

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 19th June 2017, at 3.00pm, in room NH209.

In Attendance:

Kevin Campbell, Student President (Chair)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

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

Paul Stalker, Student Voice Co-ordinator (point 3 only)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None

2. **Previous Minutes**

The agenda item College Video was absent from the previous minutes. However, the Executive Committee agreed that pending the absent text the minutes from the previous meeting held on 9th June 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 9th June 2017. Vote: For 2; Against 0; Abstention: 2.** The minutes from the Executive Committee meeting held on 9th June 2017 were approved pending the additional text being added. **Action: Clerk.**

3. **Supporting PhD Journey Transitions Finding Report**

The Student Voice Co-ordinator presented the Supporting PhD Journey Transitions Report and gave some background to the report. As part of GCU's work on the Enhancement Theme of Student Transitions, GCU Students' Association was awarded funding to develop a research project to identify ways in which the organisation could enhance its services, activities and facilities in order to better support Postgraduate Research Students. He then went on to explain the analysis, key findings, key recommendations and next steps from the report. After a discussion the Committee agreed to endorse the report. It was explained that the report would be further distributed for internal and external stakeholders for consultation and relevant actions would be added to future Departmental Yearly Plans.

The Student Voice Co-ordinator left the meeting at 3.30pm.

4. **UG Survey, PTES and PRES Results**

The VP SEBE gave an overview of the GCU Student Experience Surveys 2017 report, which includes the high levels results of the GCU Undergraduate Survey (those students not completing the National Student Survey), PTES and PRES. He explained that the management of these surveys now lies with GCU Strategy and Planning and added that it was unclear the future of maintaining the PTES and PRES. The full survey results would be available through GCU DASH but due to data protection issues could not be accessed by the Students' Association.

A discussion took place on the indicative results of the students' association question within the NSS from analysing the question within the Undergraduate Survey results. The Chief Executive discussed research conducted by student unions in England with Alterline. He explained that this robust research suggested that students do not understand what the question means and is likely to score lower than the previous satisfaction question. It was agreed to raise this with Strategy and Planning and at the GCU Learning and Teaching Sub Committee. **Action: Student President.** The Chief Executive explained that the NSS results are out early August.

5. **Full Time Officer Remits 2017/18**

From the policy planning meeting the Chief Executive presented a paper outlined the proposed policy areas for each Full Time Officer. The Chair asked the Committee to identify any changes and to seek to approve the document. After discussions, the Academic Policy and Practice Committee (APPC) will move remit from the VP SEBE to the VP SHLS. **The Chair called for a vote to approve the set Full Time Officer Remits 2017/18. Vote: For – 4.** The Full Time Officer Policy Areas 2017/18 were approved.

6. **Quality Students' Unions (QSU) Draft Report and Feedback**

Based on the feedback from the Trustee Board the Chief Executive prepared a response to the draft Quality Students' Union report and asked the Committee for any final feedback and to endorse the response. He talked the Committee through each section of his email and the Committee felt the response was robust.

7. **Student Engagement Plan Update**

The Executive Assistant said that a date has been set for the Student Engagement Plan training session with the Full Time Officers for 23rd June 2017 and then a meeting scheduled for 25th July 2017 to set the Engagement Plan.

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

VP SEBE

- Looking into getting a GCU postgraduate social space – this is ongoing. The VP SEBE was advised to speak to Douglas Little, Director of Estates, within GCU, and having something put in the Estates Strategy.
- Working with Avril Williams, Student Wellbeing Manager, on a disability needs assessment survey. Over the year students will be monitored and programme teams will then be informed of the outcomes.

9. **Life Membership Applications**

No Life Membership Applications were received.

10. **Matters Arising**

10.1 **IPE Blog**

The Vice President SHLS completed this blog. This matter has been resolved.

10.2 **QAA Focus On Presentation**

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

10.3 **90 Day Password Blog**

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

10.4 **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 and Chief Executive.**

- 10.5 **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.**
- 10.6 **NUS Conferences**
The Student President is still to write a blog on the outcome of the recently held NUS Scotland and UK Conferences. This matter is ongoing. **Action: Student President.**
- 10.7 **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.**
- 10.8 **University Court**
The VP SHLS advised that discussions were taking place on the University Court Observer place. This matter is ongoing. **Action: Student President.**
- 10.9 **Centre for Living**
The Student President advised that he has a meeting next week and will update at the next Executive Committee meeting. This matter is ongoing. **Action: Student President.**
11. **AOCB**
There was no further business.

The meeting ended at 4.15pm

Date of next meeting
Friday, 28th July 2017, at 14:00pm, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 28th July 2017, at 2pm, in room NH209.

In Attendance:

Kevin Campbell, Student President (Chair)

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

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS) *arrived late at 2.15pm*

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS) *arrived late at 2.30pm*

Gordon McTweed, Activities Manager (point 3 only)

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None

2. Matters Arising

2.1 Previous Minutes

The missing text on Coming from College was added to the previous minutes. This matter has been resolved.

2.2 QAA Focus On Presentation

The Clerk will ask the Student Voice Co-ordinator to forward a copy of the presentation on to the Executive Committee. This matter is ongoing. **Action: Clerk.**

2.3 90 Day Password

The VP SEBE explained that he was working with IT on changing the required password reset from 90 to 120 days. He explained that a blog would be written and the Executive Committee informed when this was achieved but would be taken off matters arising at present. He added that IT are upgrading the version of windows on the student profile that will require an interim password reset solution for a period at the start of the Trimester. The VP SEBE explained he had been consulted about this and communications will be made available to students.

2.4 Governance Department Email

The Chief Executive explained that he felt this was a bigger piece of work with the Department of Academic Quality and Development to ensure that School Officers, PGT and PGR reps are recognised within the Quality Enhancement and Assurance Handbook and therefore recognised to attend School Boards. It was agreed to remove this from matters arising and the VP SEBE and Chief Executive would update when progress was made.

2.5 Postgraduate Students Proof of Income Blog

The payment schedule for PhD students will begin September. The VP SEBE will follow up with Professor Bonnie Steves, Director of the Graduate School, and report back on this item at a later date. This matter is ongoing. **Action: VP SEBE.**

2.6 NUS Conferences Blog

The Student President explained that other pressing issues meant that was not completed and felt too much time had passed to make this blog relevant. This matter is therefore resolved.

2.7 **Campaign Planning Chart Form**

The VP SEBE completed the Campaign Planning Chart Form for the BME Group event. This matter is resolved.

2.8 **University Court**

The Student President said he would be speaking to the Trade Unions in relation to the University Court Observer place and report back. This matter is ongoing. **Action: Student President.**

2.9 **Centre for Living**

The Student President attended a meeting in relation to proposed locations. This matter has been resolved.

Rachel Simpson arrived at 2.15pm.

3. **Student Bistro**

The Chair explained that the Students' Association had achieved an agreement within the University on a re-introducing a bar into the Students' Association Building and that this was added to the GCU Campus Catering Tender. He explained that Baxterstorey had been successful and would be working with the Students' Association on developing the Student Bistro into a Union Bar with food cooked to order. He added that the name would be changed from Student Bistro and that the counter area would be completed refurbished and new furniture for the area.

Yetunde Ogedengbe arrived at 2.15pm.

The Activities Manager presented the floor plans and mood boards from Baxterstorey and asked the Committee to provide feedback on the design direction and for suggestions for the name of the bar. The Activities Manager said that Baxterstorey were confirming with their suppliers on the alcohol that would be sold, ie lager on taps etc. After a discussion on the proposals the Committee endorsed the proposed design. There was a considerable discussion on the name of the bar. There was a consensus that the word 'Union' was included to address feedback from students. Initial suggestions included GCU Union and re:Union. The Chair invited members to propose any further ideas for a name to the Activities Manager by Monday 31st July 2017 to be submitted for consideration by Baxterstorey. **Action: FTOs.** The Activities Manager explained that a communications strategy would be developed to tell members on the changes to the Student Bistro. He added that a launch event would be incorporated into the Freshers programme.

The VP GSBS added that she had been in contact with Addaction who will provide leaflets to be distributed at the launch in relation to support and advice on alcohol use.

The Activities Manager left the meeting at 2.40pm.

4. **Nightline Partnership Agreement**

The Full Time Officers considered the Nightline Partnership Agreements between Strathclyde and Caledonian Nightline and City of Glasgow College Students' Association and with the University of Strathclyde Students' Association and Glasgow Caledonian University Students' Association. The Chair called for a vote to approve both Nightline Partnership Agreements. **Vote: For: 4. The Executive Committee voted to approve both the Nightline Partnership Agreements.** The VP GSBS signed both documents as policy lead.

5. **Project Proposal (creative therapies and student wellbeing)**

The VP SEBE gave some background on the paper he had distributed on the use of creative media therapies to support students living with mental health issues and that the proposal from the School of Engineering and Built Environment is to enhance and extend the current service within

the university. He added that this was a Strategic Investment Fund (SIF) bid and the academic school were consulting the Students' Association as a stakeholder. The Committee felt they did not fully understand what was being proposed and asked the VP SEBE to liaise with the school to find out more information. Action: VP SEBE.

6. **Individual and Team Objectives**

The Chief Executive encouraged the Full Time Officers to start to think about their individual and team objectives for 2017/18. He explained that there are normally three individual objectives and three team objectives and these are normally approved by the Committee before the start of Trimester 1. He invited all Officers to meet with him individually to create S.M.A.R.T objectives using the grid provided. **Action: FTOs.**

7. **Caledonian Court Event (3rd September 2017)**

The Chair explained that the Full Time Officers have been delegated organising an event at Caledonian Court as part of the Freshers programme. A discussion took place and noting capacity at this time of year it was agreed to show films that would meet the need of the audience and licence agreements. The VP GSBS will liaise with the Activities Manager to find out if the event in September has to be in Caledonian Court and work within any restrictions. **Action: VP GSBS.**

8. **GCU London Campus Visit/Road Trip**

The Full Time Officers expressed interest in visiting GCU London as part of their Engagement Plan. The Chief Executive reminded the Committee that the Student President was the policy lead for GCU London. Notwithstanding this he said a visit for each of the Vice Presidents with the Student President may be possible but dependent on the GCU London budget.

The Chief Executive explained that he felt a Road Trip with the Full Time Officers would be beneficial to visit other associations, unions or guilds. He explained that this has been undertaken in the past with institutions in similar mission groups, similar sizes or had achieved Quality Students' Unions. He added that this helped Officers refocus, was an opportunity to develop the team and identify areas for the development of the association in the future. He anticipated that this would take place late December 2017 or January 2018.

9. **Full Time Officer Engagement Plan 2017/18**

The Chair presented the Full Time Officer Engagement Plan 2017/18 that outlined the targets for the Full Time Officers. He explained that the targets would be monitored to assess progress. **The Chair called for a vote to approve the Full Time Officer Engagement Plan for 2017/18. Vote: F – 4. The Engagement Plan 2017/18 was approved.**

10. **Campaigns Funding - Sports Branding Launch**

The VP SEBE discussed the sports branding launch taking place during Freshers and that he is looking to get funding to provide marketing materials such as banners and flyers. The campaign is around making sports more inclusive and to get more people signing up for sports clubs as membership numbers have been dropping. The VP SEBE said he was looking for £200 - £300 from the campaigns budget. The Chair reminded members that the Campaigns Toolkit paperwork was required to be completed before any consideration would be made. The Chair asked the VP SEBE or the Sports Council to complete the Toolkit and brought to a future meeting of the Executive Committee.

11. **Dictaphone**

The Chair explained that this item was not relevant for the Executive Committee, as outside of the Campaigns Budget, this was not a resourcing committee.

12. **Student Leaders Programme**

The VP GSBS distributed a paper on the Student Leaders Programme proposing three new themes instead of the leadership competencies. She explained that this was a discussion paper. The three themes proposed were: 1. Equality, Diversity and Wellbeing; 2. Academic Skills; 3. Beyond University. The Chief Executive explained that it would be useful to review the leadership competencies, especially in relation to the Common Good curriculum but that it was important to ensure that there was sufficient capacity for this to be undertaken, especially with the current staff member vacancy and to ensure that all stakeholders were involved, including the Student Leaders Steering Group. He explained that this was unlikely to be undertaken before Trimester 2 2017/18 and any agreed changes could not be implemented until 2018/19.

13. **Ecosia**

The VP GSBS discussed having Ecosia, which is a not for profit social business founded in 2009, as an alternative browser for staff to use in the Students' Association instead of Google. Ecosia is a free search engine that plants trees with its ad revenue. Instead of using Google, staff would use Ecosia which would keep track of how many trees each individual has planted. The VP GSBS said she hoped to lobby GCU to use Ecosia in the future. The Chief Executive asked the VP GSBS to put together some text to send to him. **Action: VP GSBS.** The Chief Executive said he would then email out to all Students' Association staff advising that the preference is to use Ecosia. **Action: Chief Executive.** It was also suggested that this could be an Idea to take to the next Student Voice meeting to become policy.

14. **Mental Health Campaign**

The VP GSBS handed out a Campaign Planning Chart for the Mental Health Campaign, along with three additional papers - Problem and Solution Trees; and SMART Objectives. She explained that the proposal was for discussion only, as the papers had not been sent to the Committee in advance of the meeting. The reason for the campaign proposal is that the VP GSBS is seeking £400 for the cost to provide Mental Health First Aid Training, with the training being offered to participants on the Student Leaders Programme. It was suggested that a refundable deposit was taken from each participant to attend. The Chair asked that this item be discussed at the next meeting. **Action: Clerk.**

15. **Full Time Officer Reports**

All Full Time Officers submitted their written reports and provided a verbal update.

The Chair explained that when written reports are provided it is not necessary to explain what was said in the paper but only to highlight key items or provide an update since the report was provided. He also explained it is important to avoid jargon and not to make reference to Students' Association staff, thus complying with the Staff/Student Protocol.

From the report by VP GSBS, in relation to the Sanitary Products, a blog will be written by the VP GSBS. **Action: VP GSBS.**

16. **Life Membership Applications**

No Life Membership Applications were received.

17. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 19th June 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 19 June 2017. Vote: For 4.** The minutes from the Executive Committee meeting held on 19th June 2017 were approved.

18. **AOCB**

- 18.1 The VP SEBE raised the issue of timekeeping of Full Time Officers. He explained that during the Handover Period the Officers were regularly late to meet GCU colleagues, including members of the Executive Board. He felt this reflected badly on the Students' Association and sought the assurance of colleagues to each individually address this, including attending meetings on time. All Officers agreed to reflect on how they can each individually improve within this area.
- 18.2 The Student President discussed the agenda for the Executive Committee and re-iterated the purpose of the Executive Committee, as outlined within the bye-laws. He explained that items for inclusion on the agenda should be sent to the Student President (Chair) and the Executive Assistant (Clerk) for consideration. He re-iterated that the Executive Committee managed the Campaigns Budget but was not in itself a resourcing committee. He added that papers should be supplied in advance for circulation. He offered to discuss proposed agenda items to offer clarify to members on the suitable for the agenda.
- 18.3 The Student President asked that the ongoing outstanding matters arising from the agenda are completed for the next Executive Committee meeting.

The meeting ended at 4.30pm

Date of next meeting
Tuesday, 5th September 2017, at 14:10pm, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 5th September 2017, at 2pm, in room NH209.

In Attendance:

Kevin Campbell, Student President (Chair)

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

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

Yetunde Ogedengbe, 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 Objectives 2017/18

The Full Time Officers each gave a verbal update on the paper outlining their three objectives for the year. The objectives set were noted as being SMART objectives. The Student President verbally updated on his objectives. These are a review of GCU Academic Adviser System, ensuring SAGE is primary consulting body for student academic policy and securing student place on Remuneration Committee (University Court Sub Committee. The Student President explained he will complete the objectives grid. **Action: Student President. The Chair called for a vote to approve the set objectives for each of the Full Time Officers. Vote: For 4.** The Full Time Officer Objectives for 2017/18 were approved. The next stage will be for the Full Time Office Team Objectives to be added to each Full Time Officers pages on the website and to go to Student Voice in October to be ratified.

