

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Friday, 8th June 2018 at 9.00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, 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

1. **Full Time Officer Policy Remits 2018/19**

The Chief Executive presented a paper outlining the proposed Full Time Officer Policy Remits 2018/19 for each Full Time Officer. The Chief Executive asked the Committee to identify any changes and to seek to approve the document. **The Chair called for a vote to approve the set Full Time Officer Remits 2018/19. Vote: For – 4.** The Full Time Officer Policy Remits 2018/19 was approved.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 2nd July 2018 at 9.00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, 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, Clerk

1. Apologies

There were no apologies.

2. Revised Full Time Officer Remits

The Chief Executive presented the revised Full Time Officer Policy Remits 2018/19 paper and explained the four changes which included a suggestion from the university to have Academic Quality and the Student Action Group for Engagement (SAGE) as one remit area for the VP GSBS and to have Enhancement Themes as another remit area for the VP SEBE. Community Engagement and Health and Safety Committee were added to the remit policy areas for the VP SHLS. **The Chair called for a vote to approve the revised Full Time Officer Policy Remits 2018/19. Vote: For 4.** The Full Time Officer Policy Remits 2018/19 was approved.

3. Student Wellbeing Action Plan

The Student President discussed the revised Student Life and Students' Association Joint Priority Working Plan 2018/19. The Student President said she had met with Student Life at one of the Meet and Greet appointments and the Plan had since been updated to reflect the Full Time Officers remit areas. The Student President talked through the changes of the Plan indicating the planned activities and rationale behind the Full Time Officer taking the lead. The Full Time Officers agreed with the amendments and update to the Plan and were happy for the Student President to take the Plan forward to Campus Life.

4. Full Time Officers Reports (including Campaign Wins)

The Full Time Officers gave a verbal update.

Student President

- Working on Installation Speech.
- Attending Graduations this week.
- Been attending Meet and Greets meetings with university staff.
- Mental Health Partnership work with the university and for the year ahead.
- Received Very Good for the Green Impact work.

VP SEBE

- Freshers Committee - working on Freshers planning.
- Working with LGBT+ on getting female condoms.
- Met with Dean about planning for the year ahead.
- Working on a proposal for outdoor learning spaces.

VP GSBS

- Met Dean of GSBS.
- Attended two days Scottish Student Sport (SSS) conference in St Andrews.
- Attended tender interviews for sports clothing.
- Ethical and Environmental Group – met with Sustainability Officer and Head of Campus Services to discuss a proposal for a trial of water bottles.

VP SHLS

- Alumni – poster ready for graduates to sign leaving a positive message. The poster will be available from 3rd – 5th July throughout graduations.
- Working on Intercultural Skills for selected modules and for lecturers to embed into their courses.
- Meet and Greet time slot to be scheduled for Careers Centre for future plans.
- Recruitment for postgraduate vacancies to go out with interviews in July.
- Working with the Student Leaders Co-ordinator on a new dimension for the Student Leaders programme.

5. Previous Minutes

The Executive Committee agreed that the minutes from the previous Executive Committee meeting held on 29th May 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 29th May 2018. Vote: For 1.** The minutes from the Executive Committee meeting held on 29th May 2018 were approved. It was noted that the Student President (formally the VP GSBS) was the only Full Time Officer present at the last Executive Committee meeting of 2017-2018 and who could vote to approve the minutes. The Executive Committee agreed that the Extraordinary Executive Committee meeting held on 8th June 2018 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Extraordinary Executive Committee meeting held on 8th June 2018. Vote: For 4.** The minutes from the Extraordinary Executive Committee meeting held on 8th June 2018 were approved.

6. Matters Arising

6.1 Freshers Wristbands

The VP GSBS updated the Freshers Committee on the discussions held at the Executive Committee with the Full Time Officers around the Freshers Wristbands. This matter is resolved.

6.2 Safe Taxi Scheme – liaise with the University

The VP GSBS has liaised with the University and with Glasgow Taxis and the Safe Taxi Scheme policy is all fine. However, regarding the incurred cost from Glasgow Taxis, which is an additional £2 added to the fare to cover the driver's petrol and time, the Student President is still awaiting information from Glasgow Taxis on this. This matter is ongoing. **Action: Student President.**

6.3 Mental Health Agreement Plan Blog

The Student President said that the blog has been written and once she has heard from the University the blog will be submitted. This matter is ongoing. **Action: Student President.**

6.4 Parking Facilities

The information relating to parking facilities has been put on the staff page but requires to be put on the student page. This matter is ongoing. **Action: Student President.**

6.5 Sanitary Products & Working Group Blog

The Student President said that a blog is still to follow but is awaiting details about the final cost. This matter is ongoing. **Action: Student President.**

6.6 **NUS Women's Conference Blog**

Attended the NUS Women's Conference and presented it on Preventing Gender Based Violence. The VP GSBS is awaiting pictures before submitting her blog. This matter is ongoing. **Action: Student President.**

7. **AOCB**

The Student President updated that she had been asked to partake in several project groups relating to the Student Experience Action Plans 2020 Scholarships. One was about restructuring to the curriculum around student wellbeing which the VP GSBS and the Student President will be involved in. The second was around student partnership working in GCU. The VP SHLS and VP SEBE will be involved in this one.

