

## EXECUTIVE COMMITTEE MEETING

Minutes of the first Executive Committee Meeting held on Friday 5th September 2019, 2pm-4pm in HJB 20

**Attendance:** Megan Ball (Chair), Ellen O'Dwyer, Victoria Hurley, Lucy Dixon, Maria Freitas, Chris Harding, Olivia Rooke, Megan Selley, Tiffany Burnett (Minutes)

**Apologies:** None

Agenda item		Action
1.	<p><b>ATTENDANCE AND APOLOGIES</b></p> <p>Full attendance, no apologies</p>	
2.	<p><b>MINUTES FROM THE LAST MEETING</b></p> <p>N/A (First Exec Committee meeting of the year)</p>	
3.	<p><b>MATTERS ARISING:</b></p> <p><b>Exec Committee process – Bye-law 1 (Megan Ball)</b></p> <ul style="list-style-type: none"> <li>• Agenda for meetings will be circulated in advance, call for agenda items - send to Tiff in advance</li> <li>• Megan stressed the importance of reading meeting papers in advance and making notes</li> <li>• Sending apologies in advance if you are unable to make the meeting</li> <li>• Meeting frequency was discussed – fortnightly/every 3 weeks was agreed.</li> <li>• Exec was introduced to Exec Committee Constitution and Terms of Reference from the Union's Bye-law 1, outlining the duties of the committee.</li> </ul> <p>Additional Union Meeting Groups were discussed as to whether these should continue. It was decided they would, with the following officers taking the lead:</p> <ul style="list-style-type: none"> <li>• Volunteering and Community Advisory Group               <ul style="list-style-type: none"> <li>○ Lucy, Megan S., Ellen (Sam Jenkins is a good contact point as he set up the group last year)</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Ethical and Environmental Advisory Group <ul style="list-style-type: none"> <li>◦ Chris, Megan S., Vic (Tony Courtney and Sarah Buck are good contact points for this)</li> </ul> </li> <li>• Discussed liaising with University staff who work in these areas too</li> </ul> <p>Outlined areas of interest of Student Officers (printed copies were handed out of portfolio). Megan stressed that part time officers can work outside of their portfolio</p> <p>Megan invited Exec Committee to come to future open days.</p>	
4.	<p><b>REPORTS FROM THE SABBATICAL OFFICERS [VERBAL]</b></p> <p><b>Ellen O’Dwyer (Vice President, Activities)</b></p> <ul style="list-style-type: none"> <li>• Captain and chairs training</li> <li>• Review of Activities Bye-law</li> <li>• Budget allocations</li> <li>• New Activities Office</li> <li>• BUCS conference - NUS Lead and Change conference</li> <li>• New kit supplier, lots to do for this</li> <li>• Can now drive the minibus!</li> <li>• Working on welcome week talks</li> <li>• Wellbeing rep training</li> </ul> <p><b>Victoria Hurley (Vice President, Education)</b></p> <ul style="list-style-type: none"> <li>• Busy working on StARs - aiming for 2 StARs as per the newly updated Student Representation Policy</li> <li>• Student Fellows Scheme - revising the scheme this year with the University’s Senior Educational Developer (this is a joint partnership scheme between the Student Union and the University)</li> <li>• Scaled penalties, working with this with Megan and the University. Trying to remove capping marks at 40% for late submissions and having a scaled penalty approach instead</li> <li>• Anonymous marking is being introduced this year, Vic working with Tom Lowe and Savannah King (key University personnel who used to be Sabbatical Officers of the Union!) to communicate this to students</li> <li>• Sat on appeals board</li> <li>• New Advice Centre is launching - we now have a dedicated space for this. Our Student Union Advisor Rhian is lovely and really helpful, do come and speak to her</li> <li>• Sustainability: <ul style="list-style-type: none"> <li>◦ Earth Strike on 20th September. Exec are invited to attend</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Meeting with Tony Courtney in the University with Chris and Megan to go through Ethical and Environmental Advisory Group</li> <li>○ Also meeting with the new Single Use Plastics Coordinator with Chris and Megan</li> <li>○ Attending welcome week talks</li> </ul> <p><b>Megan Ball (President)</b></p> <ul style="list-style-type: none"> <li>• NUS Lead and Change conference in Bath over the summer, really useful to see what other Unions are doing</li> <li>• Co-wrote paper with Tom Lowe and Angus Paddison to ensure Student Representation on Interview Panels for Senior Posts. <ul style="list-style-type: none"> <li>○ Sat on the interview panel for the new Assistant Vice-Chancellor.</li> </ul> </li> <li>• Working on scaled penalties with Vic</li> <li>• Also working on reviewing Extenuating Circumstances Policy, lots of meetings on this. Not going as quickly as we would have liked, but moving in the right direction. Trying to push for a policy to allow self-certification for students applying for ECs. This isn't going to happen this year but will hopefully be in place for next year.</li> <li>• Student Recharge days - revisiting these for more of a wellbeing focus. Will circulate dates of these.</li> <li>• BAME Futures Week in October. Lots of focus on the Black attainment gap, we also have a lower than national average Asian attainment gap at Winchester. Aim is to invite BAME alumni to deliver inspirational talks and workshops. Will circulate dates of this week.</li> </ul>	<p><b>MB</b></p> <p><b>MB</b></p>
<p><b>5.</b></p>	<p><b>STUDENT OFFICER UPDATES [VERBAL]</b></p> <p>As part time officers have been away for the summer, they were invited to share their 'ideas, concerns and expectations' instead of updates.</p> <p><b>Lucy Dixon</b></p> <ul style="list-style-type: none"> <li>• Met with Laura Tanter in Performance Arts. Meeting with Kath Whiting for the Disability and Equality Interest Group.</li> <li>• IDEAS: <ul style="list-style-type: none"> <li>• Sports and societies <ul style="list-style-type: none"> <li>• Want to work with Ellen to meet with Chairs and Captains together to get to know each other and start a conversation. <b>Action</b> - Ellen</li> </ul> </li> </ul> </li> </ul>	<p><b>EO</b></p>

