, Student (former Full Time Officer from 2015-16)

3.2 The timeline for the report of the review is by the end of April 2017. The final report will be presented at both the Trustee Board and Student Voice.

4. **Lecture Shouts/Theme Proposals**

The Executive Assistant said that no theme proposals had been received.

5. Full Time Officer Reports/Campaign Wins

5.1 VP SEBE

The VP SEBE said he currently has a campaign 'Smooth Sailing or Stormy Seas' taking place at the moment and details of the campaign and the survey are online. The survey entails elements of the 'Buddy Scheme'. The survey will be ongoing for the next three weeks. From the responses received a report and proposal will be submitted around April/May time to Jackie Main, Director of Student Life. The VP SEBE said that he was still to complete the Campaign Framework planning chart and form to request £50.00 for Amazon vouchers which is being used as an incentive to enter the prize draw and to complete the survey. **Action: VP SEBE.** The VP asked for approval to have £50.00 to purchase Amazon vouchers using the campaigns budget. **The Chair called for a vote to approve £50.00 from the campaigns budget. Vote: For – 2. Approval was given for the VP SEBE to have £50.00 from the campaign budget.**

5.2 VP SHLS

The VP SHLS said that he had been campaigning on three issues within his school in relation to nursing. Firstly, looking into the expectations from student nurses on placements which involve very long hours working and travelling to and from placements, along with more study hours, whilst working for the NHS over the three years which is a disconnection with the placement sell from the prospectus. Secondly, working with the university Trade Unions looking into paying student nurses the Living Wage whilst in placement. Lastly, looking at giving support to dyslexia and dyspraxia students with proof reading their work as currently there is no support given from the services available within the university. The VP SHLS added that other institutions offer a proof reading service to students.

6. Life Membership Applications

No Life Membership Applications were received.

7. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 14 February 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 14 February 2017. Vote: For – 2.** The minutes from the Executive Committee meeting held on 14 February 2017 were approved.

8. Matters Arising

8.1 Governance Departmental Email

It was clarified that the VP GSBS is liaising with the Department of Academic Quality and Development to ensure that student reps have voting rights on School Boards and this was to include the Vice President for each school, School Officers, PGT and PGR reps. This matter is ongoing. **Action: VP GSBS.**

8.2 Buddy Scheme Survey

The 'Buddy Scheme Survey' will be launched in week 5 with the target groups to contact including postgraduate students; articulation students; and international students. The VP SEBE will send the Communications and Media Co-ordinator details on the Buddy Scheme Survey for the website. This matter is resolved.

8.3 NUS Scotland Vice President of Education – The EDIT article

The VP GSBS said she was running for Vice President of Education with NUS Scotland. The Edit has already written an article about it which could be shared via the Students' Association social media. The Communications and Media Co-ordinator asked for the article to be forwarded to her. This matter is resolved.

8.4 **Student Partnership Agreement Blog**

The VP SHLS is still to write a blog on the Student Partnership Agreement. This matter is ongoing.

Action: VP SHLS.

8.5 **Assessment Feedback Campaign Blog**

The SP is still to write a blog on the Assessment Feedback Campaign. This matter is ongoing.

Action: SP.

8.6 **Mauritius Blog**

The SP is still to write a blog on her visit to Mauritius and the partnership with the university. This matter is ongoing. **Action: SP.**

8.7 **NUS Democracy Review**

The VP SHLS has responded to the NUS Democracy Review survey and will circulate his response to the Full Time Officers. This matter is ongoing. **Action: VP SHLS.**

9. **Any Other Competent Business (AOCB)**

There was no other business.

The meeting ended at 10.45am

Date of next meeting

Tuesday, 14 March 2017, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 10 March 2017. Papers will be circulated by 12 noon on Monday, 13 March 2017.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 14 March 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None.

2. **Sports Clubs Strategy 2017-2020**

The Student President distributed the Sports Clubs Strategy 2017-2020 paper and said the Strategy had been updated and aligned with The Bigger Plan 2020. The Sports Clubs Strategy will go to the Sports Council AGM tonight then to Student Voice on Monday, 20 February 2017. The Student President talked through her report adding that she had given a choice of three new funding models and one would be chosen tonight. The Chief Executive added that it would be better if Key Performance Indicators (KPIs) were changed in the report to some other wording instead as this could confuse readers with the KPIs for The Bigger Plan. Examples to use instead of KPIs were outcomes, goals or measures. The Student President asked for any other comments/feedback. The Full Time Officers said that they would need some time to read the report and feedback. The Student President added that if she could get the feedback before tonight as the Sports Council AGM would need to agree and approve the new strategy. **Action: Full Time Officers and Chief Executive.**

3. **GCU London Survey**

The Student President said that the GCU London Survey will launch tomorrow morning. The survey will help find out more about the student experience at the London campus. The reason for the delay of the survey is that the Survey Monkey website was down. Once the London Survey is launched to students it will be accessible for two weeks. Prizes are available for completing the survey which is Amazon gift vouchers. The Student President will keep the team updated.

