



## **Ethical and Environmental Committee**

**2/11/16, 2pm in NH209 (Students' Association)**

### **Minutes**

**Apologies:** Sian Bamping (SB), Raven Hingley (RH)

**Present:** Kayleigh van Dongen (Ethical and Environmental Officer),  
Jodie Waite (VP GSBS)

**In Attendance:** Aimee Cuthbert (Clerk)

**Absent:** n/a

#### **1. Apologies**

As above.

#### **2. Minutes from last meeting**

Approved

#### **3. Updates from last meeting**

<b>ACTION</b>	<b>PROGRESS</b>
<b>E+E Officer to send Love Food Save Money resources to NUS Scotland VP Communities</b>	<b>To be actioned – will speak to Chief Executive to check this is allowed</b>
<b>Clerk to invite suggested parties to GISU Legacy Planning Meeting</b>	<b>Completed</b>
<b>E+E Officer and VP SHLS to create presentation for Legacy Meeting</b>	<b>Completed</b>
<b>Clerk to feedback to Chief Executive on Strategic Plan Discussions</b>	<b>Completed</b>
<b>VP SHLS to discuss clothes swap shop with Fashion Society in new role as VP GSBS</b>	<b>To be actioned – must investigate if society still exists and meet with them to discuss a collaborative event</b>
<b>E+E Officer to liaise with Student President about social justice event</b>	<b>Completed – more public event as externally hosted so nothing came of it.</b>

	Information will be passed on if repeated
Clerk to examine workbook so plan of action can be created at next committee	To be actioned – changes to workbook means has just been released. Will be discussed further at point 5

#### 4. Green Impact Student Unions Update and Action Plan

The Ethical and Environmental Officer updated the committee that an informal meeting had taken place recently to look at the new workbook and criteria and that at this stage Excellent is out of reach but that Good would be the target this year with the aim to get Very Good in future.

The Clerk then circulated the action plan for the group to look at, explaining it was a live document and would be regularly updated.

VP GSBS mentioned at this point that sustainability was included in the new Strategic Plan and should be in the communications around the new plan.

The Clerk added that it was also a target in the KPI's for the organisation as well as the strategic plan, showing its priority within the organisation.

VP GSBS commented that the new criteria was disheartening and challenging to achieve some levels so would be interesting to see what other Student Associations do in regards to this new challenge.

The E+E Officer agreed and stated that the recycled paper campaign (point 5b) would be the biggest project due to the current issues in the university.

VP GSBS suggested that SU003 (ROLLING All fridges, freezers and ice-making machines within the union are positioned away from direct heat sources, are in well ventilated areas and are well-maintained.) should be held off until January due to the changes in catering provision across campus.

There was some confusion about the criteria around an exploratory meeting so further information would be required.

**ACTION – Clerk to find criteria and update committee**

The Clerk then mentioned that the current action plan would be adapted to fit in with SU006 (The union has a **SMART action plan** on sustainability, and has published it. It should include both operational sustainability and campaigning and influencing. ) then published

**ACTION – Clerk to update action plan and publish on website**

The E+E Officer then enquired if the NUS Sustainability Skills Survey was published yet in relation to KN002 (The union has proactively promoted the annual national **NUS sustainability skills survey**, taking place Nov-Dec 2016, amongst its students, and contributed a good number of respondents.) The Clerk confirmed it was yet to be published and that it would be promoted as soon as it opened.

The E+E Officer then remarked that they were happy with the action plan and should refer to it throughout the year.

## **5. Campaigns for the year ahead**

### **a. Shorter Showers**

The E+E Officer updated that this campaign – to encourage Caledonian Court residents to have shorter showers, run in partnership with GCU – was now live online and being publicised.

VP GSBS remarked this was a good campaign but was unsure what the competition was. The Clerk clarified that residents had to collect postcards in groups and that the groups who got all 8 postcards first would receive vouchers. It was also remarked that this campaign could be included in the Green Impact criteria. VP GSBS said they would share this campaign on social media

**ACTION – VP GSBS to publicise Shorter Showers Campaign on social media**

### **b. Recycled Paper**

The E+E Officer updated that group that students were not pleased with the new recycled paper the university had introduced and that there had been numerous emails complaining around the papers appearance for assignments, dissertations and CVs.