The meeting ended at 9.25am.

Date of next meeting
Monday, 23rd July 2018, at 9am, in NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 31st July 2018 at 4:00pm, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, 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

Sara MacLean, Student Voice Team Leader (point 2 only)

Kathryn Collins, Clerk

1. Apologies

There were no apologies.

2. GCU School Refresh/Academic Representation Structure

The Student Voice Team Leader presented a short paper outlining the changes planned within the academic schools, as part of the GCU School Refresh, which would have an impact on the GCU Academic Rep Structure. The changes include an increase from nine to twenty two departments and the School of Engineering and the Built Environment (SEBE) to be renamed the School of Computing, Engineering and the Built Environment. The University plan to implement the School Refresh before the beginning of Trimester 2018/19. The Student Voice Team Leader asked the Full Time Officers for their thoughts on the School Refresh and the impact this would have, in particular for the GCU Academic Rep Structure.

A discussion took place on the lack of genuine consultation by the University with the Students' Association and academic reps for the GCU School Refresh. It was agreed to raise this with the University for future learning. **Action: Student President.**

It was noted that the Students' Association are working with ETSE Steering and Operations Group to do a full review of the GCU Academic Rep Structure during 2018/19. It was therefore agreed that an interim solution should be found for one year.

The Committee had a full discussion and agreed that that the name of School Officers should be changed to Departmental Reps and that there should be one Departmental Rep for each of the twenty two departments at the undergraduate level. For the Postgraduate Research (PGR) Reps it was agreed to remove the departmental reps and have two PGR Reps for GSBS, SCEBE and SHLS and one for GCU London. It was agreed that the Postgraduate Taught (PGT) Reps would remain unchanged. A discussion took place on the recruitment and honorarium of these reps. The Student Voice Team Leader will pull together a paper for the Student President that can be taken to the University for consultation. **Action: Student President.**

The Student Voice Team Leader left the meeting at 5.20pm.

3. Nightline Partnership Agreement

The VP SEBE presented the Nightline Partnership Agreement between the University of Strathclyde Students' Association and GCU Students' Association and said that the document had been

reviewed, as it is each year, and that there had been no changes to the Agreement since last year. The VP SEBE asked the Full Time Officers for their approval for the Nightline Partnership Agreement. **The Chair called for a vote to approve the Nightline Partnership Agreement. Vote: For: 4.** The Nightline Partnership Agreement was therefore approved.

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

VP SEBE

- Working on the Freshers Kits. 50 Chilly's water bottles are being supplied with the GCU logo on them.
- Working with the GCU Sustainability Officer, a bike ride has been organised with the Full Time Officers to look at a cycling route for students.
- Meeting with the Director of Estates regarding tables for outdoor learning.
- Met with the Head of Department – Nursing, to talk about having a permanent Health Clinic on campus. From discussions held it was identified that it would be a problem with dealing with the human waste from the clinic.
- Postgraduate event on 27th September in the Re:Union Bar and Grill which will include tea/coffee and a quiz.
- Working with GCU Student Life on a BBQ event on the Sunday prior to Freshers week.
- In discussions with the Sports Council and Societies Council about funding an Activities notice board.
- Discussing with the Nursing Department from SHLS about the possibility of running a Breast Cancer Awareness Workshop.

VP GSBS

- Speaking to the Dean on the School Refresh.
- In discussions with the Sports Council and Societies Council about funding an Activities notice board.
- SAGE proposal to be completed in August.
- Working on ethical and environmental issues with the GCU Sustainability Officer and the VP SEBE.
- Working on a campaign with the GCU Sustainability Officer, a bike ride has been organised with the Full Time Officers to look at a cycling route for students.
- Planning and working on Black History Month in October with BME Students' Officer. This includes tying this in with 70 years of the NHS.

VP SHLS

- Working with the Careers Service to create three events - the dates have to be confirmed. This will include a quiz, a career drop in session in the George Moore, and a stall in the Library.
- Alumni – the signed poster from the Graduations will be framed and hung on campus. A frame is being sourced and place on campus to hang it will be confirmed.
- The Postgraduate Research Representative has been recruited.
- Equality and Diversity – the VP SHLS emailed the Liberation Officer to introduce herself.
- Met with the Equality and Diversity Advisor regarding support for liberation groups.
- Anti-bullying policy was discussed under Equality and Diversity.

