

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