Although the three main academic schools had confirmed the new paper was suitable for submission, there should be a campaign outlining benefits of the paper but also the university services available for students to use with various activities.

This campaign is already in the action plan underneath the Campaigns section but the campaign needed to be fleshed out more. The Clerk suggested looking towards the aims and objectives closely as recycled paper had already been implemented. It was then decided that the aim should be around changing attitudes towards it as this seems to be a prominent issue around students.

In terms of ideas around the campaign, it was suggested that questions could be asked in the survey linking to KN001 (The union has carried out

relevant **primary research** amongst its students to inform its sustainability work, and has published the findings.) and that this should be done ASAP  
**ACTION – E+E Officer and Clerk to create survey for E+E Committee to discuss**

The E+E Officer then decided it was best to look at each criteria in the campaigns section to flesh out the campaign more. In terms of the importance of the issue, it was decided that students did know the benefits of recycled paper but that current students needed to get on board with the idea and be happy to use the paper now provided. This would not necessarily be an issue for future students as it seems final year students have the biggest issues with the paper.

In terms of the aims and objectives, the overall aim would be to change attitudes so students would be happy to use recycled paper in future. The survey would be the first objective and the rest can be decided at a later date.

At this point VP GSBS updated the committee that communications in GSBS had gone out about the recycled paper to all students, particularly reminding Marketing and Communications students that sustainability is a big part of their programme as these are the students who have complained the most about the paper. Some of the complaints had focused around concerns for the paper being accepted for assessment and this could possibly be part of an objective for the campaign. VP GSBS said she will work on communications with SHLS and SEBE

**ACTION – VP GSBS to work on communications around recycled paper with SHLS and SEBE**

VP GSBS also made the point that paper submission takes place as well as online submission which can be an issue for students to have to travel in just to hand in an assignment and that there should just be paperless/online submission.

E+E Officer agreed stating students would love paperless but that there could be issues in specific courses (eg Forensic Investigation) as paper submissions are relevant to the later career.

VP GSBS agreed this could be an issue but it would look good to get into the PVC Academic's digital idea. E+E Officer said that it could be difficult to change staff attitudes but this could also be something to work on.

**ACTION – E+E Officer + VP GSBS with support of Clerk to create action plan for campaign**

At this point it was decided that the rest of the outcomes could be worked on at a later date. VP GSBS liked the idea of focusing on less campaigns as they would ultimately lead to more impact.

### **c. Any other ideas**

No other ideas were discussed at this time as it was felt that the two campaigns mentioned previously would be enough for the group to focus on.

## **6. AOCB**

Clerk mentioned that the Communications and Media Co-ordinator had been in touch stating that the current Ethical and Environmental logo was in breach of brand guidelines and that the group had to either alter the logo and remove the GCU Students' Association logo or come up with a new one.

VP GSBS said she found this confusing as this was a group not a society so was unclear if the same rules applied. She then queried if a student could create the logo.

**ACTION – Clerk to check if a student can design a group logo.**

The E+E Officer said that she liked the current logo but it looks a bit plain but said she would look into it.

**ACTION – E+E Officer to liaise with Communications and Media Co-ordinator about branding**

## **7. Date of next meeting – tbc**



## **Ethical and Environmental Committee**

**9/2/16, 2pm in NH209 (Students' Association)**

### **Minutes**

- Apologies:** Sian Bamping (SB), Kevin Ward (Student Voice Team Leader)
- Present:** Kayleigh van Dongen (Ethical and Environmental Officer), Jodie Waite (VP GSBS)
- In Attendance:** Aimee Cuthbert (Clerk)
- Absent:** Paulo Cruz (Sustainability Officer), Raven Hingley (RH)

#### **1. Apologies**

As above.

#### **2. Minutes from last meeting**

With no comments from committee members, the minutes from the previous committee meeting were approved.