3. Student Voice Standing Policy

The Chief Executive presented a paper outlining the current Standing Policy. He explained that this would be presented to Student Voice and represents the current policy for the Students' Association. The Student President led a discussion through the Standing Policy to establish whether work was required. The Chief Executive explained that the Ideas from 2016/17 have been updated accordingly on the Student Voice module on the website.

4. NUS Student Volunteering Week

The Full Time Officers discussed being involved in NUS Student Volunteering Week (SVW) 2018 which runs from 19 – 25 February 2018. SVW will celebrate the contribution and impact of student volunteers and encourage even more students to get involved. The Full Time Officers all agreed to get involved in SVW. Further discussions will take place in due course on the involvement for SVW and how the Students' Association will celebrate the work of volunteers.

5. New Report Format

The VP GSBS discussed having a new reporting format for Student Voice rather than using the same template for the Executive Committee reports. The new reporting format would help report much better on the Full Time Officers remit points so it would be easier for the reader to understand. The VP GSBS suggested the Full Time Officers meeting with the Executive Assistant to plan out a reporting template and bring back to Executive Committee for discussion. **Action: Clerk.**

7. **Full Time Officer Reports (including Campaign Wins)**

The Full Time Officers gave a verbal update.

VP SEBE

- Attended Court Induction.
- Met Iain Stewart, Associate Dean – Learning Teaching and Quality regarding Class Representative training.
- Working towards getting a postgraduate social space.
- Met with Professor Cam Donaldson, Pro-Vice Chancellor (Research) regarding Enhancement Themes Report Paper.

GSBS

- Attended the following training courses - NUS Lead and Change; NUS The Gathering; Report Writing Course; GBV training with GCU and Rape Crisis and presented at this with Glasgow University.
- Met with GSBS Dean and Associate Dean regarding the Class Representative structures.
- School Officer training held in August. Ongoing actions to meet with officers again and discuss plan of work.
- Asked to review fitness to study policy for the Mental Health Task Group.
- Learning and Teaching Subcommittee on 16th August.
- Freshers Committees on 22nd August and 4th September.
- Induction Planning Steering Group on 23rd August.
- Sanitary products Parliamentary visit proposal on 14th August.
- Climate Challenge Fund Work - 21st August.

VP SHLS

- School meeting with Dean and Associate Dean regarding having four listening events within the school. The first two events will be for undergraduate and postgraduate.
- Met with the Dr Gregersen-Hermans, PVC International, regarding the listening event in October.
- Evening event scheduled for 13th October. The event will be a multicultural event for all international students.
- For Black History month alumni will attend along with Valerie Amos (Baroness Amos) attending.

Student President

- Attended induction with new governors.
- Draft Senate Effectiveness Review Survey Results document received. **Action: Clerk to Scan and send to Executive Committee.**
- Meeting with the Principal via monthly meetings.
- Involved in QAA annual visit.

8. **Life Membership Application Forms**

A Life Membership Application was received from Nicola Kennedy. **The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 4.**

9. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 28th July 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 28th July 2017. Vote: For 4.** The minutes from the Executive Committee meeting held on 28th July 2017 were approved.

10. **Matters Arising**

10.1 **QAA Focus on Presentation**

The QAA Focus on Presentation was forwarded on to members by the clerk. This matter is resolved.

10.2 **Postgraduate Students Proof of Income Blog**

The VP SEBE said the blog is ready and waiting to be approved. The VP SEBE was asked to forward the blog to the Executive Assistant. **Action: VP SEBE.**

10.3 **University Court Observer Place**

The Student President said that there has been no further movement on this matter but that the VP SEBE has had his induction.

10.4 **Student Bistro Name**

The Full Time Officers put forward suggested bar names to the Activities Manager. This matter is resolved. The Student President said he would forward the new bar logo to the committee members. **Action: Student President.**

10.5 **Individual and Team Objectives**

Individual and Team Objectives have been finalised. This matter is resolved.

10.6 **Caledonian Court Event**

The VP GSBS discussed with the Activities Manager the Caledonian Court Event scheduled for 5th September to show a DVD with no further issues. This matter is resolved.

10.7 **Ecosia**

The VP GSBS forwarded the Chief Executive text to send out in relation to staff using Ecosia. This matter is resolved.

10.8 **Ecosia**

The Chief Executive sent an email out to all staff advising that the preference was for them to use Ecosia. This matter is resolved.

10.9 **Sanitary Products Blog**

A blog on sanitary products by the VP GSBS has been written and the VP GSBS is meeting with Professor Valerie Webster, PVC Learning and Student Experience on Monday for discussions on the sanitary products proposal. VP GSBS to forward blog to the Executive Assistant. **Action: VP GSBS.**

11. **AOCB**

11.1 The Full Time Officers discussed the content of their Induction Talks throughout Freshers Week and it was decided that a further meeting would be required and the Executive Assistant would schedule a meeting. **Action: Clerk.**

11.2 The VP GSBS will attend the stall for the Student Services Fayre event on 10th October and will contact the Advice Centre to ask if they are able to participate on the day. The Executive Assistant will book a space for the stall on 10th October 2017. **Action: Clerk.**

11.3 The Executive Committee discussed their team objectives which are still to be finalised. Discussions focused on the following three items – Graduation Fees; Democratic Review; Review of the Academic Representative Structure within GCU. All agreed that the following items were good objectives to work on. The last item, Review of the Academic Representative Structure within GCU,

was an individual objective for the VP SEBE but will now be a team objective therefore the VP SEBE will require to find another individual objective to work on. **Action: VP SEBE.** It was agreed the Team Objectives would be brought to the next meeting for approval. **Action: Student President.**

- 11.4 The Student President gave an update on the new bar RE:Union and explained that Starbucks would be sold. The booths and flooring will be getting put in this week.
- 11.5 The Chief Executive explained that Student Voice members 2016/17 have been contacted to participate in a survey as part of the Full Time Officer Model review. The incentive to complete is a chance to win £100 cash prize. The Chief Executive explained the report will be presented to Student Voice and Trustee Board.

The meeting ended at 3.25pm

Date of next meeting
Tuesday, 26th September 2017, at 2:00pm, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 26th September 2017, at 2pm, in room NH209.

In Attendance:

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS) (Chair)
 Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
 Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS) *arrived at 2.10pm*
 Paul Stalker, Student Voice Co-ordinator (point 3 only)
 Josie McKay, Communications and Media Co-ordinator (point 7 only)

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

1. **Apologies**
 Kevin Campbell, Student President
2. **Matters Arising**
 - 2.1 **Student President Objectives Grid**
 The Student President completed his objectives grid and forwarded this on to the Chief Executive. This matter is resolved.
 - 2.2 **Report Template**
 The Executive Assistant said that a meeting has been scheduled for next week to discuss the format of the reports for Student Voice. This matter is ongoing. **Action: VP GSBS.**
 - 2.3 **Draft Senate Effectiveness Survey Results**
 The Executive Assistant forwarded the draft Senate Effectiveness Survey Results on to the Executive Committee members. This matter is resolved.
 - 2.4 **Postgraduate Students Proof of Income Blog**
 The VP SEBE has still to forward the Postgraduate Students Proof of Income Blog to the Executive Assistant. This matter is ongoing. **Action: VP SEBE.**
 - 2.5 **New Bar Logo**
 The Re: union Bar & Grill bar logo was forwarded on to the committee members. This matter is resolved.
 - 2.6 **Sanitary Products Blog**
 The VP GSBS has still to forward her Sanitary Products Blog to the Executive Assistant. This matter is ongoing. **Action: VP GSBS.**
 - 2.7 **Induction Talks Meeting**
 The Induction Talks meeting took place. This matter is resolved.
 - 2.8 **Student Services Fayre Stall**
 A stall was booked via the Executive Assistant for 10th October. This matter is resolved.

2.9 **Individual Objective – VP SEBE**

The VP SEBE has chosen another individual objective and will circulate his completed grid. This matter is resolved.

2.10 **Team Objectives**

The Team Objectives has been added as an agenda item to be discussed and approved. This matter is resolved.

3. **Class Rep Exit Survey**

The Student Voice Co-ordinator discussed the Class Rep Exit Survey 2017 Findings Report and gave some background to the report and discussed the key findings; statistics; and what's next. It was noted from some of the key findings listed that Class Reps tend to view their role as messengers between staff and students and that the majority of the Class Reps felt they made a difference through their volunteering. A bigger issue coming from the survey response was the recruitment process for Class Reps that are leading to Class Reps not being recruited in a timely manner. Discussions focussed on the next steps which will be for the report to go to Student Action Group for Engagement (SAGE) to give recommendations and to sign off the report. The report will also go to the Learning and Teaching Subcommittee (LTSC) and Student Voice. The Chief Executive asked that the Student Voice Co-ordinator add 'draft' to the report heading prior to the report being circulated. **Action: Student Voice Co-ordinator.**

The VP SEBE and the Student Voice Co-ordinator left the meeting at 2.30pm.

4. **Full Time Officer Team Objectives 2017/18**

The Chair said that the Full Time Officers met and finalised their team objectives and discussed each of the three objectives and it was noted that some objectives will require some more actions to be detailed further. The Chief Executive added that staff can't be named on the objectives grid. The VP GSBS and the Chief Executive will meet for further discussions on the team objectives. **Action: VP GSBS & CE. The Chair called for a vote to approve the Team Objectives 2017/18 subject to minor amendments. Vote: For – 2.** The Full Time Officer Team Objectives 2017/18 was approved.

5. **By-Law Changes**

The Chief Executive talked through the updated By-Laws document, which has not been updated in two years, and highlighted the changes made. **The Chair called for a vote to approve the amended GCU Students' Association By-Laws. Vote: For – 2.** The GCU Students' Association By-Laws Document will be required to go to the next Student Voice for approval.

6. **Cosy Students Project Proposal**

The VP SHLS presented the Cosy Students Project Proposal which would involve GCU Students' Association partnering with the project to help provide a service where outgoing international students donate items such as warm clothing, bedding, books etc. and other items they can't take home. Cosy Students then provide a service to clean, test and sell the items to incoming students at affordable prices thus helping with the issue of financial and environmental waste. The Chief Executive explained that this was a business proposal and therefore has to go via the Sales and Advertising Co-ordinator as this is a commercial opportunity for business development. The VP SHLS will forward the Cosy Students Project Proposal to the Sales and Advertising Co-ordinator. **Action: VP SHLS.**

The Communications and Media Co-ordinator joined the meeting at this point (2.45pm)

7. **Full Time Officer Reports (including Campaign Wins)**

The Full Time Officers gave a verbal update.

GSBS

- Attended first Equality and Diversity Working Group.
- Attended first GSBS Committee.
- Attended Induction Talks for Freshers.
- In discussions about having Moon Cups available on campus.
- Attended the Common Good in Curriculum Award.
- Attended Social Media and Blogging training.
- GSBS Facebook established.
- Manned the Student Voice Freshers Stall.

VP SHLS

- Planning for the Student Listening event is on 4th October.
- Working on the planning for Black History Month with an event on 10th October, from 4 – 6.25pm, with key speakers involved.
- Working on a multicultural event on 13th October, from 5 – 7pm.
- Working with the Careers Service in relation to the Tier 1 Visa.

The Communications and Media Co-ordinator asked that the Full Time Officers keep her updated on any wins/updates/blogs etc. and to use the flipchart sheet to put up any post-it notes with updates on any of their work.

With the Full Time Officer Team Objectives 2017/18 being approved it was agreed that a date for video filming should be scheduled to take place with each Full Time Officer giving their individual objectives. This will then be put on each Officers webpage. **Action: Executive Assistant.**

The Communications and Media Co-ordinator left the meeting at 2.50pm.

8. Life Membership Application Forms

A Life Membership Application was received from Gavin Mariotti. **The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 2.**

9. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 5th September 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 5th September 2017. Vote: For 2.** The minutes from the Executive Committee meeting held on 5th September were approved.

10. AOCB

- 10.1 The Chief Executive said that the Full Time Officers reports are due for Trustee Board on Thursday, 28th September 2017 and to forward the reports directly to him.
- 10.2 The Chief Executive said that the first draft of the Full Time Officer Review paper has been received and once he has checked the paper he would circulate it on. **Action: Chief Executive.**

The meeting ended at 3.00pm

Date of next meeting
Tuesday, 3rd October 2017, at 10:00am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 17th October 2017, at 10.10am, in room NH209.

In Attendance:

Kevin Campbell, Student President (Chair)
 Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)
 Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
 Josie McKay, Communications and Media Co-ordinator (point 4 only)
 David Carse, Chief Executive
 Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

2. Full Time Officer Model

The Chief Executive discussed the Full Time Officer Model review conducted by Lucidity Solutions Ltd. The Review has already been discussed at the Trustee Board meeting held on 9th October 2017 and will be going to Student Voice on 23rd October 2017. The Chief Executive and the Full Time Officers discussed the recommendations listed in detail and whether these recommendations should be addressed in the short (this academic year), medium or long term or not take forward at all. It was agreed that many recommendations could be addressed through the academic rep structure review team objective. There was a considerable discussion on recommendation 6 on whether there should be role-specific elections for a Vice President for each academic school. It was agreed that it would be useful to have further discussions with Salford Union. **Action: Student President.**

The Chief Executive felt that it may be useful to review the handover and start date for the Full Time Officers and for this to become earlier to provide an enhanced support period. The Executive Committee agreed that this was worth exploring. **Action: Chief Executive.**

3. Full Time Officers Engagement Plan

The Chair presented the Full Time Officer Engagement Plan and a discussion took place on the statistics for the month of September 2017. It was agreed that certain members were carrying the highest burden of activity and there was poor communication between members on who can attend activity. It was also noted that some engagement activities have ended up with only one Full Time Officer when it should be an activity in pairs. The Full Time Officers agreed to communicate better with each other and to try to attend as many activities as possible. It was agreed that the Executive Assistant would produce end of month statistics detailing which Full Time Officer attended each activity for future Executive Committee meetings. **Action: Executive Assistant.**

4. Full Time Officers Reports

The Full Time Officers each gave a brief update on their submitted written reports and gave an update on their objectives/wins and highlighted some key priority areas of work.

5. Life Membership Application Forms

A Life Membership Application was received from Leon Fisher. **The Chair called for a vote to approve the Life Membership Form. Vote: For – 3.**

6. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 26th September 2017 was an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 26th September 2017. Vote: For 3.** The minutes from the Executive Committee meeting held on 26th September 2017 were approved.

7. **Matters Arising**

7.1 **Report Template**

The meeting was scheduled to discuss the report template. This matter is resolved.

7.2 **Postgraduate Students Proof of Income Blog**

The VP SEBE submitted the blog which is on the website. This matter is resolved.

7.3 **Sanitary Products Blog.**

The VP GSBS submitted the blog which is on the website. This matter is resolved.

7.4 **Class Rep Exit Survey**

The Student Voice Co-ordinator added draft to the report heading prior to the report being circulated. This matter is resolved.

7.5 **Full Time Officer Objectives**

The VP GSBS and the Chief Executive met for further discussions on the team objectives. This matter is resolved.

7.6 **Cosy Students Project Proposal**

The VP SHLS will forward the Cosy Students Project Proposal to the Sales and Advertising Co-ordinator. No update was given on this item in the absence of the VP SHLS and so this matter is ongoing. **Action: VP SHLS.**

7.7 **Full Time Officer Objectives Filming**

The Executive Assistant has scheduled video filming dates for the Full Time Officers individual objectives. The VP SEBE and the VP GSBS are scheduled to be filmed this week. The films will be show at Student Voice and put on the website. This matter is resolved.

7.8 **Full Time Office Review Paper**

The Chief Executive has checked over the Full Time Officer Review Paper and circulated it on. This matter is resolved.