4. **Quality Student Unions**

The Chief Executive said that the date for the Quality Student Unions interviews was set for 28th and 29th March 2017. The Full Time Officers interview would last for one hour and would be around the 12 statements which were submitted. The Chief Executive added that he did not know what the auditor would ask in the interview and so to prepare for the interview and read all of the 12 statements and if there was anything that the Officers did not understand about the statements then to come and speak to him prior to their interview. **Action: Full Time Officers.**

5. **Enhancement-led Institutional Review (ELIR) Follow Up Day**

The Chief Executive gave an update from an ELIR event he attended on behalf of the University, held on 9 March 2017. The Chief Executive highlighted a few key things from the event such as St Andrews University who are capturing lectures via video recording which is part of a university wide initiative. Napier University discussed 'Growth Mindset' and thinking beyond what you can achieve. The Chief Executive added he thought this could be useful for the Student Leaders Programme. Assessment feedback was also discussed and Napier University also had an example of

providing feedback results whilst the student is in front of the lecturer and so the student can respond then and there.

6. **Communications**

The VP GSBS discussed the way in which staff is submitting themed proposals for the Full Time Officers to schedule and that it has been identified that the structure for submitting proposals was not being followed. After discussions, it was decided that an additional tick box/section will be added to the Communications Form for staff to complete. The form will then go directly to the Executive Assistant to bring to Executive Committee for the Full Time Officers to look over and schedule into their engagement planning. The Executive Assistant will liaise with the Communications and Media Co-ordinator on the form tick box options. **Action: Clerk.**

7. **Life Membership Update**

The VP GSBS discussed her Honorary Life Membership paper and the proposed changes and updates to the current process. The proposed changes include having the Honorary Life Memberships limited to six annually, which are made up by four students and two externals. The cost of the Life Membership will increase from £10.00 to £15.00 within three years of graduation and £30.00 after three years of graduation. Nominations will come to the Executive Committee then go to Student Voice to be ratified. After discussions, the VP GSBS will make a few minor changes to finalise the paper and then the paper will be presented as an Idea at the next Student Voice. **Action: GSBS.**

8. **Trimester 2 Impact Email**

The Chief Executive said it was time to update the membership for the end of Trimester 1 and Trimester 2. The Full Time Officers were asked for 3-6 bullet points of any wins/updates and to link any blogs written on that topic to their bullet points. The deadline for bullet points to be sent to the Executive Assistant was set for Thursday, 16 March, at 12noon, with the Trimester 2 Impact Email going out on Friday, 17 March. The Executive Assistant will liaise with the Communications and Media Co-ordinator. **Action: Clerk.**

9. **Theme Proposals/Lecture Shouts**

A theme proposal was received from the Student Adviser (Meg MacDonald) in relation to the Wellbeing Fayre on Thursday, 23 March 2017. The Full Time Officers agreed to promote the Wellbeing Fayre via flyers, lecture shots and Sweets on Campus. The Executive Assistant will schedule this proposal in the diaries. **Action: Clerk.**

10. **Life Membership Applications**

No Life Membership Applications were received.

11. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 28 February 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 28 February 2017. Vote: For – 2 Abstention: 2.** The minutes from the Executive Committee meeting held on 28 February 2017 were approved.

12. **Matters Arising**

12.1 **Full Time Officer Review**

There were no further companies put forward to the Chief Executive from the Full Time Officers that should be included in the informal tender. This matter has been resolved.

12.2 Campaign Framework Planning Chart

The VP SEBE completed the Campaign Planning Chart in relation to his request for £50.00 Amazon vouchers which is being used as an incentive to enter the prize draw and to complete the survey. This matter has been resolved.

12.3 Governance Department Email

The VP GSBS said she would forward the email correspondence she had between herself and the Governance Department to the VP SEBE and copy the Chief Executive into the email too. **Action: VP GSBS.** This matter is ongoing. The Chief Executive added that he would like the VP SEBE to speak to him before contacting the Governance Department. **Action: VP SEBE.**

12.4 Student Partnership Agreement Blog

The VP SHLS is still to write a blog on the Student Partnership Agreement. **This matter is ongoing. Action: VP SHLS.**

12.5 Assessment Feedback Campaign Blog

The SP has written a blog on the Assessment Feedback Campaign. This matter is resolved.

12.6 Mauritius Blog

The SP has written her blog on her visit to Mauritius and the partnership with the university. This matter is resolved.

12.7 NUS Democracy Review

The VP SHLS has responded to the NUS Democracy Review survey but was not able to find the confirmation in order to circulate. This matter is resolved.

13. Full Time Officers Reports/Campaign Wins

The Executive Committee congratulated Chris Daisley and Kevin Campbell on being re-elected and congratulated the two new incoming Full Time Officers Rachel Simpson and Yetunde Beatrice Ogedengbe. The Chief Executive congratulated the Full Time Officers on being shortlisted for NUS Awards 2017 for 'Full Time Officer Team of the Year' and the 'Diversity Award' and also for the sparqs Student Engagement Awards 2017 for our work with the University on the Student Partnership Agreement and for Class Representative of the Year.

VP GSBS

- Attended the Ashoka U Conference in Miami which was in relation to Social Innovation. The VP GSBS wrote a blog whilst in Miami and is writing another more detailed blog which the university has asked for.
- Attended GCU catering tender processes. An outcome from the tender process and those awarded will be out soon.
- The Nightline campaign, 'Where's the Nightline Bear', is still continuing.
- Working on finalising the workshop being presented by Sir Alex Ferguson which is open to all students who have completed the Student Leaders Programme.
- As policy lead for the Student Leaders Programme, the VP GSBS will be going to Eindhoven as part of the Strategy for Change Project on 29 March 2017.
- Meeting with the Dean to discuss attendance at the Equality and Diversity Committees.