#### **3. Updates from last meeting**

<b>ACTION</b>	<b>PROGRESS</b>
<b>E+E Officer to send Love Food Save Money resources to NUS Scotland VP Communities</b>	E+E Officer spoke to VP Communities about resources. Project relating to these resources no longer going ahead so no further action required. <b>COMPLETED</b>
<b>VP SHLS to discuss clothes swap shop with Fashion Society in new role as VP GSBS</b>	VP GSBS emailed society but no response despite seeing society during Freshers' Week. Suggested should speak to Activities department to see if group still active and speaking to Programme Leads to get students involved. <b>ACTION – VP GSBS to speak to Fashion Programme Leads in the new year about student involvement</b>
<b>Clerk to find criteria relating to</b>	Clerk found criteria and discussed with

<b>exploratory meeting and update committee</b>	E+E Officer who felt due to the delay in getting criteria and being far ahead in planning this would not be beneficial to action this academic year. <b>COMPLETED.</b>
<b>Clerk to update action plan and publish on website</b>	Clerk had created action plan with E+E Officer and will be discussed later in the meeting. Will update on website if committee happy. <b>COMPLETED.</b>
<b>VP GSBS to publicise Shorter Showers campaign on social media</b>	VP GSBS publicised but due to issues in creating resources for competition and student confusion will need to run again. Needs to be clarified with GCU Sustainability Officer <b>ACTION – Clerk to check with Sustainability Officer about shorter showers campaign</b>
<b>VP GSBS to work on communications around recycled paper with SHLS and SEBE</b>	All schools now know the use of recycled paper is acceptable for assessments and dissertations. Complaints are being captured and shared with VP GSBS who will be writing a blog on this issue. <b>COMPLETED.</b>
<b>E+E Officer + VP GSBS with support of Clerk to create action plan for campaign</b>	E+E Officer felt that due to the issues arising around recycled paper that the campaign needs to be re-evaluated which will be discussed later in this meeting. <b>TO BE ACTIONED.</b>
<b>Clerk to check if a student can design a group logo</b>	Clerk spoke to Communications and Media Co-ordinator who clarified this was fine to do. <b>COMPLETED.</b>
<b>E+E Officer to liaise with Communications and Media Co-ordinator about branding</b>	E+E Officer has yet to action this point but will soon. <b>TO BE ACTIONED.</b>

#### 4. Sustainability Campaign Plan

The E+E Officer introduced this item as a plan showing the main objectives of the group in this academic year which had been taken from previous discussions and made into a SMART action plan, making it clear who would be responsible for each objective. If the group were happy then the plan would be published on the website for information.

VP GSBS stated she liked that plan but had yet to action some of her points but would update when the plan was gone into more detail in the next agenda point.

## 5. Green Impact Student Unions Update and Action Plan

The E+E Officer then proceeded to go through each action in the plan to get a progress report.

<b>ACTION</b>	<b>PROGRESS</b>
<b>Meet twice a trimester throughout academic year and creating action points</b>	Have met twice in Trimester A – action points being created and acted upon. Do the same in Trimester 2
<b>Increase membership of E+E committee using website, social media and other appropriate outlets</b>	Using website and social media at present but will book a stall at Refreshers Fayre with support manning this. Big Green Survey will also be an avenue to get students involved <b>ACTION – E+E Officer to book a stall at Refreshers' Fayre</b>
<b>E+E Committee to plan and deliver all E+E campaigns throughout academic year, detailing the positive outcomes as a result of their work</b>	Planned at last meeting, to action in Trimester B
<b>Invite senior management in SA and relevant staff in GCU to meetings so they can contribute to the outcomes of the committee</b>	Invited to this meeting but apologies sent
<b>Identify other SAs and external organisations and collaborate with</b>	Still to identify SA's but will speak to RADIAL about working together <b>ACTION – E+E Officer to reach out to other SA's about working together</b>
<b>Regularly update E+E section of website, promoting how to get involved</b>	Being updated by Clerk regularly with screen shots taken every month
<b>Create a survey to get student feedback on sustainability and publish findings</b>	Survey created – will discuss later in meeting
<b>Promote work within SA volunteer groups and encourage collaboration</b>	Clerk met with Activities Co-ordinator to discuss this, will be revisited next trimester
<b>Identify negative impacts through own and GCU's</b>	VP GSBS to speak to Estates to get information