8. **AOCB**

8.1 The Chief Executive went through each item on the Student Voice agenda for the next meeting scheduled for Monday, 23 October 2017. The Chief Executive explained the new layout of the Student Voice agenda and the new cover sheet for papers.

8.2 The VP GSBS asked the Committee to approved participating in the NUS Scotland Mental Health Agreement. **The Chair called for a vote to approve participation in the NUS Scotland Mental Health Agreement. Vote: For 3.** Participation in the Mental Health Agreement was approved.

8.3 The VP GSBS discussed the new format for the Full Time Officer report and the Full Time Officers decided to add this item to the next Executive Committee meeting for further discussion. The Executive Assistant noted this item for the next meeting and that it would be added to the 31st October agenda. **Action: Executive Assistant.** The VP SEBE discussed the length of the Full Time

Officer reports being submitted to the Executive Committee and how some are longer than others. The Student President added that the reports were to be kept relatively concise.

The meeting ended at 12.00pm

Date of next meeting

Tuesday, 31st October 2017, at 10:00am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 31st October 2017, at 10.00am, in room NH209.

In Attendance:

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

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

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

Kevin Campbell, Student President

2. Full Time Officer Report Template

The VP GSBS discussed the proposed changes to the Full Time Officer Report Template. After a discussion it was agreed to remove the Membership Engagement section, Other Work/Progress section and Attendance at Meeting and Events section and replace this with Remit Progress section. It was agreed that member engagement is now a standing agenda item. The Chair called for a vote to approve the amended Full Time Officer Report. **Vote: For: 3; Against: 0; Abstention: 0.** **The template was therefore approved.**

3. Full Time Officer Induction Schedule 2017/18

The Chief Executive discussed the Orientation, Handover and Induction 2017/18 and asked the Full Time Officer for any feedback. He reminded the members on the rationale for each stage. The VP GSBS said that it would be useful when setting the Induction Schedule for next year to have the team and individual objectives for the Full Time Officers set before the Representation and Advice Department and the Activities Department have their planning days. The Chief Executive noted this feedback and added that timing/sequencing can be challenging. The VP GSBS added that it was much better to for the 'Meet and Greet' to be with directorates, instead of individuals. The VP GSBS added that she enjoyed the residential training events and thought it was well rounded programme of activity. The Chief Executive said discussions will start in Spring 2018 for the Orientation, Handover and Induction 2018/19.

4. Membership Engagement

The Executive Assistant provided an update on the Full Time Officers engagement figures for each of the activities for October 2017, which gave a breakdown of attendance from each of the Full Time Officers. The Full Time Officers noted the lecture shouts attendance was poor and agreed to attend more lecture shouts, recognising certain Officers are undertaking more lecture shouts than others.

5. Full Time Officers Reports

The Full Time Officers each gave a brief update on their submitted written reports and gave an update on their objectives/wins and highlighted some key priority areas of work.

VP SEBE

- Working on the postgraduate social space within the Saltire Centre, on level 3, where there will be a postgraduate social space in one of the seminar rooms. On level 4, there will be a PhD study space provided. The room on level 3 requires to be soundproofed. The VP SEBE agreed to produce a blog. **Action: VP SEBE.**
- Speaking to students about Disabled History Month,
- Modifying the Teaching Awards to recognise the work carried out by the PhD Supervisor.
- The first meeting of Student Action Group for Engagement (SAGE) is tomorrow and the Full Time Officer Review will be added to the agenda. **Action: VP SEBE.**

VP GSBSs

- The first Wellbeing Campaign event is today for the Blood Drive and is from 9am – 3.30pm.
- Working with the University and the Representation and Advice Department on the Mental Health Agreement plans for this year. The VP GSBS will produce a blog on this piece of work. **Action: VP GSBS.**
- Secured funding through the Sustainability Fund for £1,000 to be made available for any sports clubs, societies, media groups and liberation groups to bid for the money. The VP GSBS will forward further information to the Communications and Media Co-ordinator. This is a campaign win.
- Looking at doing a Mental Health Campaign which will take place at the end of Trimester 1 or Trimester 2, with an anti-stigma speaker giving a lecture and involved with the training for the Wellbeing Volunteers.
- Meeting today to fill the last School Officer space in GSBS.

VP SHLS

- International Listening Events – working with the PVC International looking into students having an extra chance to write their exam again.
- Black History Month went well and lessons were learned. Those that attended were happy with the event organised. The VP SHLS agreed to produce a blog. **Action: VP SHLS.**
- Working on the Tier 1 (Entrepreneur) Visa in November along with the Careers Team and the enterprise hub. This is for students who have a business idea and who have an official financial sponsor, such as the university, for the Tier 1 (Entrepreneur) Visa and can extend their time in the United Kingdom. [Clerks Note: the VP SHLS wrote to further explain her points]. The VP SHLS will produce a blog on this piece of work. **Action: VP SHLS.**

6. Life Membership Application Forms

Life Membership Applications were received from Roney Lee and Andrew Lynch. **The Chair called for a vote to approve the two Life Membership Forms. Vote: For: 3; Against: 0; Abstention: 0.**

7. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 17th October 2017 was an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 17th October 2017. Vote: For: 2; Against: 0; Abstention: 1.** The minutes from the Executive Committee meeting held on 17th October 2017 were approved.

8. Matters Arising

8.1 Full Time Officer Model (discussion with Salford Union)

The Student President was not in attendance at the meeting and so no update was given. This matter is ongoing. **Action: Student President.**

8.2 **Review of Full Time Officers Handover Start Date**

The Chief Executive reported that he was carrying out desk based research on this matter and had contacted all the Chief Executives of other Students' Associations/Unions, in Scotland. This matter is ongoing. **Action: Chief Executive.**

8.3 **Full Time Officers Engagement Plan Statistics**

The Executive Assistant produced statistics for the month of October and will continue to produce end of month statistics for each Executive Committee meeting. This matter is resolved.

8.4 **Cosy Student Project Proposal**

The VP SHLS said she had spoken to the Sales and Advertising Co-ordinator who said it would not be possible to take forward this proposal at this time. The VP SHLS said she would look at another way to take this proposal forward. This matter is ongoing. **Action: VP SHLS.**

8.5 **New format of the Full Time Officers Report**

The new format of the Full Time Officers report was added as an agenda item for discussion by the Executive Assistant. This matter is resolved.

9. **AOCB**

9.1 The Chief Executive discussed the Impact Email for November and in addition to having bullet points with text the email will this time include links to a short film with the Full Time Officers each giving a personal update on their achievements/wins so far. The Executive Assistant will liaise with the Communications and Media Co-ordinator about the date for the Impact Email to be sent out and then dates for filming can be scheduled to meet this deadline. **Action: Executive Assistant.**

9.2 The VP SEBE raised concern about students not clearing up after events that are booked via the Students' Association that take place in the Re:Union Bar and Grill. The Chief Executive thanked the VP SEBE to speak to him directly about this matter.

The meeting ended at 11.00am

Date of next meeting
Tuesday, 21st November, at 10:00am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 21st November 2017, at 10.00am, in room NH209.

In Attendance:

Kevin Campbell, Student President (Chair)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)
Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)
Emily Flaherty, Student Leaders Co-ordinator (point 2 only)
Adam Crawley, Societies Co-ordinator (point 2 only)
David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. End of Year Awards

The Societies Co-ordinator and the Student Leaders Co-ordinator gave an update on the planning of the End of Year Awards so far. The provisional date is scheduled for Friday, 20th April 2017, from 6 – 11.30pm, which is the last day of term. Tickets are priced at £5.00, which includes a 3 course buffet, a glass of fizz, and a ceilidh band. The price of the ticket may go up from £5.00 depending on further discussions around catering with Baxterstorey but the ticket will not go any higher than £10.00. The Re:Union bar has been booked out and discussions have taken place with Baxterstorey regarding the menu which will be a glass of fizz on arrival, two courses, buffet style, and a slice of cake. A cake will be purchased and the Student of the Year will cut the cake. The name of the event has yet to be confirmed but it will not be referred to as a ball. The event dress code will be smart/formal but not ball gowns. 12 Awards will be presented with a new award being added which will be the Social Innovation Award and depending on funding medals/smaller trophies will be awarded to the runners-up. A society and sports club, such as the Choir and Cheerleading will be asked to put on a recital/display of some sort. Radio Caley will assist with the PA and music. The EDIT will do the press for the event.

The Societies Co-ordinator and the Student Leaders Co-ordinator asked for reflections from the Executive Committee. The Committee recommended having the event on Thursday night instead of Friday as the campus is usually quieter on the last day of term. Names for the event were discussed and it is likely to be called STAR Awards. Once the date is finalised, a contact within the university is to be sought for the Full Time Officers to invite along GCU staff to the evening event.

3. Road Trip

The Chief Executive discussed the annual road trip that the Full Time Officers undertake and recommended the Road Trip take place in either the 3rd or 4th week in January 2018, to go away for three days, stay two nights, visiting 4 student unions. The Chief Executive asked the Full Time Officers to think about the unions they wished to visit. Birmingham and Coventry were discussed as possible options as there were quite a lot of unions in the surrounding area. The Full Time Officers agreed to do the visit in the 3rd week in January 2018. However, the Full Time Officers agreed to meet this week to discuss the unions they wished to visit and to have this finalised for the next Executive Committee meeting on 12th December 2017. **Action: Full Time Officers.**

4. **Teaching Excellence: a student perspective**

The Chief Executive talked through the Teaching Excellence: the student perspective report and gave some background and highlighted some key areas from the report. The Teaching Excellence Framework (TEF), which is compulsory in England and optional in Scotland, was a piece of reflective research carried out by students' unions and just under 9,000 students took part from 123 different universities, to hear the students views on TEF and of teaching excellence. Some of the findings raised were the TEF rating of Gold, Silver and Bronze and how these ratings raise concerns about the grading of universities, the value of degrees, and how TEF ratings affect employment prospects. The Executive Committee agreed that the Student President should take the findings for information to the Learning and Teaching Subcommittee and to SAGE to be discussed. **Action: Student President.** The Executive Assistant will forward the full report to the Full Time Officers: **Action: Executive Assistant.**

5. **Full Time Officer Start Date Proposal**

The Chief Executive said he had researched the moving of the start date for the Full Time Officers and presented a draft discussion paper on the Full Time Officers Start Date. The Chief Executive said that there was not much of a manoeuvre with the dates and highlighted the proposed new start date of 4th June 2018 and discussed the proposed benefits and the sector picture for when other Scottish Students' Associations/Unions have their handover period and start date. The Chief Executive explained that with the new start date of 4th June 2018 there is a drawback as the current Full Time Officers are contracted until 18th June 2018. Therefore, this would mean that for the current outgoing Full Time Officers they could be required to take garden leave for two weeks. The Full Time Officers discussed the proposal and were happy with the proposed changes. However, the Chief Executive was asked about taking time off to attend graduations during contracted hours if the start date is earlier. The Chief Executive said he would check this out and report back to the Full Time Officers. **Action: Chief Executive. The Chair called for a vote to approve the new Full Time Officers handover start date to 21st May 2018 with the official start date on 4th June 2018. Vote: For: 4; Against: 0; Abstention: 0.** The newly proposed Full Time Officer handover and start date has been approved. A paper will go to the third Student Voice meeting on the proposed handover and official start date for approval. A paper will also go to the Trustee Board for information and discussion about garden leave.

6. **Governance, Democracy and Operations Video**

Due to time constraints the video was not show at the meeting. However, the Full Time Officers were informed where the videos were on the website and that the highlighted that there is a shorter version of the video on the Equality and Diversity Staff Protocol for Student Voice.

7. **Terms and Conditions for payment of Members and Event Tickets**

The Chief Executive discussed the proposed changes to the Terms and Conditions for payment of Members and Event Tickets and highlighted a few key changes and in particular section 2.11, in relation to photography and filming, and that this may be required to be revised again in due course to be compliant with the new GDPR regulation. **The Chair called for a vote to approve the revised Terms and Conditions for payment of Memberships and Event Tickets. Vote: For: 4; Against: 0; Abstention: 0.** The Terms and Conditions for payment of Memberships and Events Tickets was approved. The Chief Executive said that the Terms and Conditions for payment of Memberships and Event Tickets paper will go to the next Trustee Board scheduled for 18th December 2017.

8. **Student Voice Meeting**

The Chief Executive said that this agenda item was added prior to the Student Voice meeting scheduled for Monday to help the Full Time Officer prepare for the meeting and go through the Student Voice agenda and related papers beforehand.

8.1 **Student Voice Meeting Agenda 2 2017/18**

The Chief Executive talked through the agenda. At the agenda item Ideas, the Full Time Officers discussed who would be responding to each Idea submitted at the meeting. It was noted that Ideas do not need to be taken forward necessarily by a Full Time Officer but could be taken forward by a Student Voice Officer.

8.2 **SAGE Terms of Reference**

The SAGE Terms of Reference paper was discussed and some amendments were suggested. The Chief Executive said he would make the changes to the paper as per the discussions which will then be reflected in GCU Students' Association By-Laws. **Action: Chief Executive.** The VP SEBE will present this paper. No further discussion was noted on this agenda item.

8.3 **Care Experienced Students and Student Carers representation groups**

The VP GSBS will present her paper on Care Experienced Students and Student Carer representation groups. No further discussion was noted on this agenda item.

8.4 **VP SHLS revised Individual Objectives**

The VP SHLS discussed her revised Individual Objectives and explained that the revised version was more about correcting the grammar than change of objectives.

8.5 **Student Voice Matters Arising**

An update was given from the Full Time Officers for each outstanding matter arising. It was agreed that the Matters Arising paper for Student Voice would be updated by the Executive Assistant and put on the website for the Student Voice members to access. **Action: Executive Assistant.**

9. **Full Time Officer Reports**

The Full Time Officers asked to resubmit their Full Time Officer Reports for Student Voice which include some updates and amendments. A deadline was set and the Full Time Officers were asked to submit their updated reports by 2pm. **Action: Full Time Officers.**

10. **Life Membership Application Forms**

A Life Membership Application was received from Hajnalka Szanto. **The Chair called for a vote to approve the Life Membership Forms. Vote: For: 4; Against: 0; Abstention: 0.**

11. **Previous Minutes**

The VP SHLS asked for the text, under point 5, Full Time Officers Reports, that the wording be changed from school to university, in relation to the Tier 1 Entrepreneur Graduate Visa. A Clerks Note will be inserted into the previous minutes to say the VP SHLS wrote to further explain her points. Subject to the draft previous minutes being amended; the Executive Committee agreed that the meeting held on 31st October 2017 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 31st October pending the amendment. Vote: For: 4; Against: 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 31st October 2017 were approved.

12. **Matters Arising**

12.1 **Postgraduate Social/Study Space Blog**

This VP SEBE said he has had informal discussions about this matter but would be following this up with further discussions. The VP SEBE will report back on this item at a later date and to be taken off the agenda.

12.2 **Full Time Officer Review – SAGE Agenda**

This matter is resolved.