Student President

- GCU Chancellor Installation
- Attended GCU Graduations.
- Working with NUS Scotland on The Gathering event.
- Working on Sponsorship Agreement with BaxterStorey.

- Attended NUS Lead and Change course.
- Attended Sparqs: Induction to Higher Education.
- Attending NUS Scotland: The Gathering in August 2018 and will be giving a speech.
- Attending Think Positive Launch Event in September 2018.
- Written a blog on achieving the Green Impact Award.
- There are two people interested for the Disabled Students' Officer.

5. **Previous Minutes**

The Chair pointed out two typing errors which the clerk noted to amend. Subject to the draft previous minutes being amended; the Executive Committee agreed that the meeting held on 2nd July 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 2nd July 2018 pending the amendments. Vote: For: 4.** The minutes from the Executive Committee meeting held on 2nd July 2018 were approved.

6. **Matters Arising**

6.1 **Safe Taxi Scheme – £2 additional fee**

The Student President received a response from Glasgow Taxis around the Safe Taxi Scheme and the additional £2 added to the fare to cover the driver's petrol and time, and the Student President was informed that there is no additional £2.00 fee. This matter is resolved.

6.3 **Mental Health Agreement Plan Blog**

The Student President said that she was still waiting to receive a certificate to link this to the blog. In Trimester 2, and there will be a launch around the Mental Health Agreement. This matter is ongoing. **Action: Student President.**

6.4 **Parking Facilities**

The information relating to parking facilities has been put on the staff page and student page on the University website. This matter is resolved.

6.5 **Sanitary Products & Working Group Blog**

The Student President said that a blog will follow in August but is awaiting details about the final cost. A previous blog was put out in April about the Sanitary Products Campaign Update. This matter is ongoing. **Action: Student President.**

6.6 **NUS Women's Conference Blog**

Attended the NUS Women's Conference and presented it on Preventing Gender Based Violence. The VP GSBS is awaiting pictures before submitting her blog. This matter is ongoing. **Action: Student President.**

7. **AOCB**

7.1 **The VP SEBE discussed meeting with Printing Services regarding the printing allowance for students. The cost for printing black and white would come down and the cost of price for printing in colour would be cut. The Full Time Officers talked about sustainability around printing. However, the Full Time Officers disagreed with cutting the allowance for printing. The Chair called a vote against the cutting of the printing allowance for members. Vote: 4.**

7.2 **The Chief Executive discussed Twitter and Facebook and asked the Full Time Officers to include the Students' Association (@GCUstudents) on any tweets or messages. The Full Time Officers agreed to add in @GCUstudents.**

- 7.3 The Student President gave an update on GCU Events and Campus Life which has now been officially rebranded as GCU Student Life and that this means more communication based with more communication for students as well as running events.

The meeting ended at 6.00pm.

Date of next meeting
Tuesday, 21st August 2018, at 2pm, in NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 21st August 2018 at 2:15pm, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, 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

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

Sara MacLean, Student Voice Team Leader (up until point 7)

Kathryn Collins, Clerk

1. Apologies

There were no apologies.

2. Mitigating Circumstances Policy

The Representation and Advice Manager presented the Consideration of Mitigating Circumstances (MITS) Policy Review and a Help Sheet for students and gave some background around the MITS Review Group and the results of the newly re-done Mitigating Circumstances Policy and the recommendations that came from the Review in February 2018. The Representation and Advice Manager added that the overall approach from the MITS Board is to adopt a more compassionate approach which is a good move. The Representation and Advice Manager presented a paper that highlighted some areas for concerns within the proposals and the Committee discussed these. In addition the Committee agreed that the web link should be shortened, contact details for the Advice Centre added and that MITS should be available to submit online. The Student President agreed to provide a response from the Students' Association. **Action: Student President.**

3. Academic Representation Re-Fresh Proposal

The Student Voice Team Leader presented a paper outlining the proposal that the Committee had agreed for the Academic Representation Refresh. She explained that the proposal was drafted with the Student President and sent to the Professor Webster, Deputy Vice Chancellor (Academic), academic schools, Graduate School and Directorate of Learning and Student Experience. The VP GSBS and the VP SEBE commented that both their Deans were happy with the proposal. It was noted that the Dean of SHLS does not take up the position until October. The VP SHLS presented a paper highlighting concerns raised by the Graduate Centre on the PGR Student Rep proposals. She also outlined feedback from PGR reps.