reporting ,publish findings and take measures to decrease detrimental outputs	
Ensure the student magazine is sustainable and does not overprint	Clerk informed by Editor of The EDIT this had been discussed but was awaiting an updated. <b>ACTION – Clerk to liaise with Editor of The EDIT</b>
Check all fridges, freezers and ice makers in the SA are placed in sustainably sound areas	Will look into when new catering outlets introduced but will do interim actions as VP GSBS not sure what is happening with contracts.
Create a mileage rate for cyclists within our Expenses Policy to encourage more cycling	Being discussed at next Trustee Board after meeting with VP GSBS, Chief Executive and Finance Manager.
Engaging GCU staff in sustainability within the SA	Not much done with SA staff but liaising with Sustainability Officer and VP GSBS sits on Sustainability Working Group. VP GSBS suggested that Sustainability should be standing item in Executive Committee as is in Staff Committee <b>ACTION – VP GSBS to investigate</b>
Working in partnership to attain external sustainability accreditation	VP GSBS sits on Fairtrade Working Group
Work with the institution to increase the amount of renewables in its energy mix (if not already in place)	VP GSBS to get information from Estates in order to campaign on <b>ACTION – VP GSBS to liaise with Estates about renewables in energy mix</b>
Investigate how much sustainability is covered in the Common Good Curriculum and gather evidence	Covered somewhat in Common Good Curriculum and will gather evidence in Big Green Survey

## 6. NUS Sustainability Skills Survey promotion

The E+E Officer informed the group that this survey was currently being promoted through the Students' Associations communications but in order to get full marks for the criteria relating to this GCU would need to get 100 responses, which at this moment in time was not the case. The E+E Officer was hoping to have a stall and promote this but due to miscommunication this did not happen so was looking for ideas to promote in its last week as the E+E Officer would be off campus.

VP GSBS said they would be happy to help promote the survey before they went on annual leave. The Clerk informed that the Students' Association should get some points for promotion but not all if they did not get 100+ responses. The E+E Officer was relieved by this but still felt promotion was needed.

**ACTION – E+E Officer and VP GSBS to promote NUS Sustainability Skills Survey before closing.**

## **7. The Big Green Survey 2016**

The E+E Officer informed the committee that in order to get an idea on GCU students' environmental concerns as well as creating awareness of the group, the Big Green Survey had been created. The questions link with Green Impact criteria but also captures importance of various sustainability issues to students, thoughts on the current E+E campaign, ideas for future work and a chance for students to get involved in the campaign.

VP GSBS said they had made their way through the survey and thought it was very good. Although the survey was quite long VP GSBS felt it needed to be to capture all the information necessary.

E+E Officer said the survey would launch 9<sup>th</sup> January for 4 weeks initially but could be extended if necessary and that it might be good to get incentives for students to get involved. VP GSBS suggested using the campaigns budget to get a monetary incentive. E+E Officer liked this idea and thought Amazon Vouchers would be a good idea.

**ACTION – E+E Officer to look into using the Campaigns budget to incentivise students filling in the Big Green Survey.**

## **8. AOCB**

The E+E Officer raised concerns about the issues students have expressed with recycled paper on campus and that the planned Recycled Paper campaign needed to be rethought.

VP GSBS also expressed concerns and considered the group do another campaign instead focusing on moving to online submission of assessments. VP GSBS thought it would be wrong to speak out against it as the organisation had been supportive so far and to withdraw support would be a u-turn. Also the university were looking into putting a temporary solution in place to help with the issues students have.

E+E Officer felt moving to support online submission was good but that this may not be the case for all programmes to move to this, including their own (Forensic Investigation). VP GSBS said it was the E+E Officer's decision on

what they wanted to do but felt this would be an effective change to the campaign as the university should be looking to submit everything online, it would have immense environmental benefits. This could be something that the campaign could lobby the university on and students wouldn't necessarily need to be involved which may escalate concerns about recycled paper.

E+E Officer felt it would be good to change the questions proposed in the Big Green Survey to see if students would prefer online submission. It was also suggested it might be good to capture students' locations to see how far they have to travel to hand in submissions, course information, financial cost, attitudes and preferences to online submissions, age bracket and concerns around online submission.

**ACTION – E+E Officer and Clerk to change Current Campaign questions to reflect new focus of campaign**

The Clerk also informed the committee that the Students' Association Co-ordinator at GCU London had been in touch wanting to improve sustainability issues at the London campus and was looking to the committee to support them in this effort. The committee agreed to support this and VP GSBS agreed to help further if necessary.

## **9. Date of next meeting - tbc**



## **Ethical and Environmental Committee**

**9/2/16, 2pm in NH209 (Students' Association)**

### **Minutes**

**Apologies:** None

**Present:** Kayleigh van Dongen (Ethical and Environmental Officer),  
Jodie Waite (VP GSBS), Sian Biamping (SB)

**In Attendance:** Aimee Cuthbert (Clerk)

**Absent:** Raven Hingley (RH)

#### **1. Apologies**

As above.