- 12.3 **Mental Health Agreements Plans Blog**
The VP GSBS said that an action plan would be following shortly and then the blog can be published. This matter is ongoing. **Action: VP GSBS.**
- 12.4 **Black History Month Blog**
The VP SHLS said that this will be produced shortly. This matter is ongoing. **Action: VP SHLS.**
- 12.5 **Tier 1 (Entrepreneur) Visa Blog**
The VP SHLS said that this will be produced shortly. This matter is ongoing. **Action: VP SHLS.**
- 12.6 **Full Time Officer Model (discussion with Salford Union)**
The Student President said Salford Union could be visited as part of the Full Time Officer Road Trip scheduled in January. This matter is resolved.
- 12.7 **Review of Full Time Officers Handover Start Date**
The Chief Executive presented his paper. This matter is resolved.
- 12.8 **Cosy Student Project Proposal**
The VP SHLS said she would look at another way to take this proposal forward. It was agreed this matter would be brought back if and when necessary.
- 12.9 **Impact Email Dates**
The Executive Assistant liaised with the Communications and Media Co-ordinator and the date of 12 December 2018 has been confirmed. Filming has been carried out for the Impact films to go out with the email. This matter is resolved.
13. **Have Your Say (feedback cards)**
The Student President discussed Have Your Say feedback cards submitted during an Ask The Officer engagement activity. Feedback from students included the cost of parking and better parking facilities; better Wi-Fi; the cost and quality of catering on campus. The Student President said he would speak to the new General Manager for Baxterstorey regarding the catering. **Action: Student President.** The VP SEBE said he would speak to IT regarding the Wi-Fi. **Action: VP SEBE.** In relation to the parking cost and facilities, the Student President said he would liaise with the University to inform students of the facilities available for parking and to make students aware of the reduced parking costs. **Action: Student President.**
14. **AOCB**
The Chief Executive said that after the 2nd Student Voice meeting on Monday there will be a chance to network with members over a drink in the Re:Union Bar & Grill.

The meeting ended at 11.38am

Date of next meeting
Tuesday, 12th December 2017, at 10:00am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 12th December 2017, at 10.00am, in room NH209.

Members:

Kevin Campbell, Student President (Chair)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)
Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive
Kathryn Collins, Executive Assistant (Clerk)
Josie McKay (point 13 only) (arrived at 12.10pm)

1. Apologies

None.

2. Complaints Procedure

- 2.1 The Chief Executive presented the revised Complaints Procedure and said that previously the Complaints Procedure had been approved by the Trustee Board in May 2016 and that University Court no longer had to approve any changes to the policy. The Chief Executive said that some grammatical errors were corrected along with some legislative changes (ie GDPR) and then highlighted the key changes proposed within the Complaints Procedure which includes:

- Increasing the time for Stage One complaints to be resolved from 5 to 10 days.
- Remove the requirement to record Stage 1 complaints, as it was felt this was captured through other mechanisms.
- Procedure for appointment of Independent Person by University Court.

- 2.2 A paper on the Complaints Procedure will be discussed at the next Trustee Board meeting on 18th December 2017. No questions or comments were made by the Full Time Officers and the Chair called for a vote to endorse the Complaints Procedure document. **Vote: For: 4; Against: 0; Abstention: 0.** The Complaints Procedure was endorsed.

3. Care Experience Students' Officer and Student Carers' Officer

The Chief Executive and the Full Time Officers discussed who the support would be for the new positions of Care Experience Students' Officer and Student Carers' Officer and whether this should be added as a remit point for the Full Time Officers to discuss next year. The VP GSBS pointed out that as constituted groups they should be supported the same way the other representation groups. The VP GSBS said she would be happy to be the policy lead and the other Officers supported this. The Chief Executive explained that this would be added to the remit areas for negotiation by further Full Time Officers.

4. Sanitary Products Pilot Campaign

The VP GSBS said the pilot proposed would be working with the University and the Students' Association to provide free sanitary products to students and staff at GCU throughout the month of March and April. This would occur through two stages. Stage One – this would be stalls and free

unmanned distribution points across campus. This would occur in March, being Womens' History Month, and would allow time to get promotional materials and external support for the pilot in place. Stage Two would be card collection points. For the month of April, students would go to manned collection points (e.g. the Advice Centre/Campus Life) to collect products. The cards will show details of the sanitary products available and support services details too. The VP GSBS added that discussions had taken place about a bill in the Scottish Parliament about facilitating free access to sanitary products in all education institutions and that it is in GCU policy with reference to equality outcomes; the Common Good; and the gender action plan. The VP GSBS gave a breakdown of costs for products (pads, tampons and promotional material cards) along with the relevant paperwork and asked the Executive Committee for their support for £120.00 to run the pilot. The Full Time Officer said they fully supported the VP GSBS with the pilot. The Chair called for a vote to endorse the cost of £120.00 to assist with the Sanitary Products Pilot. **Vote: For: 4; Against: 0; Abstention: 0.** The cost of £120.00 was approved to assist with the Sanitary Products Pilot.

5. **NUS – 16 Days Against Gender Based Violence Campaign**

The VP GSBS talked about the campaign by NUS for Scotland's 16 days of action against gender based violence which took place in November through to December 2017. The VP GSBS said that although the campaign is now over she had received free cards to distribute on campus that detailed support organisations. The VP GSBS added that the contact details for Rape Crisis had not been listed on the cards. The VP GSBS asked the Executive Committee if it would be suitable for the cards to be handed out on campus to which the Executive Committee agreed that it would be suitable. The VP GSBS said she would contact Rape Crisis to see if they had any materials to distribute.

6. **Student Support Review**

The Student President discussed the Scottish Government Independent Student Support Review, a New Social Contract for Students in Scotland, and gave some background to the Review and highlighted some key points from the summary of recommendations. The Student President said that NUS campaigned for the review of student support and the recommendations are detailed, which have yet to be approved by the Scottish Government which is what NUS Scotland is calling for as the next stage. The Executive Committee discussed the recommendations and possibly doing a campaign sending a link to GCU students about the Student Support Review asking them to contact their MSP to accept the recommendations in the Review. This will be discussed at the next Executive Committee meeting. **Action: Clerk.** The Student President added that the Student Support Review be added to the agenda for the Student Action Group for Engagement (SAGE), Learning and Teaching Subcommittee (LTSC), and Student Voice. **Action: VP SEBE, VP GSBS and Clerk.** The Chair called for a vote to endorse the Independent Student Support Review, A New Social Contract for Students in Scotland. **Vote: For: 4; Against: 0; Abstention: 0.** The independent Student Support Review, A New Social Contract for Students in Scotland was endorsed.

7. **UK Quality Code Consultation Response**

The VP SEBE apologised and said that the deadline for the consultation response was tonight and so due to time constraints the paper was not available for the meeting. The VP SEBE then gave his feedback to the Executive Committee on the Consultation. The VP SEBE said that he had not yet seen the response from the University although he had asked for it. A suggestion to the VP SEBE was to see if the NUS Scotland had responded to see if they have the same perspective.

8. **Membership Engagement**

The Executive Assistant talked through the collated engagement figures for the Full Time Officers Engagement Plan for the month of November 2017. It was noted that there had been an increase from the previous month in relation to the number of lecture shouts had been attended, how many students the Full Time Officers had engaged with, as well as how many blogs had been written.

However, overall the engagement figures were not as high as they could be. The Student President and the Vice President added that they were disappointed with their engagement figures. A suggestion for the remainder of Trimester 1 was for the Full Time Officers to try to produce as many blogs as possible which can include any updates, wins, and what they are working on. The Chief Executive added that the Impact Email with video links would be sent out today.

9. **Life Membership Application Forms**

There were no Life Membership Application Forms received.

10. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous meeting held on 21st November 2017 was an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 21st November 2017. Vote: For: 4; Against: 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 21st November 2017 were approved.

11. **Matters Arising**

11.1 **Road Trip**

The Full Time Officers agreed the Unions to visit would be Coventry University Students' Union, University of Salford Students' Union, Huddersfield Students' Union and Leeds Beckett Students' Union. The Chief Executive said he will map out the route for the third week in January 2018 and book accommodation. This matter is resolved. [Clerk's Note: Coventry SU did not respond to email requests and was not visited].

11.2 **Teaching Excellence: a student perspective**

The Executive Committee agreed that the Student President should take the findings for information to the Learning and Teaching Sub Committee and to SAGE to be discussed. **Action: VP GSBS and VP SEBE.**

11.3 **Teaching Excellence: a student perspective**

The Executive Assistant forwarded the Teaching Excellence: a student perspective report on to the Full Time Officers. This matter is resolved.

11.4 **Full Time Officer Start Date Proposal**

The Chief Executive advised the Full Time Officers that they should follow relevant HR policies in relation to taking leave to graduate. This matter is resolved.

11.5 **SAGE Terms of Reference**

The Chief Executive made the changes to the SAGE Terms of Reference which will then be reflected in GCU Students' Association By-Laws. This matter is resolved.

11.6 **Student Voice Matters Arising**

The Matters Arising paper for Student Voice was updated by the Executive Assistant and put on the website for the Student Voice members to access. This matter is resolved.

11.7 **Full Time Officer Reports**

The Full Time Officers resubmitted their Full Time Officer Reports for Student Voice. This matter is resolved.

11.8 **Mental Health Agreements Plans Blog**

The VP GSBS that the blog will be ready on Friday. This matter is ongoing. **Action: VP GSBS.**

- 11.9 **Black History Month Blog**
The VP SHLS produced the blog and it is on the website. This matter is resolved.
- 11.10 **Tier 1 (Entrepreneur) Visa Blog**
The VP SHLS produced the blog and it is on the website. This matter is resolved.
- 11.11 **Have Your Say (feedback cards)**
The Student President spoke with the new General Manager for Baxterstorey regarding the catering. This matter is resolved.
- 11.12 **Have Your Say (feedback cards)**
The VP SEBE said he would speak to IT regarding the Wi-Fi. This matter is ongoing. **Action: VP SEBE.**
- 11.13 **Have Your Say (feedback cards)**
In relation to the parking cost and facilities, the Student President will get a communication out on the new University webpage to inform students of the facilities available for parking and to make students aware of the reduced parking costs. This matter is ongoing. **Action: Student President.**
12. **AOCB**
- 12.1 **End of Trimester Report – Full Time Officers**
The Chief Executive discussed the Full Time Officer Trimester 1 report, which is due on 26 January 2018, and talked through the questions from the report template which are based on the Quality Students' Union accreditation – Section 9: Representation and Campaigning. The Full Time Officers agreed that they would answer each question and forward their responses to the Student President to collate and pull the report together for submission. **Action: Full Time Officers.**
- 12.2 **Trade Unions**
The Student President talked about a recent meeting with the Campus Trade Unions where the Mutual Severance Scheme was discussed, current GCU targets and its impact on the student experience. The Student President also discussed potential national industrial action from members of the University and College Union (UCU) due to potential changes to the University Superannuation Scheme (USS) pension fund. The Student President said he would speak to Alex Killick, GCU Director of People Services, to establish any potential impact. **Action: Student President.**
- 12.3 **Baxterstorey**
The Student President said that he and the Chief Executive recently attended a meeting with the new General Manager at Baxterstorey GCU to discuss various issues within the Re:Union Bar & Grill, more furniture, improved menu, improved lighting, event booking procedure and fulfilment of sponsorship requirements and sponsorship fulfilment.
- 12.4 **End of Year Awards**
The VP GSBS discussed the Societies Council having a competition at the End of Year Awards where a student member who is part of multiple societies is picked at random to receive an award of some sort. The VP GSBS asked the Full Time Officer for their thoughts on this matter. The VP GSBS and the Full Time Officers felt that the End of Year Awards was not really the right time and place for the competition and proposed a separate event would be better for the competition. The VP GSBS will feedback to the Societies Council on this matter. **Action: VP GSBS.**

12.5 Societies Logo

The VP GSBS said that wished to make the Executive Committee aware that the Societies Council wish to have a new logo and so plans will be put in motion shortly to formally change their logo.

- 12.6 The VP GSBS said that at a recent meeting with the Societies Council it was raised that that members of Student Voice don't fully understand that they hold the Full Time Officers to account and should ask more questions at Student Voice. The Chief Executive said that the Chair of Student Voice should reiterate to Student Voice members that they have the power to hold the Full Time Officers to account and added that Student Voice members were shown the Governance, Democracy and Operations Video at the meeting and there is now new cover sheets for papers detailing the context to issues on the agenda. The Chief Executive and the Student President will work together to create a physical briefing or electronic briefing for new members on their role within Student Voice. **Action: Student President and Chief Executive.**

13. Full Time Officer Reports

The Full Time Officers gave a verbal update.

13.1 Student President

- The Student President said that most of this month he had been involved in meetings with Baxterstorey trying to resolve various issues.
- There is a pilot being run to extend the GCU London Campus library hours, during exams, with the library opening until midnight. However, the staff would finish at 7pm. The Student President will ask the Students' Association Co-ordinator in London to email the Communications and Media Co-ordinator in Glasgow with the library opening times and dates. **Action: Student President.**
- UHatch being delivered in London campus to be confirmed.

13.2 VP SHLS

- Working with Professor Valerie Webster, Deputy Vice-Chancellor Academic, and Learning Teaching and Quality staff, to get International Skills embedded into all university programmes. The VP SHLS will write a blog on this. **Action: VP SHLS.** A working group will be formed to get the International Skills into the programmes.
- The VP SHLS talked about the role of the Full Time Officer for the media groups and what the expectations were for the media groups of the Full Time Officer. The Full Time Officers suggested the VP SHLS start a conversation with the media groups on what their expectations are of the Full Time Officer and bring back to the next Executive Committee for discussion and to create clarity on what the remit areas mean for media. **Action: VP SHLS.**

13.3 VP GSBS

- Graduation Streaming Events – Big Success. Have received university endorsement for summer ceremonies in bigger venue (A005).
- Evening times article for Santa Sacks – 964 items as of this morning.
- Mental Health Campaign happened with See Me for the wellbeing volunteers (28th and 30th of November).
- Met with Staff in GSBS to plan a careers fayre.
- Ethical and Environmental committee had first meeting.
- Met with Elena from NUS to discuss work.
- Planning wellbeing fayre and contacted and secured two external organisations to come in.
- Secured alcohol awareness sessions in T2 with Glasgow Council on Alcohol.
- Discussing Swap Shop idea for T2 – T1 of 2018/19.

- Filmed for the Corporate Parent Steering Group university video. The VP GSBS said she would write a blog. **Action: VP GSBS.**
- Work for the Preventing and Responding to Gender Based Violence initiative was nominated in the Universities Points of Pride Awards.
- Created two new representation groups – Student Carers and Care Experienced Students Representation Groups.
- Appointed Student Carers Student Officer.
- Interviewed by 2 GSBS students for Santa Sacks Appeal.
- Attended the University Court Dinner.

13.4 **VP SEBE**

- The VP SEBE met with Douglas Little - Director of Estates, Professor Cam Donaldson – Pro-Vice Chancellor Research, Professor Ole Pahl – Association Dean Research, and some students to discuss the teaching block issue. This will involve centralising the research students which is up to 130 students and improving their research environment. The VP SEBE said he would write a blog. **Action: VP SEBE.**
- VP SEBE said he was working on the response to the UK Quality Code Consultation Response.

The meeting ended at 12.50pm.

Date of next meeting

Friday, 26th January 2018, at 14:00pm, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 26th January 2018, at 14.00pm, in room NH209.

Members:

Kevin Campbell, Student President (Chair)

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 2.33pm)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive (left the meeting at 3.55pm)

Kathryn Collins, Executive Assistant (Clerk)

Josie McKay (point 12 only) (arrived at 3.57pm)

1. **Apologies**

None.

2. **Mental Health Agreement Partnership Policy**

The VP GSBS outlined the working areas that GCU Students' Association and Glasgow Caledonian University agreed to develop as part of the Student Mental Health Agreement Partnership Policy. The VP GSBS explained that this is a formal agreement for the year and that the plan will be reviewed at the end of the academic year 2017/18 and a document produced to evidence work completed. The VP GSBS said that three areas were chosen for this year from a selection of criteria produced by NUS Scotland and an action plan produced. The three areas are Support Services Promotion; Tackling Stigma; and Peer Support. Different areas will be chosen to work on for each year. The University has still to complete some sections of the plan and the VP GSBS is following this up. A discussion took place and it was suggested that the action plan becomes the appendix and that that a policy section is developed outlining what both organisations do for mental health and where they work in partnership. It was also suggested to include having a quote from the VP GSBS and possibly the Principal in the introduction. The Chief Executive and the VP GSBS will meet to discuss the Agreement further next week. **Action: VP GSBS & Chief Executive.** It was agreed that the Mental Health Partnership Agreement would be presented to Student Voice and then possibly, the GCU Equality & Diversity Committee, Senate and University Court.