VP SHLS

- Week 7 – took part in the Full Time Officer Elections 2017-18.
- Assisting with the school with their Athena SWAN Charter application.
- Meeting with the Dean to discuss further support for Class Representatives.

VP SEBE

- Buddy Scheme still in progress. However, not as many students have signed up as expected.
- Attended the BME (Black and Minority Ethnic) Student Welcome event.
- Have been working with staff within the School to help promote the National Student Survey, and encourage students to get involved in its completion.
- Introduced a new Staff-Student notification system which is set to be piloted to all 4th years across the school in September 2017. The Chief Executive suggested the VP SEBE writes a blog on this item. **Action: VP SEBE.**
- Assisting Postgraduate Students with proof of income for landlords. Having an advanced payment scheduled throughout the calendar would help with payment dates. The Chief Executive suggested the VP SEBE writes a blog on this item. **Action: VP SEBE.**

Student President

- The Wellbeing Fayre is taking place on Thursday, 23 March 2017, with lots of stalls and external companies coming on campus.
- The GCU London Survey was launched.
- Sports Council AGM takes place tonight where the new Sports Strategy will be discussed and voted on.
- Glasgow Taxis Cup – GCU Cross Country came in 2nd overall. The main event takes place at Scotstoun Leisure Centre tomorrow. The Student President and the Sports Assistant will do the PR and media for the day. Professor James Miller, Deputy Vice-Chancellor will be attending. Also, alumnus Pat Nevin will be attending.
- A survey for staff around 'Assessment Feedback' will take place shortly. The SP said she was waiting for confirmation on this.
- The SP said she will attend one last Community Council for Townhead and Ladywell Community Council.
- Attended the 'One Day Without Us: National Day of Action' campaign event with the Campus Trade Unions and the other Full Time Officers.
- The Allister Boyd Plaque will be put up on campus this year. The location on campus has yet to be confirmed.

The Communications and Media Co-ordinator asked the Full Time Officers that if they have any events or news that they wish to put out via social media to please go through the Communications and Media Co-ordinator so she can put the event out and then this can be shared out via the Full Time Officers.

14. **Any Other Competent Business (AOCB)**

There was no other business.

The meeting ended at 11.20am

Date of next meeting

Tuesday, 28 March 2017, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on Friday, 24 March 2017. Papers will be circulated by 12 noon on Monday, 27 March 2017.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 28 March 2017, at 10:20am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Gordon McTweed, Activities Manager (point 2 only)
Josie McKay, Communications and Media Co-ordinator (point 9 only)
David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. End of year Celebrations

The Activities Manager set some context on the End of Year Celebrations coming from discussions he had recently when he met with university staff Julie Duncan, Head of Conference and Events and Kirsty MacInnes, Student Enquiries Advice and Events Manager. The Students' Association was asked what their opinion was around having holding balls; and what the Students' Association is planning on doing for the year ahead and what the Students' Associations aspirations were. The Activities Manager asked the Full Time Officer for their feedback. After some discussion, the Full Time Officers agreed the following:

- The university should carry on organising the Graduation Ball.
- Students should still be supported to have their own balls relating to their programme.
- To wait and see how well The Star Awards 2017 are in April 2017.
- To keep in mind the common good and how this ties in with awards given out at balls.

The Activities Manager said he would report back the above to Julie Duncan and Kirsty MacInnes.

3. Annual Student Survey

The Chief Executive said that the Students' Association Annual Survey was sent out last Thursday, which was 16 March 2017. The prizes for students taking part in the survey will be cash with £150.00, £75.00 and then £50.00. So far 367 members have completed the survey and the target is 750. The closing date is 5 May 2017. The Chief Executive asked the Full Time Officers to promote the Annual Student Survey. **Action: Full Time Officers.**

4. Academic Policy Committee (APC) Discussion

The VP SEBE discussed some points that came from the recent APC meeting.

- Stephen Lopez, Academic Registrar, submitted three proposals to the Executive Board in relation to the Academic Calendar which have all been approved.
- It was raised at APC that the Students' Association (Student President and VP SHLS) had been invited to attend the Exams Regulation Working Group meeting, on 31 January 2017, and that no response was ever received. The Student President and the VP SHLS both said they had given apologies for the meeting and since then they had not received any further invites to the meeting. All agreed that reputation is important and the Student President will reply with an email, forwarding on the previous email with the apologies given in it, to Stephen Lopez, Academic Registrar; copying in Professor Valerie Webster, VP & PVC

Learning and Student Experience; and Professor Ruth Whittaker, Director of Academic Quality and Development. **Action: Student President.** The Chief Executive added that for the future if one of the Full Time Officers can't attend then to suggest another representative to attend in their place.

- The timetable shift will not change for Trimester A. However, there is a proposal for a pilot in Trimester B on the academic session 2017-18.

5. **Communication Forms/Lecture Shouts**

The following Communication will be scheduled by the Executive Assistant in the following order for the Full Time Officers:

1. GCU Disability Service needs volunteers (28 March)
2. Student Trustee positions x 4 (closing date 31 March)
3. Students' Association Annual Survey (closing date 5 May 2017)
4. Star Awards Promotion (held on 11 April)
5. Student Leaders Reflections submission (by 13 April)
6. Students' Association Annual Survey (closing date 5 May 2017)
7. Recruiting for Freshers Team 2017 (for September 2017)

6. **Life Membership Applications**

No Life Membership Applications were received.

7. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 14 March 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 14 March 2017. Vote: For – 4 Abstention: 0.** The minutes from the Executive Committee meeting held on 14 March 2017 were approved.

8. **Matters Arising**

8.1 **Sports Club Strategy 2017-2020**

The Student President said she had received feedback from her colleagues in relation to the Sports Club Strategy 2017-2020. This matter is resolved.

8.2 **Quality Student Unions**

The Full Time Officers have prepared for the Audit and read the 12 statements. The Quality Student Unions audit will be rescheduled to week commencing 3 April 2017. This matter is resolved.

8.3 **Communications**

The Executive Assistant liaised with the Communications and Media Co-ordinator and an extra tick box and section has been added for staff to complete the Communications Form. This matter is resolved.

8.4 **Life Membership Update**

The VP GSBS amended the Life Membership paper which was presented at Student Voice. **The Chair called for a vote to approve the amended Life Membership paper and to approve the price increase for membership. Vote: For – 4 Abstention: 0.** The amended Life Membership paper was approved. This matter is resolved.

8.4 **Trimester 2, Full Time Officer Impact Email**

The Executive Assistant received bullet points with an update of wins and achievements for Trimester 2, from each of the Full Time Officers. This matter is resolved. The Trimester 2 Impact Email will be combined into the next All Student Email that is sent out.

8.5 **Theme Proposals**

The Executive Assistant scheduled the Wellbeing Fayre proposal in the Full Time Officers diaries. This matter is resolved.

8.6 **Governance Department Email**

The VP GSBS has forwarded the email correspondence she had between herself and the Governance Department to the VP SEBE. The VP SEBE said he has still to speak to the Chief Executive before he contacts the Governance Department. **This matter is ongoing. Action: VP SEBE.**

8.8 **Student Partnership Agreement Blog**

The VP SHLS is still to write a blog on the Student Partnership Agreement. **This matter is ongoing. Action: VP SHLS.**

8.9 **Staff-Student Notification System Blog**

The VP SEBE is still to write a blog on the new Staff-Student Notification System Blog. **This matter is ongoing. Action: VP SEBE.**

8.10 **Postgraduate Students Proof of Income Blog**

The VP SEBE is still to write a blog on the proof of income for postgraduate students. **This matter is ongoing. Action: VP SEBE.**

9. **Full Time Officers Reports/Campaign Wins**

VP SEBE

- Attended the Sparqs Student Engagement Awards Conference 2017, on Thursday, in Glasgow.
- Presenting at the QAA Focus On: The Postgraduate Student Experience, in Glasgow, on 18 May 2017.
- In discussions around a new idea of having a postgraduate space on campus.
- Discussions are ongoing around the proof of income for postgraduate students.
- There are no further signatures for the 'Smooth Sailing or Stormy Seas' campaign which is being put on hold for the time being.
- Access to Caley Court has been organised for IT in relation to unlocking gaming.

VP SHLS

- At the Sparqs Student Engagement Awards Conference 2017, where the University of Technology Sydney, in Australia, and the University of Tsukuba, Japan, spoke with the VP SHLS about the GCU Student Partnership Agreement framework and doing the same within their universities.
- Medical students from Glasgow University are joining students at GCU next week for a module the SHLS students undertake which is in relation to inter professional education.
- The VP SHLS was requested to write a blog or do a vlog on the outcome of the recently held NUS Conference, in Dundee. **Action: VP SHLS.**
- Attending a meeting today (28th March) on assessment loading and creating a policy, which is in relation to students not having three exams in one day, which students complain about, and having a minimum period between exams. The Chief Executive suggested that the VP SHLS write a blog or do a vlog about this topic. **Action: VP SHLS.**

VP GSBS

- Elected as Vice President Education 2017/18 at the NUS Scotland Conference.
- Won the NUS Scotland 'Diversity Award' for our work to support student carers.
- Presenting at the Sir Alex Ferguson Leadership Lecture taking place on Wednesday, 29 March.
- Going to Holland this week in relation to the Strategy for Change.

Student President

- The Updated Sports Policy has been approved at Student Voice.
- The Sports Strategy 2017-2020 was approved by Sports Council.
- Undertaking a vlog on the Sports Strategy 2017-2020 next week.
- Attended the SSS (Scottish Student Sport) Conference and the Men's Volleyball team won.
- The GCU London Survey has been launched and so far 13 people have completed the survey. The aim is to get 20.
- Sports Team photographs take place on Thursday in NH008.
- Sports Awards Ball is on 8th April in Glasgow.