#### **2. Minutes from last meeting**

With no comments from committee members, the minutes from the previous committee meeting were approved.

#### **3. Updates from last meeting**

<b>ACTION</b>	<b>PROGRESS</b>
<b>VP GSBS to speak to Fashion Programme Leads in the new year about student involvement</b>	Spoke to Programme Lead and they are happy to speak to students but is unsure of the uptake due to the large workload. Also contacted society and no response. <b>ACTION – VP GSBS to get update about student involvement in sewing workshops</b>
<b>Clerk to check with Sustainability Officer about shorter showers campaign</b>	Sustainability Officer re-launched the campaign and is now being promoted through the SA website. <b>COMPLETED</b>
<b>E+E Officer + VP GSBS with support of Clerk to create action plan for campaign</b>	Action plan has been created and will be discussed at this meeting <b>COMPLETED</b>
<b>E+E Officer to liaise with Communications and Media Co-ordinator about branding</b>	E+E Officer did not meet with Communications and Media Co-ordinator as branding issue has been

	removed and is happy with the logo as it is. <b>COMPLETED</b>
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#### 4. Green Impact Student Unions Update and Action Plan

The E+E Officer then proceeded to go through each action in the plan to get a progress report.

<b>ACTION</b>	<b>PROGRESS</b>
Identify negative impacts through own and GCU's reporting ,publish findings and take measures to decrease detrimental outputs	VP GSBS gathered information from Estates. Clerk to identify 4 more and will then publish.
Ensure the student magazine is sustainable and does not overprint	Gathered all appropriate information <b>COMPLETED</b>
Create a mileage rate for cyclists within our Expenses Policy to encourage more cycling	Being discussed at next Trustee Board – will get update after this takes place
Create a survey to get student feedback on sustainability and publish findings	Survey completed. Will discuss later in the meeting
Invite senior management in SA and relevant staff in GCU to meetings so they can contribute to the outcomes of the committee	Unable to attend last meeting – invite to 4 <sup>th</sup> meeting and then every 2 <sup>nd</sup> in future <b>ACTION – Clerk to invite Student Voice Team Leader and GCU Sustainability Officer to next meeting</b>
Define what adequately means and get proof on staff resource	Looking into staff time and have budget
Liase with clubs and societies on sustainability activities	Sustainability being built into training in future. Begun recording co2 emissions of clubs and socs travel and encouraging sustainable travel
Prove clothing is Fairtrade	Can prove ethically sourced but not Fairtrade. Chief Executive potentially looking into new supplier but nothing to be done this academic year.
Create action plan and publish	Been created and now published <b>COMPLETED</b>
Upload strategic plan	<b>COMPLETED</b>
Evidence meetings of positive outputs with Paulo/Therese/other instit. Officials	Will be identified nearer the end of the workbook

<b>Working in partnership to attain external sustainability accreditation</b>	VP GSBS sits on Fairtrade Working Group. Another meeting scheduled to discuss Fairtrade Fortnight
<b>Get information from estates (utilities) to find this out then develop action plan</b>	Have managed to get electricity only as cannot split gas readings (share a meeting with Govan Mbeki). Unsure if this energy is now produced via the Energy Centre <b>ACTION – VP GSBS to clarify</b>
<b>Work with the institution to increase the amount of renewables in its energy mix (if not already in place)</b>	VP GSBS got information from Estates but do not have statement from company to confirm this. SB suggested to get something from website <b>ACTION – Clerk to investigate</b>
<b>Identify other SAs and external organisations and collaborate with</b>	VP GSBS suggested looking into working with Kelvin College <b>ACTION – VP GSBS to reach out to Kelvin College</b> E+E Officer has reached out to Strathclyde who were keen but nothing have happened yet. Will revisit.
<b>Create survey to gather evidence base on this then publish findings</b>	Not realistic to action this year due to campaign launch and own survey.
<b>Sustainability is referenced in the job descriptions of all new staff.</b>	Not directly so not able to change at this stage.
<b>Prove food waste bin and what happens to it</b>	Still to speak to Bistro but have confirmation from GCU Sustainability Officer on what happens to food waste. Due to catering changeover, might be worthwhile mentioning in statement <b>ACTION – Clerk to mention this is in workbook</b>
<b>Communicate with cleaning/security staff on sustainability</b>	Memo sent out to cleaning/security staff in the new year <b>COMPLETED</b>
<b>Work with Radial and support their projects</b>	E+E still to work on this action point so will reach out to see if possible <b>IN PROGRESS</b>