3. **New to GCU Survey**

The VP GSBS discussed the New2GCU Survey 2017/18: Key Findings and Recommendations. The VP GSBS gave an overview saying that that the survey attracted over 500 responses from new students across GCU Glasgow's three schools, representing a relatively low response rate of 12%. Overall the survey demonstrated a positive experience amongst the new student population. New initiatives such as the Welcome to GCU App and the Good2CU Induction courses were well received by students. The Full Time Officers discussed the potential areas for improvement and suggested some ideas which the VP GSBS said she would feedback at the next Induction Planning Steering Group.

4. **NUS Scotland Awards**

The Chief Executive and the Full Time Officers discussed the categories and criteria for the NUS Scotland Awards. Nominations close on 9th February 2018. It was agreed that under the following

categories four nominations will be put forward - Campaigns Award; Diversity Award; Student Opportunities Award; and University Students' Association of the Year. The VP GSBS will work on the nomination for the Campaigns Award and Student Opportunities Award. The VP GSBS and the VP SHLS will work on the Diversity Award. All the Full Time Officers will contribute to the nomination for the University Students' Association of the Year. The Full Time Officers agreed to have a draft of all the nominations ready by 6th February 2018, in time for the next Executive Committee meeting. **Action: Full Time Officers.**

5. **Full Time Officer Road Trip**

The Chief Executive reminded the Full Time Officers that a report is required to be written by them about their recent Road Trip. The report should include key things learned and to include any photographs taken from the trip. The VP SEBE said he would write the report with assistance from the Chief Executive. **Action: VP SEBE.** The Road Trip report will come back to the next Executive Committee then to the Trustee Board for information. It was suggested that the pros and cons of using the Salford Model be included in the report and that this be an agenda item for discussion at the next Student Voice. **Action: Executive Assistant.**

6. **Industrial Action**

The Chief Executive highlighted to the Full Time Officers about the UCU pensions strike update. Universities face initial 14 days of escalating strike action if a row over changes to the Universities Superannuation Scheme (USS) is not resolved. The strike would be expected to start on Thursday, 22 February 2017. The Student President said he would speak Alex Killick, Director of People, on this matter. **Action: Student President.** In relation to the Full Time Officers stance the VP GSBS said she would speak with Douglas Chalmers, University Campus Union, on advice about having a position in place for possible scenarios which may arise in relation to strike action. **Action: VP GSBS.**

8. **Membership Engagement**

The Executive Assistant presented her End of Trimester 1 Report detailing all the Full Time Officers engagement activities and statistics. It was noted that there was an increase in the lectures shouts for Trimester 1, 2017 – 18 with 7,488 compared to last year with 6,841. Coffee on Campus engagement figures had dropped significantly from last year but plans are in place for Trimester 2. Written Blogs have increased from last year and the Full Time Officers added that they had lots of ideas for blogs to submit for Trimester 2.

9. **Life Membership**

A Life Membership Application was received from David Campbell. **The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 4. Against: 0; Abstention: 0.**

10. **Previous Minutes**

The VP SHLS asked for point 13.2, under the heading Full Time Officer Report, to be amended and to remove the text INTO, so as to read - Working with ~~INTO~~ Professor Valerie Webster, Deputy Vice-Chancellor Academic, and Learning Teaching and Quality staff, to get Intercultural Skills Section embedded into all university programmes. **Action: Executive Assistant.** The Executive Committee agreed that on the amendment being made that the minutes from the previous meeting held on 12th December 2017 was an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 12th December 2017. Vote: For: 4; Against: 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 12th December 2017 were approved.

11. **Matters Arising**

11.1 **Student Support Review**

The Student Support Review to be added to the agenda for the Student Action Group for Engagement (SAGE), Learning and Teaching Subcommittee (LTSC), and Student Voice. This matter has been resolved.

11.2 **Teaching Excellence: a student perspective**

The Executive Committee agreed that the findings for information should be taken to the Learning and Teaching Sub Committee and to SAGE to be discussed. For the SAGE meeting this matter is ongoing. **Action: VP SEBE.**

11.3 **Mental Health Agreements Plans Blog**

The VP GSBS that the blog will be ready on Friday. This matter is ongoing. **Action: VP GSBS.**

11.4 **Have Your Say (feedback cards)**

The VP SEBE said he would speak to IT regarding the Wi-Fi. This matter is ongoing. **Action: VP SEBE.**

11.5 **Have Your Say (feedback cards)**

In relation to the parking cost and facilities, the Student President will get a communication out on the new University webpage to inform students of the facilities available for parking and to make students aware of the reduced parking costs. This matter is ongoing. **Action: Student President.**

11.6 **End of Trimester Report – Full Time Officers**

The Full Time Officers agreed that they would answer each question and forward their responses to the Student President to collate and pull the report together for submission. This matter is resolved.

11.7 **Trade Unions**

The Student President also discussed potential national industrial action from members of the University and College Union (UCU) due to potential changes to the University Superannuation Scheme (USS) pension fund. The Student President said he would speak to Alex Killick, GCU Director of People Services, to establish any potential impact. This matter is ongoing. **Action: Student President.**

11.8 **End of Year Awards**

The VP GSBS and the Full Time Officers felt that the End of Year Awards was not really the right time and place for the competition and proposed a separate event would be better for the competition. The VP GSBS will feedback to the Societies Council on this matter. This matter is resolved.

11.9 **Briefing for new members on their role within Student Voice.**

The Chief Executive and the Student President will work together to create a physical briefing or electronic briefing for new members on their role within Student Voice. This matter is ongoing. **Action: Chief Executive and Student President.**

11.10 **GCU London Campus Library Hours**

The Student President will ask the Students' Association Co-ordinator in London to email the Communications and Media Co-ordinator in Glasgow with the library opening times and dates. This matter is ongoing. **Action: Student President.**

11.11 Intercultural Skills Blog

Working to get Intercultural Skills embedded into all university programmes. The VP SHLS will write a blog on this. This matter is resolved.

11.12 Media Groups – Role of the Full Time Officer

The Full Time Officers suggested the VP SHLS start a conversation with the media groups on what their expectations are of the Full Time Officer and bring back to the next Executive Committee for discussion and to create clarity on what the remit areas mean for media. This matter is ongoing as feedback from The EDIT is required. **Action: VP SHLS.**

11.13 Corporate Parent Steering Group University Video

Filmed for the Corporate Parent Steering Group university video, the VP GSBS said she would write a blog. This matter is ongoing. **Action: VP GSBS.**

11.14 Teaching Block Issue Blog

This will involve centralising the research students which is up to 130 students and improving their research environment. The VP SEBE said he would write a blog. This matter is ongoing. **Action: VP SEBE.**

12. Full Time Officer Reports

The Full Time Officers gave a brief verbal update on key highlights of their work.

Student President

- Visited GCU London Campus for Induction Week along with the VP GSBS and took part in the tours. The SP and the VP GSBS will do a joint blog on their GCU London Campus visit.
- Met with Jan Hulme, University Secretary and VP Governance, to discuss having a student on the Remuneration Committee.
- Attended the Learning & Student Experience Staff Event with the VP SEBE and ran two sessions. The SP and the VP SEBE will do a joint blog on taking part in the event.

VP SEBE

- Win: Secured £12,000.00 of funding to build a new Postgraduate space on the third floor of the Saltire Building.
- Arranging a Valentine's Day event for 9th February 2018.
- Working on the issue of having exams before Christmas. This was raised by two SEBE School Officers from previous discussions.
- Sports Taxi Cup photoshoot coming up.

VP SHLS

- Attending GCU London Listening event on 28th February 2018.
- Worked on Trimester 2 - Careers Drop In Session.
- New International Student Officer in place.
- Working with Professor Valerie Webster, Deputy Vice-Chancellor Academic, and Learning Teaching and Quality staff, to get International Skills embedded into all university programmes within School of Engineering and Built Environment and the Glasgow School for Business and Society.
- Looking into getting a phone in the Students' Association for students to use to make free telephone calls within the UK.

VP GSBS

- Attended Ask the Officer.
- Attended SAGE.

- Blog on website about Gender and Sexuality Safe Space.
- Working with City College on Green Impact – a blog on this will follow in due course.
- Took part in the NSS video along with the other Full Time Officers.
- Working on the Road Trip joint blog.
- ‘Glasgow Goes Green’ Week. All universities in Glasgow are taking part and the Students’ Association are invited.
- Attended Induction Week at GCU London Campus with the Student President a blog will be produced on this.
- Attended a Mental Health Conference on 26th February in Edinburgh. A blog will be produced on this.
- Attending the Student Summit on Mental Health on 26th February.
- Attending the Hearing Impairment Awareness Session on Monday.
- Working on GCU event on alcohol awareness in Campus Life Lounge.

12.1 The VP GSBS suggested that the Full Time Officers let her know of all the up and coming events so they could be forwarded to the Communications and Media Co-ordinator. **Action: All Full Time Officers.**

12.2 The Communications and Media Co-ordinator discussed significant changes that are taking place in Facebook which will have an impact for the Students’ Association posts. The Communications and Media Co-ordinator added that the posts that put up must be more engaging than normal and the use of videos will help. A suggestion was to do some live broadcasting with the Full Time Officers at least once a week with two or more officers to speak about their work and so to have a live debate. The Executive Assistant will schedule weekly time slots for the live broadcasts with the Communications and Media Co-ordinator and the Full Time Officers. **Action: Executive Assistant.**

13. **AOCB**
There was no other business.

The meeting ended at 4.35pm.

Date of next meeting

Tuesday, 6th February 2018, at 10:00am, Room NH209

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Wednesday, 31st January 2018, at 11.04am, in room NH209.

Members:

Kevin Campbell, Student President (Chair)

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

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

2. **Motion for NUS Scotland Conference**

The Executive Committee held a discussion on the motion they would be submitting for the NUS Scotland Conference titled 'You can take our Code but you can NEVER take our Quality'. The Executive committee discussed motion and suggested moving the last point from Conferences Notes to Conference Briefs and to read 'The Scottish HE sector is standing together as one on the viewpoint of the revised UK Quality Code being unfit for purpose'. **The Chair called for a vote to support the motion 'You can take our Code but you can NEVER take our Quality' being amended and then submitted to NUS Scotland. Vote: For: 4; Against: 0; Amendments: 0.** The Chief Executive said he would amend and submit the motion to NUS Scotland. **Action: Chief Executive.**

The meeting ended at 11.06am.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 6th February 2018, at 10.00am, in room NH209.

Members:

Kevin Campbell, Student President (Chair)

Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE) (left at 11.25am)

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 10.10am)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS) (arrived at 10.10am)

In Attendance:

David Carse, Chief Executive (left at 11.25am)

Kathryn Collins, Executive Assistant (Clerk)

Josie McKay (point 8 only) (arrived at 11.25am)

1. Apologies

None.

2. Third Student Voice Meeting

The Chief Executive presented the Full Time Officers with the Student Voice Agenda, Matters Arising, Ideas, Revised Ethical and Environmental Committee Remit and Full Time Officer Model – Salford evolution, for the next Student Voice scheduled for 12th February 2018 and to raise any issues on any of the agenda items or papers prior to the meeting. It was noted that for one of the Ideas, regarding reusable takeout containers in the cafeteria, that the proposer would be doing a short video as she was unable to attend the meeting. The Chief Executive asked the Clerk to update the Matters Arising paper to reflect the updates given from the Full Time Officers. **Action: Clerk.**

3. Volunteer Role: Class Representative

The VP SHLS presented her paper on the revised Class Representative Role Description. The paper has been updated to include the role purpose, role activities, role benefits and support and training given. The VP SHLS asked the Executive Committee for feedback on the updated paper. The Executive Committee said that they liked the paper and that it was clear and had a good structure. There was discussion about the possible name change of School Officers to Department Level Representatives. A suggestion was to look at the GCU Quality Enhancement and Assurance Handbook to see what was included about student reps. **Action: VP SHLS.** A discussion took place on the eligibility section and that further support that is available compared to what was outlined. It was agreed that all the role descriptors for student reps would be discussed, to identify gaps, and to ensure synergy before being presented to S.A.G.E and then Student Voice for approval. It was established that it was also important to ensure robust consultation with the University on these roles.

4. Life Membership Application Forms

There were no Life Membership Application Forms received.

5. Previous Minutes

The VP SHLS asked for an amendment to the previous minutes, under point 4, under the heading NUS Scotland Awards, to be changed to VP SHLS will work on the Diversity Award. Under point 6, under the heading, Industrial Action, for the first sentence to be amended to say Universities Superannuation Scheme (USS) pension and not University pensions. The VP SHLS asked for point 10, under the heading Previous Minutes, to include the word section so as to read - Working with

Professor Valerie Webster, Deputy Vice-Chancellor Academic, and Learning Teaching and Quality staff, to get Intercultural Skills Section embedded into all university programmes. Under point 11.11, International Skills Blog, this is to be amended to read Intercultural Skills Blog. **Action: Executive Assistant.** The Executive Committee agreed that on the amendments being made that the minutes from the previous meeting held on 26th January 2018 was an accurate record of the meeting. The Executive Committee agreed that the minutes from the previous Extraordinary Executive Committee on 31st January 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 26th January. Vote: For: 4; Against: 0; Abstention: 0. The Chair called for a vote to approve the minutes from the Extraordinary Executive Committee meeting held on 31st January 2018. Vote: For: 3; Against: 0; Abstention: 1.** The minutes from the Executive Committee meeting held on 26th January and the Extraordinary Executive Committee meeting held on 31st January 2018 were approved.

6. **Matters Arising**

6.1 **Mental Health Agreement Partnership Policy**

The Chief Executive and the VP GSBS met to discuss the Agreement further. This matter is resolved.

6.2 **NUS Scotland Awards**

The Full Time Officers agreed to have a draft of all the nominations ready by 6th February 2018, in time for the next Executive Committee meeting. This matter is ongoing. **Action: Full Time Officers.**

6.3 **Road Trip Report**

The VP SEBE said the report has not yet been written. The Chief Executive agreed to send his notes. This matter is ongoing. **Action: VP SEBE.**

6.4 **Salford Model on Student Voice Agenda**

The Salford Model evolution is on the Student Voice Agenda for discussion. This matter is resolved.

6.5 **Industrial Action Discussion**

The Student President has spoken to Alex Killick, Director of People, on this matter. This matter is resolved.

6.6 **Industrial Action Advice**

The VP GSBS spoke with the President of UCU Trade Union on campus and he confirmed that there would be no industrial action on the GCU campus in relation to the Universities Superannuation Scheme (USS) pension scheme. This matter is resolved.

6.7 **Amendment to Previous Minutes (for VP SHLS)**

The VP SHLS asked for point 13.2, under the heading Full Time Officer Report, to be amended and to remove the text INTO, so as to read - Working with ~~INTO~~ Professor Valerie Webster. This matter is resolved.

6.8 **Teaching Excellence: a student perspective**

The Executive Committee agreed for the VP SEBE to take the Teaching Excellence: a student perspective report for discussion to the Learning and Teaching Sub Committee and to SAGE to be discussed. This matter is resolved.

6.9 **Mental Health Agreements Plan Blog**

The VP GSBS said that the blog will be ready on Friday. This matter is ongoing. **Action: VP GSBS.**

6.10 **Have Your Say (feedback cards) Wi-Fi**

The VP SEBE said he would speak to IT regarding the Wi-Fi. This matter is resolved.