to add Lucy to Facebook page for captains and chairs

- Support socs, networks and sports teams to engage more with community work
- Equality and diversity
  - Celebrating success
  - Wanting to work towards eradicating cultural appropriation
- Student demographic representation
  - Sat on the Student Engagement Advisory Group
- CONCERNS
  - Going into final year!
- EXPECTATIONS
  - Good communication, Lucy is happy to go to meetings - just let her know

### **Maria Freitas**

- IDEAS
  - We need to ensure the University is supporting our EU students through Brexit. Students need to feel like they are welcome
  - Mental Health focus is important, noted that ECs can be really stressful for students
- CONCERNS
  - Brexit
  - Concerned about time, on placement two days a week
- EXPECTATIONS
  - Keeping each other informed and communicating. Maria is also happy to attend anything, just let her know

### **Chris Harding**

- IDEAS
  - Has been researching things in relation to his manifesto points. Looking at different companies for rain butts, compost bins. Tiff mentioned that Tony Courtney wanted to meet to go through his manifesto as the University is already doing some of this work.
  - It should be made easier for students to seek support with their DSA applications (it took Chris a year to get his application complete and sit down with a Needs Assessor)
  - Ethical and Environmental Groups
- CONCERNS

	<ul style="list-style-type: none"> <li>• None</li> <li>• EXPECTATIONS <ul style="list-style-type: none"> <li>• Communication, always keen to turn up to meetings, he's free in the afternoons but needs to know in advance and time to travel as a commuting student</li> </ul> </li> </ul> <p><b>Megan Selley</b></p> <ul style="list-style-type: none"> <li>• IDEAS <ul style="list-style-type: none"> <li>• Wants to set up clothes swap to combat fast fashion <ul style="list-style-type: none"> <li>• Exec committee discussed a points system for a 'BOP swap'</li> </ul> </li> <li>• Also something for all the lost property at the Venue after 30 days - donating to a homeless charity. Getting in contact with local homeless shelter to build a good relationship with them</li> <li>• Educating students about single use plastic</li> <li>• Megan has been a StAR for Musical Theatre and is now Chair - sometimes it's difficult to get feedback for this, some students feel uncomfortable about giving negative feedback. Making sure that feedback is actually productive too. <b>Action</b> - Vic to get Megan's input for StARs training</li> </ul> </li> <li>• CONCERNS <ul style="list-style-type: none"> <li>• Slightly concerned about time - has a problem with saying 'yes' to everything! Asked Exec to say no to her sometimes</li> </ul> </li> <li>• EXPECTATIONS <ul style="list-style-type: none"> <li>• Preaching how great the Student Union is!</li> </ul> </li> </ul> <p><b>Olivia Rooke</b></p> <ul style="list-style-type: none"> <li>• IDEAS <ul style="list-style-type: none"> <li>• Pairing societies and sports teams together so they can meet people they wouldn't usually have anything to do with, to help break down that BOP is just for sports teams <ul style="list-style-type: none"> <li>• This works well at other Unions - running events</li> </ul> </li> <li>• Sexual health clinic <ul style="list-style-type: none"> <li>• Vic and Tiff noted the challenge of the cost of this. We are looking into local organisations. Our Student Union Advisor is also working on this. Olivia keen to help with this.</li> </ul> </li> <li>• Sexual harassment campaign</li> <li>• Alcohol and drug abuse - campaign <ul style="list-style-type: none"> <li>• <b>Action</b> Olivia to read through alcohol and drug pages on website</li> <li>• <b>Action</b> Tiff to put Olivia in contact with Rhian who can outline the 'Two Minds' drug and</li> </ul> </li> </ul> </li> </ul>	<p>VH</p> <p>OR</p> <p>TB</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------