## 5. The Big Green Survey 2017 Update

E+E Officer updated the committee that the survey was promoted during January and received 38 responses. The E+E Officer then went through the survey analysis highlighting that there was room for improvement in the

promotion of the group and ideas given on how to better promote the website which included possible having more interactive content such as videos and blogs.

VP GSBS felt the blogs could be done through the Students' Association website and the Clerk mentioned the Women's Group usage of WordPress for their blog. E+E Officer did not feel a blog was appropriate at this point. VP GSBS offered to do a blog on behalf of the group if they ever wished this.

E+E Officer then went through the top three issues students identified in GCU. It was felt it would be beneficial to contact participants thanking them for completing the survey, letting them know about past projects and our current campaign.

**ACTION – E+E Officer to email participants of survey**

E+E Officer then mentioned that the current campaign received positive feedback which is encouraging and that the results from the survey would be passed onto the future E+E Officer to give them ideas.

## **6. Click It to Submit It Campaign**

E+E Officer updated the committee that the campaign launched yesterday and that the idea was to get as many signatures as possible to pass onto the university. E+E Officer has also spoken to Deputy Vice Chancellor Academic about the campaign who is very supportive of it and agrees that training should be given to support staff which compliments the aims of the campaign. The E+E Officer was keen to go out and get people to sign over the next few weeks and engage with students about the campaign.

VP GSBS felt that it would be good to have the other Full Time Officers involved in the campaign as this helped with the Student Presidents' Assessment and Feedback campaign and this campaign feeds into it.

E+E Officer then went on to say they would share the campaign to the committee and group to get more people involved in the campaign and promote at Student Voice as well as online.

**ACTION – E+E Officer to get more people involved in the campaign and promote it at Student Voice**

VP GSBS agreed with promotion at Student Voice and also said she would speak to her own Dean of School to promote. E+E Officer felt it would be good to reach out to the other Vice Presidents to do the same

**ACTION – VP GSBS to promote campaign to Dean GSBS**

**ACTION – E+E Officer to reach out to other Vice Presidents to promote campaign**

At this point E+E Officer asked the committee if they had any other suggestions for promotion or other questions. No one had any questions so discussion moved to times committee members were free to help promote the survey. Clerk suggested a timetable would be a good resource to create. E+E Officer said she would meet with VP GSBS to discuss further and send timetable out to all interested in helping out with the campaign.

## **7. AOCB**

SB enquired whether having a drop off of printer cartridges would be a good campaign to run as she had personal experience in having difficulty doing this. The Clerk explained that the university currently recycled this but was not sure if this was just for university printers or for students widely.

E+E mentioned the stamp collection that the GCU Sign Society had done in the past and whether this would something that the committee could work with them on. SB said they would look online to see what is possible.

SB also mentioned an idea of clothes collection from Caledonian Court when students move out. VP GSBS mentioned that there had been swap shops done in the past but donating to a charity could work and that they liked the idea. VP GSBS then enquired about when students moved out of Caledonian Court.

SB suggested that the first pick up could be at the end of exams week as many students do leave after this time. VP GSBS liked this idea as people tend to recycle at the end of the year so this would be an ideal time. E+E Officer mentioned that British Heart Foundation deliver bags to homes which could be a good idea but that a further meeting should take place.

**ACTION – E+E Officer to meet with SB and GCU Sustainability Officer about potential in this campaign.**

## **8. Date of next meeting – Friday 17<sup>th</sup> March, 12pm, NH209**





## **Ethical and Environmental Committee**

**17/3/17, 12pm in NH209 (Students' Association)**

### **Minutes**

- Apologies:** None
- Present:** Kayleigh van Dongen (Ethical and Environmental Officer), Jodie Waite (VP GSBS), Sian Biamping (SB)
- In Attendance:** Aimee Cuthbert (Clerk), Kevin Ward (Student Voice Team Leader)
- Absent:** Raven Hingley (RH), Paulo Cruz (PC)

#### **1. Apologies**

As above.