10. Any Other Competent Business (AOCB)

- 10.1 The Chief Executive discussed the Full Time Officer Handover, from 5th to 16th June 2017, which included going through the orientation and induction as well as going through the list of contacts for the 'Meet and Greet' contacts for the incoming Full Time Officer team. The Chief Executive asked the Full Time Officers for feedback/suggestions on the current list of contacts. The Full Time Officers agreed to have a half day to do a handover presentation to the incoming Full Time Officer team. The last day for the current Full Time Officers in office will be on 16th June. All TOIL and annual leave must be used by 2 June 2017.
- 10.2 The VP SEBE spoke about the Campus Trade Unions running a bus to the Scottish Parliament to protest in relation to the funding of GCU New York. The date for the protest has yet to be confirmed. The Full Time Officers discussed their stance in relation to GCU New York. The Full Time Officers said that they were all deeply concerned at this stage about the future to recover expenditure from the GCU New York campus. **The Chair called for a vote to take a stance with the Campus Trade Unions in relation to the funding of GCU New York: Vote: For – 4.**

The meeting ended at 12.15pm

Date of next meeting
Tuesday, 11 April 2017, at 10:00am, Room NH209

Please send any agenda items to the Clerk by 12 noon on
Friday, 7 April 2017. Papers will be circulated by 12 noon on Monday, 10 April 2017.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 11 April 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

Gordon McTweed, Activities Manager
Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

David Carse, Chief Executive

2. Communication Forms/Lecture Shouts

No Communication Forms were received.

3. Life Membership Applications

No Life Membership Applications were received.

4. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 28 March 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 28 March 2017. Vote: For – 4 Abstention: 0.** The minutes from the Executive Committee meeting held on 28 March 2017 were approved.

5. Matters Arising

5.1 Annual Student Survey

The Full Time Officers will be promoting the Annual Student Survey via filming and social media. **This matter is resolved.**

5.2 Academic Policy Committee (APC) Discussion

The Student President checked her emails and does not have a copy of the email trail sent to APC with apologies from the Students' Association. Since this email it was noted that the Students' Association have not been sent any further invites to APC. The VP SHLS said he would check his emails for the email trail sent to Stephen Lopez, Academic Registrar. **Action: VP SHLS.**

5.3 Governance Department Email

The VP GSBS has forwarded the email correspondence she had between herself and the Governance Department to the VP SEBE. The VP SEBE said he has still to speak to the Chief Executive before he contacts the Governance Department. **This matter is ongoing. Action: VP SEBE.**

5.3 Student Partnership Agreement Blog

The VP SHLS is still to write a blog on the Student Partnership Agreement. **This matter is ongoing. Action: VP SHLS.**

5.4 Staff-Student Notification System Blog

The VP SEBE is still to write a blog on the new Staff-Student Notification System Blog. **This matter is ongoing. Action: VP SEBE.**

5.5 **Postgraduate Students Proof of Income Blog**

The VP SEBE is still to write a blog on the proof of income for postgraduate students. **This matter is ongoing. Action: VP SEBE.**

5.6 **NUS Conference, Dundee**

The VP SHLS is still to write a blog on the outcome of the recently held NUS Conference, in Dundee. **This matter is ongoing. Action: VP SHLS.**

6. **Full Time Officers Reports/Campaign Wins**

VP GSBS

- 'Where's the Nightline Bear?' campaign is coming to an end. The VP GSBS asked the rest of the Executive Team to encourage students to take part as there is a tablet as a prize.
- The VP GSBS has recently returned from the Student Leaders Programme in Eindhoven as part of the Strategy for Change Project.
- Spoke at the Sir Alex Ferguson lecture.

VP SEBE

- IT has been given access to student accommodation to assess the Wi-Fi issues in Caledonian Court. IT will keep the VP SEBE updated on their progress on sorting out the Wi-Fi gaming issues.
- The Staff-Student Notification system is ongoing and will be rolled out the next year. Some more research is required to be undertaken and will be discussed at a meeting planned for May 2017.
- Looking to have the workshops for students to help them develop research skills to be held on the London campus so they don't have to come to the Glasgow campus.

Student President

- Sports Ball held on Friday, 8 April 2017, with 348 students attending.
- Sports Clubs annual photo-shoot held in the Students' Association building.
- Attended London School Board.

7. **Any Other Competent Business (AOCB)**

7.1 The Activities Manager asked the Full Time Officers to prioritise and help promote the Annual Student Survey to reach the response target required. The Activities Manager was informed that the Full Time Officers had an appointment in their diaries to do some filming for the Communications and Media Co-ordinator to help promote the Annual Student Survey and that the Full Time Officers would also promote the survey through social media.

7.2 The VP SEBE made a request for the BME (Black or Minority Ethnic) Group to have £96.00 from the campaign budget to pay for pizza for an event they held in March. The Full Time Officer approved the BME Group having £96.00 but asked for the Campaign Planning Chart and Form to be filled in for the next Executive Committee meeting. **Action: VP SEBE.**

7.3 The Activities Manager discussed the low number for completions for the Student Leaders Programme and how this was the Students' Association flagship Programme. Additional workshops are being put run for the Programme. The Activities Manager asked the Full Time Officers to help push to get students to complete the programme.

7.4 The VP GSBS added that the Trimester 2 joint report were due on 5 May 2017 and asked if another Officer could take the lead on co-ordinating the joint Full Time Officer report.

The meeting ended at 10.25am

Date of next meeting

Tuesday, 25 April 2017, at 10:00am, Room NH209

*Please send any agenda items to the Clerk by 12 noon on
Friday, 21 April 2017. Papers will be circulated by 12 noon on Monday, 24 April 2017.*

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 9 May 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Communication Forms/Lecture Shouts**

No Communication Forms were received and lecture shouts have finished for Trimester 2.