	<p>alcohol student-led campaign group and also update on sexual health progress.</p> <ul style="list-style-type: none"> <li>• ADD, autism - fidget toys, mindfulness.</li> <li>• Encourage 3rd years to work with food banks to stop food wastage - moving out at the end of the year. Also waste of lamps and duvets. <ul style="list-style-type: none"> <li>• Megan B. mentioned 'food hack' booklet for food and money advice</li> </ul> </li> <li>• CONCERNS <ul style="list-style-type: none"> <li>• Going into final year, really cares about the role and wanting to do a good job.</li> </ul> </li> <li>• EXPECTATIONS <ul style="list-style-type: none"> <li>• Everyone is brand new so really exciting - this is not a negative - we can all contribute so much!</li> </ul> </li> </ul> <p>The Vice President, Education &amp; Welfare mentioned wellbeing for Exec Committee, part time Student Officers are students too so we know they have to focus on academic work too.</p> <p>Megan noted that the Student Union is apolitical so it's very important that we remain as such when we speak to students. Also, it's important that we encourage students to register to vote. <b>Action</b> Tiff to add 'have you registered to vote' to the Student Check Up leaflet we are giving out to first years.</p>	TB
6.	<p><b>SEMESTERLY OFFICER BLOGS ON WEBSITE</b></p> <p>Exec Committee discussed each member submitting a blog once a semester so students can see what they are doing.</p> <p>It was agreed to have Semester One updates as a 'Countdown to Christmas' blog series in the last 2 weeks (posting Mon-Fri)</p> <ul style="list-style-type: none"> <li>• One blog to introduce the 'countdown' on 2<sup>nd</sup> December and generally update on the Student Union</li> <li>• Followed by a blog a day for 8 days from each member of Exec</li> <li>• Last blog on 13<sup>th</sup> December (last day of Semester) to be from all Exec team</li> </ul> <p>Agreed deadline for everyone submitting blogs is 25<sup>th</sup> November. These can be sent to Tiff.</p>	
7.	<b>FRESHERS 2019</b>	

	<p>Megan outlined requirements of Exec Committee at Freshers, with Dig In boxes needed to be delivered to all accommodation.</p> <p>Exec Committee availability was discussed in depth with a provisional rota decided at the meeting. <b>Action</b> - Megan B. to collate and send around a full rota (plus Freshers Crew)</p> <p>Dig in boxes need to go in all accomodation</p>	<b>MB</b>
<b>8.</b>	<p><b>SPORT, SOCIETY AND NETWORK PROPOSALS (VICE PRESIDENT, ACTIVITIES)</b></p> <p><b>Society proposal: K-Pop Society</b> Unanimously approved (8-0)</p>	
<b>9.</b>	<p><b>POLICIES AND PAPERS</b></p> <p>The Executive Committee Received the following papers: <b>For information: Paper – Representational Networks</b> <b>For information: Officer Portfolio</b> <b>For information: Student Representation Policy</b></p>	
<b>10.</b>	<p><b>PLANS FOR THE YEAR AHEAD</b></p> <p>Campaign planning was moved to next meeting.</p>	
<b>11.</b>	<p><b>KEY DATES:</b></p> <p>Dates for Exec Committee meetings were discussed and decided for the rest of Semester One.</p> <p>The decision of dates of Senate and Zones was moved to the next meeting.</p> <p><b>For information:</b> Colours 7th May 2020 Summer Ball 15th May 2020</p>	

<b>12.</b>	<b>A.O.B</b>  <b>Drink the bar dry</b> Exec Committee discussed changing the ideology around this. Still keeping the event, but renaming it and giving it a 'new look'. Olivia mentioned 'get watered not slaughtered'.	
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**Next meeting:**

- **Friday 4th October 2019, 4pm-6pm, King Alfred Centre Boardroom**

Future meetings:

- Friday 25<sup>th</sup> October 2019, 4pm-6pm, King Alfred Centre Boardroom
- Friday 15<sup>th</sup> November 2019, 10am-12pm, HJB 015
- Friday 6<sup>th</sup> December 2019, 10am-12pm, TAB 118