- 6.11 **Have Your Say (feedback cards) Parking facilities and cost**
The Student President said he has not yet obtained information about subsidised parking on the GCU website. This matter is ongoing. **Action: Student President.**
- 6.12 **Briefing for new members on their role within Student Voice**
The Chief Executive and the Student President will work together to create an Induction for new members on their role within Student Voice. This matter is ongoing. **Action: Chief Executive and Student President.**
- 6.13 **GCU London Campus Library Hours**
The Student President is progressing communications to GCU London students on the campaign win on the GCU London Library opening hours. This matter is ongoing. **Action: Student President.**
- 6.14 **Media Groups – Role of the Full Time Officer**
The VP SHLS has still to meet with The Edit to discuss the role of the Policy Lead for student media. This matter is ongoing as feedback from The EDIT is required. **Action: VP SHLS.**
- 6.15 **Corporate Parent Steering Group University Video**
Filmed for the Corporate Parent Steering Group university video, the VP GSBS said she would write a blog. This matter is ongoing. **Action: VP GSBS.**
- 6.15 **Teaching Block Issue Blog**
This will involve centralising the location of the research students which is up to 130 students and improving their research environment. The VP SEBE said he would write a blog. This matter is ongoing. **Action: VP SEBE.**
- 6.17 **Up and coming events**
The VP GSBS suggested that the Full Time Officers let her know of all the up and coming events so they can be added to the website. The Chief Executive suggested that they contact the Executive Assistant who will add them to the website. The Executive Assistant was asked to include this within the Full Time Officer induction. **Action: Clerk.**
- 6.18 **Live Broadcast Time Slots Scheduled**
The Executive Assistant will schedule weekly time slots for the social media live broadcasts with the Full Time Officers. This matter is resolved.
- 6.19 **Motion for NUS Scotland Conference**
The Chief Executive said he would amend and submit the motion to NUS Scotland, based on the feedback from the Executive Committee. This matter is resolved.
7. **AOCB**
- 7.1 The Executive Committee held a discussion on the two motions they would be submitting to the NUS UK Conference, which are International Student and Affordable Housing for all Students. The first motion International Student Visas; is in relation to post study visas for international students and paying for visas for international students becoming Full Time Officers. It was suggested that this was two issues in one motion and for the VP SHLS to write to separate motions. **Action: VP SHLS.** The second motion Housing for all Students, is a campaign to ensure housing agents give an affordable deposit to students of at least 10% of house rent equivalent. There was support for both motions but it was suggested that the VP SHLS works with others to develop the motions further. **Action: VP SHLS.** The deadline for the motion to NUS is the 9th February 2018.

- 7.2 The Full Time Officers discussed a statement they had signed and sent out last night via Facebook which stated the following - Under no circumstances should any constituted student group of GCU Students' Association negotiate on behalf of the organisation with external companies. The constituted groups of GCU Students' Association are: Societies Council; Sports Council; The EDIT and Radio Caley. All communication should be brought to the policy lead who will then negotiate on your behalf with the named party on the provision that approval is granted by the Trustee Board.
- 7.3 The Chief Executive discussed the National Student Survey (NSS) Email feedback he received from the University and explained that the guidance for NSS is much more stringent this year and detailed and that the email will be reworded to meet the criteria. The Chief Executive will send on the NSS email (version 2) once the amendments have been made. **Action: Chief Executive.** The VP GSBS added that there is a new optional bank set of question on the environment in the NSS for 2018 and this discussed with the Executive Committee at a future meeting. **Action: VP GSBS.**

At this point in the meeting the Chief Executive and the Vice President SEBE left the meeting. The Communications and Media Co-ordinator joined the meeting.

8. Full Time Officer Reports (including Campaign wins)

8.1 VP SEBE (update given by the Student President)

- Met with the chair of research degrees committee to explore the start dates of research students at GCU. The aim is to bring PG induction into align with the start date of the rest of the student body.
- Survey Students with Disabilities to establish effectiveness of needs assessment process – work on this has not started yet.
- Review the effectiveness of Student involvement in GCU Programme Reviews - started interviewing students who have been on the panel in order to gather their experience on student involvement in the process.
- Work is ongoing for the team objectives.
- Glasgow Taxis Cup: Working with Sports Presidents at Strathclyde and Glasgow University to secure a venue for the after party.
- Working with Campus Life on a Valentine's Day mixer event in the Re:Union Bar & Grill.

8.2 Student President

- Review Academic Advisor system - staff research successfully completed. At time of writing, student focus group yet to be carried out. Next stage will be marrying up the two research bases and finding common ground between staff and students.
- Academic Advising Student Focus Group tomorrow at 12pm on NH008.
- Secure Student seat on Court Remuneration Sub-Committee - University Secretary has agreed and awaiting "rubber stamping" from Court Membership Committee.
- Carrying out review of School Officer role description, set to meet soon as possible.
- NSS Ranking: worked with university to articulate and communicate SA's wins. Attended multiple lecture shouts and in the process of producing blogs and materials to highlight the positive impact the Students' Association makes on students behalf.
- Working with university to determine accessibility of Caledonian Court.
- Ongoing issues with the bar and set up a meeting with the Council Chairs and worked with BaxterStorey to pilot weekend openings.

8.3 VP GSBS

- Secured funding from the association and the university to introduce sanitary products to the GCU Glasgow Campus this March and April in a sector leading pilot.

- Reviewed current role description for School based representatives - Began a survey of relevant individuals on the role description and responsibilities of school officers.
- Next campaign will be on the topic of sexual health.
- Equality and Diversity Committee (SA) - Actively expanded the Committee by introducing another position for the care experienced student officer. Have re-drafted bylaws further to include university representation.
- Glasgow Goes Green Festival - Engaging in the Glasgow Goes Green Festival for the first time as an Association this year. Working on a joint event with Glasgow University and SRC.

8.4 VP SHLS

- Proposed embedding intercultural skills sessions into all GCU programmes. met with the DVC academic, Associate Dean Learning, Teaching and Quality for SHLS/SEBE/GSBS, Assistant Head of Learning, Teaching and Quality for SHLS/SEBE/GSBS, Director of Academic Quality and Development, Head of Academic Quality and Prof. of Learning & Teaching to discuss piloting the proposal.
- Organised a trimester two listening event for students with the University's Pro-vice chancellor-international. This will target both Erasmus and Non-EU students on 13th February 2018.
- Organised another listening event at GCU London to ensure a wider reach of students and equal representation at other campus on 28th February 2018.
- Met with the Career service staff to plan trimester two drop-in session for students.
- Organised a meeting with the Associate Dean for learning, teaching and quality to plan a staff and student conference for students.
- Created further awareness of the new Tier 1 (Entrepreneur) Visa for more international students' participation.
- Organised a meeting with the Development Services Manager at Alumni department about a proposal of international Alumni society. This was recommended to recruit more alumni who could mentor for both new and current students.

The meeting ended at 11.45pm.

Date of next meeting

Thursday, 22nd February 2018, at 15:00pm, Room NH209

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Friday, 9th February 2018, at 2.18pm, in room NH209.

Members:

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

In Attendance:

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

Kevin Campbell, Student President
Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

2. Motion for NUS UK Conference

The Executive Committee held a discussion on the two motions they would be submitting to the NUS UK Conference, which are International Student Visas and Affordable Housing for all Students (Welfare). The first motion International Student Visas; is in relation to international student visas and for the universities to be involved in supporting funding for international students who are elected as sabbatical officers to deal with visa and immigration issues. The second motion Housing for all Students (Welfare), is a campaign to ensure housing agents give an affordable deposit to students of at least 10% of house rent equivalent. **The Chair called for a vote to support the two motions which are International Student Visas and Affordable Housing for all Students (Welfare) to be submitted to NUS UK. Vote: For: 2; Against: 0; Amendments: 0.**

The meeting ended at 2.25pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 20th March 2018 at 10.00am in room NH209.

Members:

Kevin Campbell, Student President (Chair)

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 10.05am)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. Fourth Student Voice Meeting

The Chief Executive presented the Full Time Officers with the Student Voice Agenda and Matters Arising for the next Student Voice scheduled for Monday 26th March 2018, and to raise any issues on any of the agenda items or papers prior to the meeting. The Chief Executive highlighted the Elections for places on various committees within the University. In relation to the Full Time Officer reports, the VP SEBE said he was working on his report and would finish it today. The Chair discussed the Ideas and in particular the Nap Pods and the operational risks involved and for the Idea about Exams before Christmas having political risks involved. The Full Time Officers discussed Honorary Life Members and that no names had been put forward and this would be discussed later under Any Other Business.

3. Student Safe Taxi Scheme

The Chief Executive discussed there not being a system in place for the Student Safe Taxi Scheme and how to go about reinstating this and how payment for the Scheme will work. The VP GSBS and the Chief Executive said they were happy to look into the Student Safe Taxi Scheme further.

Action: Chief Executive and VP GSBS.

4. Sustainability in Teaching Awards

The VP GSBS discussed the criteria for the Green Impact and sustainability being optional criteria for the Teaching Awards. The VP GSBS said it was too late to change the criteria for this year but it could for next year. The Executive Committee agreed to defer this discussion to Student Action Group for Engagement (SAGE) and the VP SEBE would take this forward at the next meeting.

Action: VP GSBS

5. Intercultural Skills Session Update

The VP SHLS gave an update on the Intercultural Skills Sessions and said this will affect all year one undergraduates within the three academic schools – SEBE, SHLS and GSBS. The pilot will take place next year with 9 programmes in total. The sessions would initially be delivered to Module Leaders, who will then develop school specific sessions for students and this will tie in with the University Strategy for 2020 and the Student Action Plan.

6. International Student Survey 2017

The VP SHLS discussed the Hobsons International Student Survey 2017 and took members through the various sections of the report. The VP SHLS talked about the five things that are important to

international students when choosing a course and choosing a country and that it was high quality teaching that was ranked the highest for the decision making factor. The Executive Committee discussed what to do with the report and it was decided that the report should go to the International Students Group within the Students' Association and that it should go to SAGE too. **Action: VP SHLS and VP SEBE.** It was noted that the University discussed the survey at the GCU International Committee.

7. **Briefing Report Higher Education and Brexit – current European perspectives**

The VP SHLS discussed the Briefing Report from the Centre for Global Higher Education, UCL Institute of Education – Higher Education and Brexit: current European perspectives and explained that the report is a result of a research project based on a series of interviews with academic staff, university leaders and policy makers in higher education across 10 European countries between April and November 2017 and the aim of the study was to collect preliminary data on the potential impact of Brexit on UK universities. The VP SHLS highlighted the key points and in particular how the Scottish policy makers expressed concern about possible loss of academic staff and how to replace them if visa restrictions were to be introduced. The Executive Committee talked about a possible future NUS campaign around this matter.

8. **Full Time Officer Reports**

The Full Time Officers submitted their written reports.

The VP SEBE gave a verbal update as his report is to follow shortly.

- The Fitness to Study Policy is on track and all feedback has been communicated to the University Wellbeing Department.
- Supported Radio Caley by working with University IT to ensure that the Network attached Storage is configured. This allows students to access their show recordings off campus.
- Currently working with University IT to move the VMs within the 24hr from the all in one computer to the desktop computers. This will result in the VMs running faster
- Represented the NUS Motion made at NUS Scotland Conference. The VP SEBE will write a blog on this matter. **Action: VP SEBE.**
- The construction of the PG Space on Campus will begin at the end of March. The location has been confirmed as the 4th floor of the saltire library. Working with estates, furniture for the Social Space has been secured and funding to re-furbish existing seating.
- Working with the VP GSBS on the Points of Pride.
- Attended the Nelson Mandela foundation event at GCU.
- Attended Glasgow Taxis Cup.

In relation to the report from the VP SHLS, the Executive Committee asked that for the most recent SHLS School Board Minutes to be forwarded to them. **Action: VP SHLS.**

The Executive Committee agreed to have a separate meeting and to meet as soon as possible to discuss their team objective to review the academic Class Rep structure within the University. **Action: Full Time Officers.**

In relation to the report from the VP GSBS, the Executive Committee asked for the feedback provided to the Student Wellbeing Manager regarding the themes mentioned at the Mental Health Student Summit to be emailed to them. **Action: GSBS.**

The Chair requested that for future meetings when the Full Time Officers have submitted written reports that they are not then discussed.

9. **Honorary Life Members**

The Executive Committee agreed the following shortlist for Honorary Life Members:

Students

- Susan Docherty
- Rehaan Atif
- Fraser Knight
- John Templeton

External

- Hazel Brooke MBE
Kevin Ward

The Chair agreed to write some text supporting the shortlist nominations for a paper to go to Student Voice to ratify the shortlisted nominations for Honorary Life Members. **Action: Student President.**

10. Life Membership Application Forms

There were no Life Membership Application Forms received.

11. Membership Engagement

The Executive Assistant gave an update on the membership engagement for January and February. The Chief Executive asked the Full Time Officers to note that the Students' Association Annual Survey will be going out in week 10 if this can be communicated out via the various engagement activities as there will be cash prizes for members. **Action: Full Time Officers.** The VP GSBS and the VP SHLS added that they had each submitted articles to The EDIT. The Executive Assistant asked if they could forward the articles to her so they can be logged. **Action: VP GSBS and VP SHLS.**

12. Previous Minutes

The Executive Committee agreed that the minutes from the previous Executive Committee on 6th February 2017 and the Extraordinary Executive Committee on 9th February 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 6th February 2018. Vote: For: 4; Against: 0; Abstention: 0. The Chair called for a vote to approve the minutes from the Extraordinary Executive Committee meeting held on 9th February 2018. Vote: For: 2; Against: 0; Abstention: 2.** The minutes from the Executive Committee meeting held on 6th February 2018 and the Extraordinary Executive Committee meeting held on 9th February 2018 were approved.

13. Matters Arising

13.1 Third Student Voice Meeting

The Executive Assistant updated the Student Voice Matters Arising paper to reflect the updates given from the Full Time Officers. This matter is resolved.

13.2 Volunteer Role: Class Representative

The VP SHLS has yet to look at the GCU Quality Enhancement and Assurance Handbook to see what was included about Student Representatives in relation to discussions about the possible name change of School Officers to Departmental Level Representatives. This matter is ongoing. **Action: VP SHLS.**

13.3 Previous Minutes

As per the request from the VP SHLS, the Executive Assistant amended the text in the previous minutes, under point 4, 6 and point 10. This matter is resolved.

13.4 NUS Scotland Awards

The Full Time Officers drafted all the nominations. This matter is resolved.

- 13.5 **Road Trip Report**
The VP SEBE has still to complete the Road Trip Report. This matter is ongoing. **Action: VP SEBE.**
- 13.6 **Mental Health Agreements Plan Blog**
The VP GSBS said that the blog will follow shortly. This matter is ongoing. **Action: VP GSBS.**
- 13.7 **Have Your Say (feedback cards) Parking facilities and cost**
The Student President said he has needed to speak to the GCU Student Events Team about having the parking information more prominent on the GCU website. This matter is ongoing. **Action: Student President.**
- 13.8 **Briefing for new members on their role within Student Voice**
The Chief Executive and the Student President will work together to create an Induction for new members on their role within Student Voice. This matter is ongoing. **Action: Chief Executive and Student President.**
- 13.9 **GCU London Campus Library Hours**
The Student President is progressing communications to GCU London students on the campaign win on the GCU London Library opening hours and is awaiting a response from GCU London. This matter is ongoing. **Action: Student President.**
- 13.10 **Media Groups – Role of the Full Time Officer**
The VP SHLS has not heard back from The Edit as yet on the role of the Policy Lead for student media. This matter is ongoing as feedback from The EDIT is required. **Action: VP SHLS.**
- 13.11 **Corporate Parent Steering Group University Video**
Filmed for the Corporate Parent Steering Group university video, the VP GSBS said she would write a blog. This matter is ongoing. **Action: VP GSBS.**
- 13.12 **Teaching Block Issue Blog**
This will involve centralising the location of the research students which is up to 130 students and improving their research environment. The VP SEBE said he would write a blog. This matter is ongoing. **Action: VP SEBE.**
- 13.13 **Up and coming events**
The Executive Assistant was asked to include how to advertise events within the Full Time Officer induction. This matter is resolved.
- 13.14 **Motion for NUS UK Conference**
The VP SHLS wrote two separate motions as requested. This matter is resolved.
- 13.15 **Motion for NUS UK Conference**
The VP SHLS worked with the other Full Time Officers to develop the two motions further. This matter is resolved.
- 13.16 **National Student Survey (NSS) Email**
The Chief Executive emailed on the NSS email (version 2) to the Full Time Officers. This matter is resolved.
- 13.17 **National Student Survey (NSS) Email**
The VP GSBS said that the new optional bank set of questions on the environment in the NSS for 2018 will go to SAGE for discussion. This matter is resolved.