3. **Full Time Officer Reports/Wins**

3.1 **VP SEBE**

- The password reset on the home screen of computers will be different due to an upgrade to Windows 10. There will be clear instructions for students to follow on how to sign-in. This procedure will be in place for a few weeks and during this time students will not be able to reset passwords. A communication will be sent out to students to make them aware of the changes.
- Domain passwords are currently valid for 90 days and this has now been upgraded to 120 days, which is 30 days longer. This is a campaign win for the Students' Association.
- The VP SEBE attended a meeting in relation to the Research Committee where he was asked if the Students' Association could give up the membership of two places due to too many people sitting on the committee. The VP SEBE did not give up the two places and will attend future meetings with the Research Student Representative. The VP SEBE added that he is not always able to attend the meetings and so the Research Student Representative is the link between the Research Committee and the Students' Association.

VP GBSS

- The Nightline Campaign has finished.

VP SHLS

- Working with Liam McCabe, Vice President Volunteering and Development, University of Strathclyde Students' Association, via the Glasgow Student Forum, the VP SHLS and the VPVD are meeting with leaders from the SNP and the Green Party to discuss rent control for students.

Student President

- Filming is completed for the Sports Strategy video.
- Attended the Funding Council meeting.
- Signed the Glasgow Taxi Cup contract for the next seven years.
- Completed the Assessment Feedback report and forwarded to VP & PVC Learning and Student Experience for feedback.

4. **Life Membership Applications**

No Life Membership Applications were received.

5. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 11 April 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 11 April 2017. Vote: For – 4 Abstention: 0.** The minutes from the Executive Committee meeting held on 11 April 2017 were approved.

6. **Matters Arising**

6.1 **Academic Policy Committee (APC) Discussion**

The VP SHLS checked his emails and does not have a copy of the email trail sent with apologies from the Students' Association, to Stephen Lopez, Academic Registrar, in relation to an invite to the Exams Regulation Working Group. As the email trail could not be located it was decided that no further action could be taken. This matter has been resolved.

6.3 **Governance Department Email**

The VP GSBS has forwarded the email correspondence she had between herself and the Governance Department to the VP SEBE. The VP SEBE said he has still to speak to the Chief Executive before he contacts the Governance Department. **This matter is ongoing. Action: VP SEBE.**

6.3 **Student Partnership Agreement Blog**

The VP SHLS is still to write a blog on the Student Partnership Agreement. He advised that this would be written after the Student Partnership Agreement was approved by Senate in June 2017. **This matter is ongoing. Action: VP SHLS.**

6.4 **Staff-Student Notification System Blog**

The VP SEBE is still to write a blog on the new Staff-Student Notification System Blog within SEBE. **This matter is ongoing. Action: VP SEBE.**

6.5 **Postgraduate Students Proof of Income Blog**

The VP SEBE is still to write a blog on the proof of income for postgraduate students. **This matter is ongoing. Action: VP SEBE.**

6.6 **NUS Conference, Dundee**

The VP SHLS is still to write a blog on the outcome of the recently held NUS conference in Dundee. **This matter is ongoing.** The Chief Executive added that the VP SHLS could add the NUS UK conference and do a joint blog. **Action: VP SHLS.**

6.7 **Campaign Planning Chart Forms**

The VP SEBE made a request for the BME (Black or Minority Ethnic) Group to have £96.00 from the campaign budget to pay for pizza for an event they held in March. The Full Time Officer approved the BME Group having £96.00 but asked for the Campaign Planning Chart and Form to be filled in for the next Executive Committee meeting. The forms Campaign Planning Chart Forms are still to be submitted. **This matter is ongoing. Action: VP SEBE.**

7. **Any Other Competent Business (AOCB)**

7.1 **Trimester 2 Report**

The Chief Executive asked the Full Time Officers discussed the Trimester 2 report which is produced by the Executive Assistant and details the engagement and statistics that the Full Time Officers carried out. The VP SHLS and the VP SEBE agreed to complete their outstanding blogs which will add to the numbers completed for Trimester 2. As part of The Bigger Plan 2020, a Big Action was

for the Students' Association to ensure they visit each programme at least once each year. The Students' Association engaged with over 300 programmes out of 693.

The meeting ended at 10.45am

Date of next meeting

Tuesday, 23 May 2017, at 10:00am, Room NH209

*Please send any agenda items to the Clerk by 12 noon on
Friday, 19 May 2017. Papers will be circulated by 12 noon on **Monday, 22 May 2017.***

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 23 May 2017, at 10:00am, in room NH209.

In Attendance:

Lauren Ramage, Student President (Chair)
Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS)
Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None

2. Full Time Officer Induction 2017/18

The Chief Executive went through the updated programme for the Full Time Officers Orientation, Handover and Induction for 2017/18. A few items on the programme have a date and time slot yet to be confirmed. The Staff Conference is confirmed for 20th June 2017. Further training session themes are being looked into for the Full Time Officers such as Working with Staff; Working with Volunteers and Finance for non-Financial Managers.

3. Full Time Officer Development Review

Proposals for the Full Time Officer Development Review have been received and the Chief Executive and Full Time Officers will discuss the proposals and agreed a proposal to accept. **Action: CE & FTOs.**

4. Communication Forms/Lecture Shouts

No Communication Forms were received and lecture shouts have finished for Trimester 2.