#### **2. Minutes from last meeting**

With no comments from committee members, the minutes from the previous committee meeting were approved.

#### **3. Updates from last meeting**

<b>ACTION</b>	<b>PROGRESS</b>
<b>VP GSBS to get update about student involvement in sewing workshops</b>	Two students interested – one with previous experience – and need to ask if these students want to take it further. Will offer support if needed <b>COMPLETED</b>
<b>Clerk to invite Student Voice Team Leader and GCU Sustainability Officer to next meeting</b>	Student Voice Team Leader in attendance and GCU Sustainability Officer invited. Will extend invite every 2 <sup>nd</sup> meeting of committee <b>COMPLETED</b>
<b>VP GSBS to clarify if SA energy is now produced via the Energy Centre</b>	Still to contact Estates – will look into it <b>IN PROGRESS</b>
<b>Clerk to investigate energy mix on their website</b>	Has been investigated and scheme has been confirmed but not clear on how scheme works. Will investigate further for proof <b>IN PROGRESS</b>
<b>VP GSBS to reach out to Kelvin</b>	Reached out and Kelvin keen to have

College to collaborate with	support as VP role is voluntary and happy to get involved with any ideas in future. Suggested a meeting should take place <b>ACTION – VP GSBS to arrange meeting with Kelvin College VP</b>
Clerk to mention change in catering provider in workbook	Clerk made mention of this in the workbook. <b>COMPLETED</b>
E+E Officer to email participants of survey	E+E Officer emailed all participants <b>COMPLETED</b>
E+E Officer to get more people involved in the campaign and promote it at Student Voice	E+E Officer encouraged survey participants to get involved in campaign and spoke to Student Voice members <b>COMPLETED</b>
VP GSBS to promote campaign to Dean GSBS	VP GSBS promoted campaign to Dean and at School Board <b>COMPLETED</b>
E+E Officer to reach out to other Vice Presidents to promote campaign	Has approached VP SHLS who will invite to school meeting to speak at. Currently awaiting feedback from VP SEBE <b>IN PROGRESS</b>
E+E Officer to meet with SB and GCU Sustainability Officer about potential in this campaign	GCU Sustainability Officer on paternity leave but will use soup kitchen to speak about food donations and will arrange meetings. SB pointed out clothes bin outside SA which could also be used but E+E Officer mentioned this overflows so would still be good to do campaign. <b>IN PROGRESS</b>

#### 4. Green Impact Student Unions Update and Action Plan

The E+E Officer then proceeded to go through each uncompleted action in the plan to get a progress report.

<b>ACTION</b>	<b>PROGRESS</b>
Get membership of E+E Committee updated and upload minutes of meeting	4 <sup>th</sup> meeting in place, will get minutes typed up and upload <b>IN PROGRESS</b>
Screenshot E+E section of website at various points of the year	November – March completed, April and May will be uploaded soon <b>IN PROGRESS</b>
Identify negative impacts through own and GCU's reporting ,publish findings and take measures to decrease detrimental outputs	Clerk has identified impacts from staff survey, business travel and clubs travel. Will compile and upload to website <b>IN PROGRESS</b>
Create a mileage rate for cyclists within our Expenses Policy to encourage more cycling	Discussed at Trustee Board in February but requires further work. Will be taken to Trustee Board soon as next meeting is after workbook submission – discussed with Chief Executive <b>IN PROGRESS</b>