14. **AOCB**

14.1 **Fitness to Study**

The VP SEBE discussed the Fitness to Study Policy document and gave context and background on the purpose of the document and gave an example of when the policy would be enacted, e.g. if a student was so unwell that they did not recognise this themselves and the student was at risk and at risk to others. The VP SEBE added that the Policy would be going via SAGE. The Full Time Officers discussed process and the informal procedure and the escalation procedure flow chart and gave feedback on this as gaps were identified and it was felt the policy was incomplete and could be clearer and specific for students. The VP SEBE was asked to speak to the Student Wellbeing Manager about the following points raised about the Fitness to Study Policy. **Action: VP SEBE.**

- How long does the Policy take you out of study for?
- When does the informal process begin? (the trigger for this is vague)
- How does the Policy interact with Prevent?
- How does the Policy affect funded places in the event of a student being unfit to resume their studies?

14.2 **Common Good Award Panel**

The Chair asked if any of the Full Time Officers would be available to attend the Common Good Award Panel on 21st March 2018 in the afternoon as he was not available. None of the Full Time Officers were available and so it was suggested that the Chair contact the Chair of Student Voice to see if he could attend instead. **Action: Student President.**

14.3 **Library over Easter period**

The Chair said that the University will be closed on Friday 30th March and Monday 2nd April 2018. The normal University opening hours are in place on Saturday 31st March and Sunday 1st April 2018. However, level 4 will not be open due to the refurbishment to the postgraduate and social space taking place at the weekend. Details of the Easter period opening hours have been put on the Students' Association website.

14.4 **Support Booklets**

The VP GSBS discussed the Campaign Planning Chart that she submitted in relation to establishing a Support Service Booklet which will give students and staff a greater awareness of support services at GCU. The VP GSBS asked the Executive Committee for £100 to print 1,000 booklets. The Chair called for a vote to provide the VP GSBS with £100.00 to print 1,000 Support Service Booklets. **Vote: For – 4; Against: 0; Abstention: 0.**

14.5 **Student Disciplinary**

The Chief Executive discussed an up and coming Disciplinary Committee and asked if any of the Full Time Officers knew the student involved to rule out any conflict of interest. It was agreed that the VP SHLS would become the Chair and the VP SEBE the Prosecutor. It was established that the VP GSBS had a conflict of interest.

The meeting ended at 12.30pm.

Date of next meeting
Tuesday, 3rd April 2018, at 9am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 3rd April 2018 at 9.00am in room NH209.

Members:

Kevin Campbell, Student President (Chair)

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS) (arrived at 9.15am)

In Attendance:

David Carse, Chief Executive

Caroline Miller, Representation and Advice Manager (point 2 only)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

None.

2. **Review of the Student Representative Socials**

The Representation and Advice Manager said that so far only the SEBE Student Rep Social had taken place. Due to timing it was unclear whether the GSBS Student Rep Social would be carried out. It was also confirmed that a date had been set for the SHLS Student Rep Social, although this was planned to be a wider school student event.

The VP SEBE explained that uptake was limited from Class Reps and School Officers. He explained that the event had been re-arranged several times, due to the Dean's availability. He explained that he recognised that the event had not been well structured by himself and turned from a celebration event to a feedback event, that not meet the Dean's expectations. The VP SEBE said he would pick up a discussion with the Dean.

A discussion took place and there appeared to be a consensus that this type of event would be better placed early in Trimester 1, with a follow up Class Rep Gathering later in Trimester 1. It was noted to avoid the GCU Student Summit events that are now likely to take place both in Trimester 1 and 2. It was established that hosting a Class Rep Gathering in Trimester 2 was more challenging to take place with various other events and activities taking place.

3. **NUS UK Awards**

The VP GSBS talked about the NUK UK Awards which opened on 12th March 2018 and closed on Monday 30th April 2018 at 12noon. The VP GSBS said that there were 8 categories. The VP GSBS said she was happy to put forward three nominations for the following three categories: People Award; Representation & Campaigning Award; and Union of the Year. **Action: VP GSBS.** It was established that the criteria for the NUS Scottish and UK awards was different.

4. **Life Membership Application Forms**

There were no Life Membership Application Forms received.

5. **Membership Engagement**

The Executive Assistant outlined the membership engagement statistics for the month of March 2018 and said that engagement was lower for March but noted that the Full Time Officer elections took place in March. The Full Time Officers confirmed they did a Radio Show in March.

6. **Previous Minutes**

The VP GSBS asked for point 4, Sustainability in Teaching Awards, to be corrected to say the VP GSBS is taking forward this action point. **Action: Clerk.** Subject to the draft previous minutes being amended; the Executive Committee agreed that the meeting held on 20th March 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 20th March 2018 pending the amendment. Vote: For: 4; Against: 0; Abstention: 0.** The minutes from the Executive Committee meeting held on 20th March 2018 were approved.

7. **Matters Arising**

7.1 **Student Safe Taxi Scheme**

The VP GSBS, Chief Executive and the Representation and Advice Manager met to discuss the Student Taxi Scheme. This matter is resolved.

7.2 **Sustainability in Teaching Awards**

The VP GSBS said that Sustainability in Teaching Awards is on the SAGE agenda. This matter is resolved.

7.3 **International Student Survey**

The VP SHLS and VP SEBE said that Hobsons International Student Survey will be discussed at SAGE under Any Other Business. This matter is resolved.

7.4 **NUS Conference Blog**

The VP SEBE said he had written the blog on the NUS Motion at the NUS Scotland Conference. This matter is resolved.

7.5 **SHLS School Board Minutes**

The VP SHLS provided the most recent SHLS School Board Minutes. This matter is resolved.

7.6 **Team Objective – Class Rep Structure**

The Full Time Officers said that a meeting was still to take place in relation to their team objective of reviewing the academic rep structure. This matter is ongoing. **Action: Full Time Officers.**

7.7 **Feedback to Student Wellbeing Manager**

The VP GSBS circulated information on 2nd March to the Full Time Officers with the feedback sent to the GCU Student Wellbeing Manager. This matter is resolved.

7.8 **Honorary Life Members**

The Student President wrote some text to support the shortlist of nominations for Honorary Life Members going to Student Voice. This matter is resolved.

7.9 **Membership Engagement**

The Chief Executive asked the Full Time Officers to note the Students' Association Annual Survey will be going out on week 10. The Full Time Officers noted this and agreed to communicate this out via their various engagement activities. This matter is ongoing. **Action: Full Time Officers.**

7.10 **Edit Articles**

The VP GSBS and the VP SHLS forwarded the Executive Assistant their submitted articles that were sent to the EDIT. This matter is resolved.

7.11 **GCU Quality Enhancement & Assurance Handbook**

The VP SHLS provided the GCU Quality Enhancement & Assurance Handbook to the Executive Committee. This matter is resolved.

- 7.12 **Road Trip Report**
THE VP SEBE presented a draft version of the Road Trip Report. This action is resolved.
- 7.13 **Mental Health Agreement Plan Blog**
The VP GSBS said that the blog has been written but is awaiting feedback from the University before submitting it. This matter is on hold and the VP GSBS will inform the Executive Committee when the blog will be able to be submitted. **Action: VP GSBS.**
- 7.14 **Parking Facilities**
The Student President is awaiting a response from Stuart Martin, Student Events Co-ordinator, in relation to the parking information on the website. This matter is ongoing. **Action: Student President.**
- 7.15 **Briefing for new Student Voice Members**
The Chief Executive and the Student President said that this matter is ongoing. The Chief Executive advised that this would be completed during the summer.
- 7.16 **GCU London Campus Library Hours**
The Student President will contact Scarlett Hooper. This matter is ongoing. **Action: Student President.**
- 7.17 **Media Groups – Role of the Full Time Officer**
The VP SHLS has not heard back from the EDIT as yet and will contact the Editor again. The matter is ongoing. It was suggested adding a deadline date for a response. **Action: VP SHLS.**
- 7.18 **Corporate Parent Steering Group University Video**
The VP GSBS said that she had contacted the Video Communications Officer regarding the video and had been informed that the video had not been finalised yet. It was decided that this matter would be taken off the matters arising as there was not set date for when the video would be finished and this had an impact on the blog from the VP GSBS.
- 7.19 **Teaching Block Issue Blog**
The VP SEBE has written a blog on the Teaching Block Issue. This matter is resolved.
- 7.20 **Fitness to Study**
The VP SEBE has contacted the GCU Student Wellbeing Manager about the points raised by the Full Time Officers about the Fitness to Practice Study. This matter is resolved.
- 7.21 **Common Good Award Panel**
The Student President reported that the Vice Chair of Student Voice attended the Common Good Award Panel on 21st March 2018. This matter is resolved.
8. **Full Time Officer Reports**
The Full Time Officers gave a brief verbal update.
- 8.1 **Student President**
- Attended the NUS UK Conference. The Student President will write a blog on the NUS Scotland and UK Conference on what was decided on at both conferences. **Action: Student President.**
- 8.2 **VP SEBE**
- Working on the Fitness to Study Policy.
 - Working on the Sports Ball

- Working on the Points of Pride and taking photographs for Frank Brown, Work Experience Hub Manager, Careers Department.

8.3 VP GSBS

- Working on the nomination process for Points of Pride.
- Working on the Student Safe Taxi Scheme.
- Working with Nightline who are having a campaign with a slogan on water bottles saying 'Don't bottle it up'.
- Working on a Support Booklet and it is in its first draft.
- Working on the Mental Health Policy and it is in its first draft.

8.4 VP SHLS

- Attended the NUS UK Conference.
- Worked on the Mature and Part Time East Egg Appeal which had a very good turnout.
- Working on the Age Awareness Campaign this month.
- Working on the STAR Awards – including nominations, the panel, and a stall for the STAR Awards.
- Working on an SHLS gathering event which will include current student and alumni.

The Full Time Officers asked the VP SHLS for the previous SHLS School Board minutes from the November 2017 meeting and for a copy of the minutes from the February 2018 meeting that the VP SHLS had. The Clerk was asked to photocopy the copy of the unconfirmed February 2018 minutes for the Full Time Officers. **Action: Clerk.**

9. Any Other Business

9.1 Road Trip Report

The VP SEBE circulated the Road Trip Report and asked for any photographs/feedback/comments from the Full Time Officers, by Tuesday, 10th April 2018, before the report goes to the Trustee Board. **Action: Full Time Officers.**

9.2 Full Time Officer Handover & Induction

The Chief Executive said that at the next Executive Committee meeting the Full Time Officer Handover and Induction would be on the agenda for discussion and if the Full Time Officers could have a think about the handover they wished to do for the incoming Full Time Officers. The Clerk is to add to agenda. **Action: Clerk.** The handover is scheduled to take place in the last two weeks in May with the incoming Full Time Officers officially starting on 4th June 2018.

The Chief Executive re-iterated his commitment to reviewing the Policy Lead areas and supporting commentary to explain each area. He outlined that the support of the Full Time Officers would be required to complete this task. A list with the Policy Areas will be brought to the next Executive Committee meeting to be discussed. **Action: Clerk.**

The Chief Executive outlined that he hoped the incoming Full Time Officers would have the ability to have an initial policy lead discussion prior to them officially starting.

9.3 Full Time Officer Team Objectives

The Chief Executive said that the Full Time Officer Team Objectives will be added to the agenda for the next Executive Committee meeting. The Chief Executive said he noted the availability for the VP SHLS in May. The Clerk is to add to the agenda. **Action: Clerk.**

9.4 **Full Time Officers Annual Leave**

The Chief Executive informed the Full Time Officers that if they had any annual leave or TOIL left they had to use it by May 2018.

9.5 **Student Safe Taxi Scheme**

The VP GSBS discussed the Student Safe Taxi Scheme which was launched in 2015. The VP GSBS explained that the scheme required to be operationalised, if there was still the political will for the scheme to continue. The VP GSBS explained that the policy made need revisions. The VP GSBS explained she would contact Glasgow Taxis, University of Strathclyde Students' Association and Glasgow Student Representative Council to establish if the scheme is still running. **Action: VP GSBS.**

9.6 **Free Call Service**

The VP SHLS explained that the University planned to have a free phone for international students to call home based in the GCU Security Office. It was established that this could not be hosted within the Students' Association as it could not be monitored.

The VP SHLS also explained that the University had also proposed installing and funding a phone within the Foyer of the Students' Association Building that would act as a help point, where students could contact various support services but not make international calls. A discussion took place on the usefulness of this phone as there is already a phone within the 24 Hour Computer Lab that connects to GCU Security and GCU IT Services. It was clarified that students who did not yet have their GCU Student ID yet (ie had not yet completed registration) or have not had their card activated by GCU Security could not access the 24 Hour Computer Lab. A discussion took place on whether signage would be better and what GCU services were open at weekends and evenings for students. It was agreed to add the Help Point Telephone to the next Executive Committee Agenda. **Action: Clerk.**

9.7 **Full Time Officer Team Objective - Graduation Fees**

The VP GSBS asked the Full Time Officers if they could please give an update on what work they had carried out around the team objective on reducing the cost for graduation fees and put up any reports they had to the Google drive document that the VP GSBS had created. **Action: Full Time Officers.**

9.8 The Chief Executive asked the Full Time Officers to note a 'Punish a Muslim Day' being discussed by the Scottish Government and various media outlets. He advised that this was discussed at the Health and Safety meeting.

9.9 **SCQF Session**

The Student President discussed NUS doing a pilot session on the Scottish Credit and Qualifications Framework (SCQF) with the incoming Full Time Officers. It was clarified that this was not covered in any depth at the sparqs (Student Partnerships in Quality Scotland) That's Quality training. The Student President said that NUS are happy to work with us and do the pilot session. **Action: Student President.**

The meeting ended at 11.45am.

***Date of next meeting
Friday, 20th April 2018, at 2pm, Room NH209***

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Friday 6th April 2018 at 4.47pm in room NH212.

Members:

Kevin Campbell, Student President (Chair)
Chris Daisley, Vice President School of Engineering and Built Environment (VP SEBE)
Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)
Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

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

1. **Sustainability Policy**

The VP GSBS presented the revised Sustainability Policy and read through the proposed changes within the Sustainability Policy, outlined in the tracked changes document. The VP GSBS explained that the proposed changes reflect changes to staff and Full Time Officer roles, allows domestic flights within the Green Impact accreditation rules and removes reference to former ratings within the Green Impact accreditation. The VP GSBS said that the next steps for the revised Sustainability Policy would be to go to Student Voice and then Trustee Board for approval. **The Chair called for a vote to approve the proposed updates to the Sustainability Policy. Vote: For: 4; Against: 0; Amendments: 0.**

The meeting ended at 4.52pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 20th April 2018 at 2.00pm in room NH209.

Members:

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

Kevin Campbell, Student President

2. **International Student Barometer**

The VP SHLS discussed the International Student Barometer (ISB) and gave some background to the report saying that GCU international students were invited to feedback from September to December 2017. The VP SHLS highlighted some key findings in the report and the benchmarking associated to the findings. A discussion took place on the main reasons international students chose to study at GCU. The VP SHLS confirmed that this paper had been discussed at the GCU International Committee. The Chief Executive highlighted that this was a good survey to pass onto the Full Time Officer policy lead for international in 2018/19.