5. Full Time Officer Reports/Wins

5.1 VP SHLS

An IPE review of the professional framework has been carried out and a new session will be added into each module within the School of Health and Life Sciences for 2019/20 which will include some sessions where medical students from the University of Glasgow will be joining the IPE module. The Chief Executive suggested that the VP SHLS write a blog on his 'win' as this was a manifesto pledge to support structures for health students to get involved in volunteering through flexible, 3rd sector placements. **Action: VP SHLS.**

5.2 VP SEBE

The VP SEBE attended a conference last week with QAA - Focus On The Postgraduate Research Student Experience Event, where he made a presentation on Postgraduate Engagement (Representation & Activities). The VP SEBE will forward on his presentation from the conference. **Action: VP SEBE.**

5.3 The VP SEBE said that he will be writing a blog on the changes to the 90 password which has been upgraded to 120 days. This is a campaign win for the Students' Association. **Action: VP SEBE.**

5.4 VP GSBS

The Green Impact Audit was held yesterday by NUS Scotland. The Students' Association is aiming for the Good Award. Recommendations were given from NUS Scotland and feedback was given to NUS Scotland on the Audit from the Students' Association. One of the recommendations from NUS Scotland was to have a senior management member sit on the Ethical and Environmental Committee, which take place twice a year.

6. **Life Membership Applications**

No Life Membership Applications were received.

7. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 9 May 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 9 May 2017. Vote: For 4; Against 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 9 May 2017 were approved.

8. **Matters Arising**

8.1 **Governance Department Email**

The VP GSBS has forwarded the email correspondence she had between herself and the Governance Department to the VP SEBE. The VP SEBE said he has still to speak to the Chief Executive before he contacts the Governance Department. **This matter is ongoing. Action: VP SEBE & CE.**

8.2 **Student Partnership Agreement Blog**

The VP SHLS is still to write a blog on the Student Partnership Agreement. He advised that this would be written after the Student Partnership Agreement was approved. He advised that this blog is current written in draft. **Action: VP SHLS.**

8.3 **Staff-Student Notification System Blog**

The VP SEBE is still to write a blog on the new Staff-Student Notification System Blog within SEBE. **This matter is ongoing. Action: VP SEBE.**

8.4 **Postgraduate Students Proof of Income Blog**

The VP SEBE is still to write a blog on the proof of income for postgraduate students. **This matter is ongoing. Action: VP SEBE.**

8.5 **NUS Conferences**

The VP SHLS is still to write a blog on the outcome of the recently held NUS Scotland and UK Conferences. **This matter is ongoing. Action: VP SHLS.**

8.6 **Campaign Planning Chart Forms**

The VP SEBE made a request for the BME (Black or Minority Ethnic) Group to have £96.00 from the campaign budget to pay for pizza for an event they held in March. The Full Time Officer approved the BME Group having £96.00 but asked for the Campaign Planning Chart and Form to be filled in for the next Executive Committee meeting. The forms Campaign Planning Chart Forms are still to be submitted. **This matter is ongoing. Action: VP SEBE.**

8.7 **University Court**

The Executive Team expressed concern about the proposals raised which will affect the Students' Association's membership. The VP SHLS will take the matter up further with the Court Office. The VP SHLS has contacted the Court Office but had no response. **This matter is ongoing. Action: VP SHLS.**

9. **Any Other Competent Business (AOCB)**

- 9.1 The VP SHLS said he had recently attended a meeting within the SHLS where the Centre for Living proposed location/s had been discussed. The VP SHLS will follow up for further information. **Action: VP SHLS.**
- 9.2 The VP SHLS had heard of other institutions where Voter Registration had been added to the Student Annual Registration and explained that this would be useful to explore with the University.
- 9.3 The Chief Executive reminded the Full Time Officers to use any annual leave or TOIL they had left by the end of the month.
- 9.4 As Wednesday, 24 June is the last working day for Lauren Ramage, Student President, the Executive Committee thanked the Chair for her time in office as Student President and wished her the very best with her future endeavours.

The meeting ended at 10.50m

Date of next meeting
Friday, 9 June 2017, at 15:00pm, Room NH209

Please send any agenda items to the Clerk by 12 noon on
Monday, 5th June 2017. Papers will be circulated by 12 noon on Thursday, 8th June 2017.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday 9th June 2017, at 3.30pm, in room NH209.

In Attendance:

Jodie Waite, Vice President Glasgow School for Business and Society (VP GSBS) (Chair)
 Kevin Campbell, Vice President School of Health and Life Sciences (VP SHLS)
 Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)

David Carse, Chief Executive (Clerk)

Observers:

Yetunde Ogedengbe, Vice President-elect
 Rachel Simpson, Vice President-elect

1. Apologies

None

2. Senate Update

The Vice President GSBS and Vice President SHLS updated the committee on the outcomes of the Senate meeting that took place on 2nd June 2017. They highlighted that the revised Academic Calendar had been approved and advised that the Digital Assessment Policy had been approved, which was a campaign win for online coursework submission. They informed the Committee that Common Good Curriculum and Partnership Agreement were approved and support was expressed for a minimum threshold marketing within the Assessment Regulations Working Group proposals.

3. Nightline Glasgow Merger

The Vice President GSBS advised the Committee that Nightline had received a proposal from Glasgow University Nightline for a merger. The Vice President GSBS provided context to the proposal and advised that the Nightline Committee were not supportive of this proposal at this time. The Committee discussed the proposal and agreed with the Nightline Committee that it was not in the best interests of Strathclyde and Caledonian Nightline at this time. **The Chair called a vote for approval of this decision: Against – 3. It was therefore agreed not to take forward a merger of Glasgow and Strathclyde and Caledonian Nightline.**

4. Full Time Officer Objectives

Each member explained the progress of their individual objectives and the team objectives were discussed.