Invite senior management in SA and relevant staff in GCU to meetings so they can contribute to the outcomes of the committee	Invited to this meeting. Need to prove impact <b>COMPLETED</b>
Define what adequately means and get proof on staff resource	Looking into staff time and will need to ensure budget next year takes into account fee for Green Impact. VP GSBS raised the question if the next FTO team should do Green Impact as the criteria is challenging. Will pose to new team. <b>IN PROGRESS</b>
Liaise with clubs and societies on sustainability activities	Still to catch up with Activities Manager after January meeting. No applicants for pot of funding made available. Sports and societies new recording miles for carbon emissions <b>IN PROGRESS</b>
Prove clothing is Fairtrade	Not achievable with current provider. May be only achievable if move to Epona <b>NOT ACTIONED</b>
Evidence meetings of positive outputs with Paulo/Therese/other instit. Officials	Still to be actioned
Working in partnership to attain external sustainability accreditation	Fairtrade Working Group going well but due to new vendors may need to not have status for 1+ months. Another meeting may be scheduled <b>IN PROGRESS</b>
Get information from estates (utilities) to find this out then develop action plan	Have utility information but hard to prove this reduction is due to efficiency. SVTL suggested looking at working practices and also the new printing system to demonstrate efficiency <b>ACTION – Clerk to explore</b>
Work with the institution to increase the amount of renewables in its energy mix (if not already in place)	VP GSBS to look into <b>IN PROGRESS</b>
Evaluate positive outcomes for students at the end of the workbook	To be actioned. Meeting will be held before workbook submitted to identify <b>ACTION – meeting to take place</b>
Look into collaborative working with other SA on sustainability	To be actioned. Will look into in meeting but may be too late to action this year, would be good to set groundwork for next year's group.
Prove food waste bin and what happens to it	Photo from Bistro bin to be taken <b>IN PROGRESS</b>
Evaluate this near the end of the workbook and identify outputs for natural environment	To be actioned. Will explore in meeting
Evaluate this near the end of the workbook and identify outputs for students' union	To be actioned. Will explore in meeting

<b>Campaign Section</b>	Update to be provided at next agenda point. Will be updated on workbook by E+E Officer <b>IN PROGRESS</b>

## 5. Click It to Submit It Campaign

E+E Officer updated the committee that the campaign has run for the past 3 weeks and that the target of 200 signatures has been smashed. The petition is still available online but will close today. A meeting has also taken place with DVC Academic who has since forwarded her official endorsement of the campaign. The next stage of the campaign would be to get teaching staff to make a proper commitment to move to online submissions. The E+E Officer felt School Board would be a good avenue to explore this but was looking for suggestions in how to get this commitment across.

SB mentioned that her programme board had recently met so programme boards would not be a good place to go. VP GSBS mentioned that GSBS are continuously updated by her so this was easy to do for her school.

E+E Officer asked how this change would reach students to show impact for the campaign. VP GSBS mentioned that policy was underway to move assessments and feedback online so that she didn't want to overstep the university on this. It was suggested that the campaign could link to the policy once created.

E+E Officer was keen to reach out to as many staff as possible. SVTL suggested speaking to the other VPs and asking them to speak to staff.

### **ACTION – VP GSBS to speak to other Vice Presidents about speaking to teaching staff about online submissions**

He also mentioned that to his knowledge SEBE were open to this idea already. E+E Officer also mentioned that SHLS were ahead of the curve with a lot of programmes already offering online feedback so they could be easy to speak to. The Clerk mentioned that to her knowledge that nursing students were wanting part of their workload to move online. SB stated that should be easy to do as trainee doctors had an e-portfolio. E+E Officer added that a lot of courses were now available online fully or partly so that the objectives of the campaign would be achievable.

## 6. Ethical and Environmental Committee 2017-18

E+E Officer mentioned to the committee that as she was due to graduate this year a new officer would need to be sought and asked the committee for ideas on how to get a new officer soon so they could be trained over the summer. Suggestions made included social media, an information session, contacting Programme Leads, using FTO communications, private appointment with E+E Officer and targeting specific groups of students – mainly 1<sup>st</sup> & 2<sup>nd</sup> years and business/fashion students.

### **ACTION – E+E Officer with support from Clerk to being promoting E+E Officer role.**

## 7. AOCB

E+E Officer informed the committee that she had received an email from a student complaining about recycling at Caledonian Court, with cleaners mixing up recycling and with no recycling facilities in individual flats, despite food and recycling carriers being available from the local council – who service Caledonian Court.

SVTL suggested contacting the GCU Sustainability Officer and the Clerk suggested including the Head of Estates in this email

**ACTION – E+E Officer to forward email to GCU Sustainability Officer and Head of Estates**

SB stated that cleaners were responsible for the waste and placing recycling in the correct bins so this should be easy to remedy. VP GSBS felt it could be as simple as adding relevant bins into each flat as this would make it easier to manage. SB agreed mentioned that if students want to recycle this would put the onus on them. E+E Officer felt this could be a new campaign for the new E+E Officer to run.

**8. Date of next meeting**

The extra meeting would be arranged in due course but this was the last official meeting of the committee for academic year 2016/17.