3. **Full Time Officer Team Objectives**

The Full Time Officers discussed progress with their Team Objectives 2017/18. The first objective was to improve the NSS 2018 Students' Association score to at least Scottish sector average. The Officers explained that a NSS Short Live Working Group was established and action created. It was explained that the results will not be known until July 2018. The second objective on reducing students' fees for those graduating in absentia was ongoing and the VP SEBE was to meet with the University Secretary and VP Governance to hopefully conclude the objective. **Action: VP SEBE.** The third objective was a review of the Academic Rep Structure within GCU. A discussion took place that Officers had been reviewing varies role descriptions, the inter-relationship between reps and the recruitment processes. It was confirmed that the outcome was for the GCU Quality Assurance and Enhancement Handbook to be updated to reflect the academic rep structure. A discussion took place that the University is currently consulting proposals to create 'bubbles' within the schools, which could result in changing the departmental structure. It was discussed that this would have a knock on effect for School Officers and PGR Reps. It was therefore decided to pause on this objective and pick it up, potentially through the Student Experience Action Plan, in 2018/19.

4. **Full Time Officer Orientation, Induction and Handover 2018/19**

The Chief Executive presented the Draft Full Time Officer Orientation, Handover and Induction 2018/19. The start date for the Incoming Full Time Officers is 21st May 2018, at 12noon. From the feedback from the Full Time Officers last year, a new training session will be included in the Induction which will be Working with Staff and the Vice-chair from the Trustee Board will be asked to join the session. The Chief Executive reminded the Full Time Officers about an email he had sent out with a link to a Doodle poll asking for availability for an initial policy discussion and dinner with the Senior Management Team for the Incoming Full Time Officers. In relation to the GCU Key Personnel 'Meet and Greet' appointments, the Executive Committee went through the previous

time table to confirm any changes or amendments required. The Chief Executive and the Executive Assistant will meet to finalise the contact list for the Executive Assistant to schedule the time slots.

Action: Chief Executive and Executive Assistant.

5. **Full Time Officer Policy Remit 2018/19**

The Chief Executive discussed the Full Time Officers Policy Areas document and said that a new column for the policy area description and a link for the committee had been added. The Chief Executive explained that Officers will be required to input into the draft document. The VP SHLS asked that the Student Carers and the Care Experienced Students be two separate policy areas. It was decided to group Wellbeing and Wellbeing Volunteering and Gender Based Violence, with Faith and Belief becoming a separate policy area. Input was provided into the wording of Nightline, Glasgow Student Forum, Student Media Groups and the Student Leaders Programme remit areas. The VP SHLS presented the feedback from Radio Caley and The Edit on what they felt the Policy Lead for Student Media should do. A discussion took place on this and on an agreed form of wording. The Chief Executive agreed to send this to the VP SHLS. **Action: Chief Executive.** The Chief Executive said that the Policy Areas document will be finished in time prior to the policy led discussion and the document will be forwarded to the Department of Governance for their perusal. The Full Time Officers agreed that the Full Time Officers Policy Areas document created was very helpful.

6. **Points of Pride/Star Awards/Common Good Award**

The Chief Executive enquired about what the Points of Pride is and discussed whether the Points of Pride and the STAR Awards are conflicting and if there is a risk for the organisation. The VP GSBS explained that the Points of Pride event is scheduled for May 2018, where the Common Good Award will be given and the Full Time Officers are working in partnership with the University and are involved organisationally with assisting with a poster display and student case studies which will be showcased on poster boards and both of which will have the values of the Students' Association incorporated.

7. **Safe Taxi Scheme**

The VP GSBS presented the Safe Taxi Scheme Proposal 2018. The VP GSBS gave some background and talked through the recommendations, summary, financial impact, student impact and risks. The Executive Committee discussed the proposal and agreed that the scheme still stands as it is but needs updated which the VP GSBS will take forward. The VP GSBS will contact Glasgow Taxis to double check that all is in order. The VP GSBS will liaise with the University regarding the app and look into the incurred cost from Glasgow Taxis which is an additional £2 added to the fare to cover the driver's petrol and time. **Action: VP GSBS.** The Executive Committee discussed the risk of students using their student card which has expired and the VP GSBS said that this point will be written into the risk section. **Action: VP GSBS.**

8. The VP SHLS explained that the University proposed installing and funding a phone within the Foyer of the Students' Association Building that would act as a help point, where students could contact various support services but not make international calls. It was clarified that students who did not yet have their GCU Student ID yet (i.e. had not yet completed registration) or have not had their card activated by GCU Security could not access the 24 Hour Computer Lab. After some discussion, the Full Time Officers agreed to support the installation of the Help Point Telephone in the Students' Association building. **The Chair called for vote for the installation of the Help Point Telephone within the Students' Association in the foyer, on the wall, in level one within the Students' Association. Vote: For: 3; Against: 0; Abstention: 0.** The VP GSBS added that it would be useful to have some text on the Help Point Telephone which could be included in the Student Support Booklet.

9. **Life Membership Application Forms**
There were no Life Membership Application Forms received.
10. **Previous Minutes**
The Executive Committee agreed that the minutes from the previous Executive Committee on 3rd April 2018 and the Extraordinary Executive Committee on 6th April 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 3rd April 2018. Vote: For: 3; Against: 0; Abstention: 0. The Chair called for a vote to approve the minutes from the Extraordinary Executive Committee meeting held on 6th April 2018. Vote: For: 3; Against: 0; Abstention: 2.** The minutes from the Executive Committee meeting held on 3rd April 2018 and the Extraordinary Executive Committee meeting held on 6th April 2018 were approved.
11. **Matters Arising**
- 11.1 **NUS UK Awards Nominations**
The VP GSBS is working on the three nominations for the following three categories: People Award; Representation & Campaigning Award; and Union of the Year. This matter is ongoing. **Action: VP GSBS.**
- 11.2 **Previous Minutes amendment to Point 4**
Point 4, Sustainability in Teaching Awards, was corrected to say the VP GSBS is taking forward this action point. This matter is resolved.
- 11.3 **Team Objective – Class Rep Structure**
The Full Time Officers held a meeting to discuss their team objective of reviewing the academic rep structure. This matter is resolved.
- 11.4 **Membership Engagement – Week 10: Promote Annual Survey**
The Full Time Officers have promoted the Annual Survey through their engagement activities and social media. This matter is resolved.
- 11.5 **Mental Health Agreement Plan Blog**
As per the previous minutes, the blog has been written and once the VP GSBS has heard from the University the blog will be submitted. This matter is ongoing. **Action: VP GSBS.**
- 11.6 **Parking Facilities**
No update was given as the Student President was not present at the meeting. This matter is ongoing. **Action: Student President.**
- 11.7 **GCU London Campus Library Hours**
No update was given as the Student President was not present at the meeting. This matter is ongoing. **Action: Student President.**
- 11.8 **Media Groups – deadline date for response**
The VP SHLS has emailed the Edit Editor with a deadline date for a response. This matter is resolved.
- 11.9 **NUS Scotland and NUS UK Conference Blog**
No update was given as the Student President was not present at the meeting. This matter is ongoing. **Action: Student President.**

11.10 SHLS School Board Minutes

The Clerk photocopied the SHLS School Board Minutes from February 2018 which the VP SHLS distributed at the meeting. This matter is resolved.

11.11 Road Trip Report Feedback

The VP SEBE received feedback from the Full Time Officers on his draft Road Trip report before it goes to the Trustee Board. This matter is resolved.

11.12 Full Time Officer Handover & Induction

The Clerk added the Full Time Officer Handover & Induction to the agenda. This matter is resolved.

11.13 Policy Area List

The Chief Executive brought the Policy Areas list to the Executive Committee meeting. This matter is resolved.

11.14 Full Time Officer Team Objectives

The Clerk added the Full Time Officer Team Objectives to the agenda. This matter is resolved.

11.15 Student Safe Taxi Scheme

The VP GSBS is currently working on amending and checking the Safe Taxi Scheme. This matter is ongoing. **Action: VP GSBS.**

11.16 Help Point Telephone

The Clerk added the Help Point Telephone to the agenda. This matter is resolved.

11.17 Full Time Officer Team Objective - Graduation Fees

The Full Time Officers have still to put up any reports they had to the Google drive document that the VP GSBS had created. This matter is ongoing. **Action: FTOs.**

11.18 SCQF Session

The Student President said that NUS are happy to work with us and do the pilot session and will follow this up. This matter is ongoing. **Action: Student President.**

12. Full Time Officer Reports

The Full Time Officers gave a brief verbal update.

VP GSBS

- Working on free sanitary products collection points/stalls on campus. GCU London will also have free sanitary products collection points/stalls available from August. The VP GSBS is involved in a working group around the free sanitary products. The VP GSBS will write a blog on this. **Action: VP GSBS.**
- Working on the Mental Health Agreement blurb and action plan and to develop a policy for next year.
- Attended the NUS Women's Conference and presented at it on Prevent – Gender Based Violence. The VP GSBS will write a blog on this. **Action: VP GSBS.**

VP SHLS

- SHLS Staff Student Event – 35 people attended including three alumni. The event was positive and well received.
- Working with the Alumni Department on capturing students positive experiences/memories before leaving GCU and having them write them down on a poster which will be framed and put on display. The students leaving in July 2018 and November 2018 will be able to put their comments on the poster.

- Attending the NUS Black Women's conference next week.

VP SEBE

- The Teaching Awards nominations have been the highest ever received. The VP SEBE was encouraged to send out a save the date email to invitees. **Action: VP SEBE.**
- Working on the postgraduate space and getting students involved in the process.

13. **Any Other Business**

The VP SHLS was asked about the Alumni frame for the poster signed by students leaving GCU and who would fund this and the VP SHLS said that the Alumni Department would provide funding twice every year. A suggestion for the VP SHLS was to have a pilot for the July 2018 signed poster and then to do a proposal with recommendations.

The meeting ended at 4.20pm.

Date of next meeting
Tuesday, 1st May 2018, at 10am, Room NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 15th May 2018 at 2.05pm in room NH209.

Members:

Kevin Campbell, Student President (Chair)

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

Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

Rachel Simpson, Vice President Glasgow School for Business and Society (VP GSBS)

2. Life Membership

A Life Membership Application was received from Joseph McGarvey. **The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 3.**

3. Full Time Officers Reports (including Campaign Wins)

The Full Time Officers gave a verbal update.

Student President

- Working on the incoming Full Time Officer Handover materials.
- Dealing with the catering contract issue and meetings are scheduled for this week.
- Selected for a reserved space within the Enhancement-Led Institutional Reviews (ELIR) for Glasgow University.

VP SHLS

- Nominated as a member of the NUS Scotland Black Women's Sub-committee.
- Working on booklet of worldwide country telephone codes.
- Black and Minority Ethnic Students' Group Officer position is now filled.
- SHLS School Officer interviews. No Psychology Officer in place yet.
- Working on handover for incoming Full Time Officers.

VP SEBE

- Teaching Awards preparation.
- Working on Handover preparation and materials.
- 4th floor of the library building is finished. Furniture is moving in and possibly a fridge will be available for the postgraduate area.

4. Previous Minutes

The Executive Committee agreed that the minutes from the previous meeting held on 20th April 2018 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 20th April 2018. Vote: For 3.** The minutes from the Executive Committee meeting held on 20th April 2018 were approved.

5. **Matters Arising**

5.1 **VP SEBE to meet with University Secretary & VP Governance**

VP SEBE met with the University Secretary and VP Governance regarding the team objective. This matter is resolved.

5.2 **CE & Executive Assistant to discuss Meet and Greet**

The Chief Executive and the Executive Assistant met to finalise the contact list for the Executive Assistant to schedule the time slots. This matter is resolved.

5.3 **Wording on the Policy Lead for Student Media to VP SHLS**

The Chief Executive forwarded the agreed form of wording to the VP SHLS. This matter is resolved.

5.4 **Safe Taxi Scheme – liaise with the University**

The VP GSBS will liaise with the University regarding the app and look into the incurred cost from Glasgow Taxis which is an additional £2 added to the fare to cover the driver's petrol and time. The VP GSBS was not present at the meeting therefore this matter is ongoing. **Action: VP GSBS.**

5.5 **Safe Taxi Scheme – Risk Section (expired student card)**

The Executive Committee discussed the risk of students using their student card which has expired and the VP GSBS said that this point will be written into the risk section. The VP GSBS was not present at the meeting therefore this matter is ongoing. **Action: VP GSBS.**

5.6 **NUS UK Awards Nominations (x3)**

The VP has submitted the three nominations for the following three categories: People Award; Representation & Campaigning Award; and Union of the Year. This matter is resolved.

5.7 **Mental Health Agreement Plan Blog**

As per the previous minutes, the blog has been written and once the VP GSBS has heard from the University the blog will be submitted. The VP GSBS was not present at the meeting therefore this matter is ongoing. **Action: VP GSBS.**

5.8 **Parking Facilities**

The Student President is still awaiting a response from the University in relation to the parking information being put on the website in a more prominent place. This matter is ongoing. **Action: SP.**

5.9 **GCU London Campus Hours**

The Student President has contacted GCU London regarding a blog around the GCU London Campus Hours. This matter is resolved. However, he has not heard back from GCU London regarding the quotation and therefore no further progression has taken place.

5.10 **NUS Scotland and NUS UK Conference Blog**

The Student President has written the NUS Scotland and NUS UK Conference Blog. This matter is resolved.

5.11 **Student Safe Taxi Scheme**

The VP GSBS is currently working on amending and checking the Safe Taxi Scheme. The VP GSBS was not present at the meeting therefore this matter is ongoing. **Action: VP GSBS.**

5.12 **Full Time Officer Team Objective – Graduation Fees update**

The Full Time Officers have put up any reports they had to the Google drive document that the VP GSBS had created. This matter is resolved.

5.13 **SCQF Session**

The Student President organised a pilot session with NUS. This matter is resolved.

5.14 **Sanitary Products and Working Group**

The VP GSBS is involved in a working group around the free sanitary products. The VP GSBS will write a blog on this. The VP GSBS was not present at the meeting therefore this matter is ongoing.

Action: VP GSBS.

5.15 **NUS Women's Conference Blog**

Attended the NUS Women's Conference and presented at it on Prevent – Gender Based Violence. The VP GSBS will write a blog on this. The VP GSBS was not present at the meeting therefore this matter is ongoing. **Action: VP GSBS.**

5.16 **Teaching Awards save the Date Email to Invitees**

The VP SEBE sent out a save the date email to invitees. This matter is resolved.

6. **AOCB**

6.1 **Handover Period**

The Chief Executive discussed the handover period highlighting the Full Time Officers lunch with Professor Webster, DVC Academic, on Monday, 21st May at 12pm. The Chief Executive enquired about the individual Full Time Officers handover meetings as from previous feedback it was noted that there was not such a robust handover from the Outgoing Full Time Officers to the Incoming Full Time Officers as there could be. The Student President confirmed that the schedule the Full Time Officers had for the incoming Full Time Officers was rigorous.

6.2 **Trimester 2 Report**

The Chief Executive asked for the Trimester 2 Report from the Full Time Officers as the deadline was on Friday, 4th May 2018. The Student President requested that the Full Time Officers forward him their text for the report today and he would compile it to forward to the Chief Executive today.

Action: Full Time Officers.

6.3 **Remuneration Committee**

The Student President asked the Full Time Officers if they were happy to confirm the Students' Association governing position on the Remuneration Committee should be filled by the Student President to which all three agreed. **The Chair called for a vote to approve the Student President having a position on the University Remuneration Committee. Vote: 3.**

6.4 As it was the last Executive Committee meeting that the VP SEBE would be attending, the Student President thanked the VP SEBE for his unique style of work over the last two years and for the good work he had carried out. The Student President wished the VP SEBE all the very best for the future. The VP SEBE then thanked the Student President for all his work over the last two years and said that it had been great to work with him.

The meeting ended at 2.55pm.

***Date of next meeting
Tuesday, 29th May 2018, at 10am, Room NH209***