Team Objectives

Enhance Life/Honorary Life Membership	Achieved
Governance Review	Achieved
Dundasvale Community Council Created	Not Achieved

It was noted that whilst significant discussions were undertaken with Glasgow City Council to set-up a Community Council it was established that this was more challenging than previously thought and pragmatically a Residents Association may be more achievable.

Vice President GSBS

Increased use of Student Bistro	Not Achieved
Unblock wifi for gaming students at Caledonian Court	Not achieved
Increase number of Nightline interactions	Achieved

It was noted that the GCU Catering Tender took up a significant amount of time and that BaxterStorey had been appointed as the new catering contract, explaining why increased use of the Student Bistro had not been yet been achieved but anticipated to happen in 2017/18. It was also noted that the wifi issue was ongoing and hopefully addressed in the short to medium term.

Vice President SEBE

School-led Programme Reviews	Achieved
Increased postgraduate events	Achieved
Introduce international buddy scheme	Part Achieved

It was agreed that all the objectives had been met but that the international buddy scheme objective had not been achieved as no outcome report had been presented to the Executive Committee.

Vice President SHLS

Student Partnership Agreement	Achieved
Holistic Assessment Methods	Achieved
Third Sector Placement and Volunteer Opportunities	Achieved

5. **College Video**

The Executive Committee were referred to the website area for college students [<http://www.gcustudents.co.uk/joinedfromcollege>] and the video that was created. It was confirmed that these were outcomes from the Articulation Report from the Enhancement Themes funding.

6. **Life Membership Applications**

No Life Membership Applications were received.

7. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 23 May 2017 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 23 May 2017. Vote: For 3; Against 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 23 May 2017 were approved.

8. **Matters Arising**

8.1 **Full Time Officer Model Review**

The Chief Executive advised, after consultation with the Full Time Officers, that Liquidity Solutions had been selected to lead the Full Time Officer Model Review.

8.2 **IPE Blog**

The Vice President SHLS said that he had completed this blog and would send to the Chief Executive for upload. **Action: Vice President SHLS.**

8.3 **QAA Focus On Presentation**

The Vice President SEBE explained that he has still to circulate this presentation. **Action: Vice President SEBE.**

8.4 **90 Day Password Blog**

The Vice President SEBE explained he has still to write this blog. **Action: Vice President SEBE.**

8.5 Governance Department Email

The VP GSBS has forwarded the email correspondence she had between herself and the Governance Department to the VP SEBE. The VP SEBE said he has still to speak to the Chief Executive before he contacts the Governance Department. This matter is ongoing. **Action: VP SEBE & CE.**

8.6 Student Partnership Agreement Blog

The VP SHLS explained that the Student Partnership Agreement was recently approved by Senate.

8.7 Staff-Student Notification System Blog

The VP SEBE is still to write a blog on the new Staff-Student Notification System Blog within SEBE. This matter is ongoing. **Action: VP SEBE.**

8.8 Postgraduate Students Proof of Income Blog

The VP SEBE is still to write a blog on the proof of income for postgraduate students. The Chief Executive encouraged him to use the content from his end of trimester report. This matter is ongoing. **Action: VP SEBE.**

8.9 NUS Conferences

The VP SHLS is still to write a blog on the outcome of the recently held NUS Scotland and UK Conferences. This matter is ongoing. **Action: VP SHLS.**

8.10 Campaign Planning Chart Forms

The VP SEBE made a request for the BME (Black or Minority Ethnic) Group to have £96.00 from the campaign budget to pay for pizza for an event they held in March. The Full Time Officer approved the BME Group having £96.00 but asked for the Campaign Planning Chart and Form to be filled in for the next Executive Committee meeting. The forms Campaign Planning Chart Forms are still to be submitted. This matter is ongoing. **Action: VP SEBE.**

8.11 University Court

The VP SHLS advised that he had not yet obtained any further information. This matter is ongoing. **Action: VP SHLS.**

8.12 Centre for Living

The VP SHLS advised that he had not yet obtained any further information. This matter is ongoing. **Action: VP SHLS.**

9. Full Time Officer Reports

9.1 The VP SEBE said that he hoped to obtain a nominated member of staff within SEBE to support class rep recruitment, similar to SHLS. He added that he is on the Student Experience Action Plan 2020 sub-committee looking at success measures, was involved in a speaking at a plenary session at the Enhancement Themes Conferences and has recently received the GCU undergraduate survey results. He said he would forward the results to the Executive Committee for information. **Action: Vice President SEBE.**

9.2 The VP SHLS explained that he is working with the office of Sandra White MSP to review whether an additional crossing is necessary from the University to Caledonian Court. He advised that he is making contact with the Director of Estates to obtain context to this issue. **Action: VP SHLS.** He added that he also recent met with the University to discuss the Student Bistro enhancements with BaxterStorey. The Chief Executive suggested he worked with the Activities Manager to take this forward. **Action: VP SHLS.**

10. **AOCB**

The Chair welcomed and thanked the Vice Presidents-elect for attending the Executive Committee and wished them well in their term of office.

The Committee thanked the Vice President GSBS for her contribution to the Students' Association and wished her well as Vice President Education at NUS Scotland.

The meeting ended at 4.45pm

Date of next meeting
Monday, 19 June 2017, at 15:00pm, Room NH209