The Student President and the Chief Executive had a meeting scheduled for the 4th September 2018 to discuss the proposal with Professor Webster, Deputy Vice Chancellor (Academic) and to establish how to take this proposal forward. The Student President would update the Committee on the outcome of the meeting. **Action: Student President.**

4. Thematic Review of the PG Research Student Experience

The Chief Executive presented the Thematic Review of the PGR Student Experience from the Department of Academic Quality and Development. The VP SHLS talked the Committee through the

findings and recommendations. It was noted that the report said that the current “PGR Student Representative structure could be better organised” and “representatives lacked visibility”. It was also recognised that the Enhancement-led Institutional Review of Glasgow Caledonian University Outcome Report March 2015 raised concerns about the structures and arrangements for responding to the research student voice. The Thematic Review of the PGR Student Experience will go to the Student Action Group for Engagement (SAGE). **Action: VP GSBS.**

5. **Postgraduate Space**

The VP SHLS discussed that there was a planned launch event for the Postgraduate Space, as a result of a Students’ Association campaign. The VP SHLS explained that there appeared to be a confused message on the purpose and use of the Postgraduate Space across the University, ie whether for study only, social use or both. It was recognised that this space was built on the 4th floor of the Saltire Centre, a silent area. The VP SHLS said she will meet with Library Customer Services Manager to discuss the space within the Library and then meet to ask Professor Donaldson, Pro Vice-Chancellor (Research) whether the space available is a social space and if so to get this in writing as there is conflicting information about the space. **Action: VP SHLS.**

6. **International Student Committee**

The VP SHLS presented a paper on proposed changes to the International Student Group (By-Laws 3.6.8.1) and the International Students’ Officer remit. The proposals included changing the name to International Student Committee that included members from various international based societies. The Committee discussed the consistency of the group names and being too restrictive on membership. The Committee felt that the name should remain as International Student Group. The VP SHLS was asked to take the International Student Group changes to the By-Laws to the next Student Voice for information and approval. **Action: VP SHLS.**

7. **Individual and Team Objectives**

The Chief Executive discussed the Executive Committee Team and Individual Objectives saying that next week at the residential training in Aviemore a staff member from NUS will be giving the training to find out what all the Full Time Officers wish to achieve in their year in office. The Chief Executive discussed the grid that would be used for the Full Time Officers to complete to show their objectives, outcomes, actions required, timescales, success measures and progress. The Student Voice Team Leader will hold a session to tease out and help set the individual and team objectives. Once the grid has been completed the Full Time Officers Individual and Team Objectives will go to Student Voice for approval.

The Student Voice Team Leader left the meeting at 3.45pm.

8. **Gender Recognition Act Discussion**

The VP SEBE discussed the Gender Recognition Act Consultation paper from the NUS Women Campaign and explained the background to the paper. The UK government are holding a consultation on the process by which you can legally challenge your gender in England and Wales. It was noted that as we had a campus and students studying in England that this was relevant to discuss. The Executive Committee discussed the difference in legislation between Scotland, England and Wales. It was noted from the paper that Scotland is one of the lead countries across the globe in taking steps to allow formal recognition of non-binary genders. The VP SEBE proposed that the Full Time Officers to do a joint response to the government and to bring it back to the next Executive Committee and vote on it. **Action: VP SEBE.**

9. **Full Time Officer Engagement Plan**

The Student President said that the Full Time Officers met, discussed and set their Engagement Plan for the year ahead. The Student President talked through the engagement activities and targets for 2018-19. It was agreed that there should be a target for the written blogs/vlogs and this

was set for five written blogs/vlogs a Trimester. The Executive Assistant will amend the Full Time Officer Engagement Plan to reflect the amendment and targets and re-circulate. **Action: Executive Assistant.**

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

Student President

- Rebranded 'Let's Talk about Gender Based Violence' with Students' Representative Council (SRC).
- Appointed PGR London Representative and Media and Communications Officer.
- Filmed video clip for university on clearing.
- Blog written on the Green Impact.
- Presented at The Gathering (introduction speech and workshop).
- Met with NUS for their plan of work visit.
- World Aids Day Planning.

VP SEBE

- Met with Director of Estates regarding outdoor seats and tables in the garden area at the Saltire Centre. A follow up meeting is to take place with the Security Manager.
- Attended the Pathways Induction.
- Worked on the wristbands for Freshers and they go on sale today.
- Working on the NSS SEBE Action Plan.
- Filmed video clip for university on clearing.
- Attended interviews for the new Student Adviser.
- Liaising with the VP & PVC Research on part funding the Postgraduate Freshers event.

VP GSBS

- Met with the Dean regarding the Academic Representation Re-fresh Proposal.
- Planning for different student engagement activities/events and working on a proposal for the year ahead.
- Sports clubs Come and Try dates are all on the website now.
- Date set for Freshers Taxi Cup and this will be the week after our Freshers takes place.
- Working with Mature and Part-Time Students Officer.
- BME event– drafted a copy of the invitation. Keynote speakers to be confirmed. The event will be promoted out and in particular with a focus on the Nursing Society tying into the NHS theme.

VP SHLS

- GDPR training with the VP & PVC Research for research students.
- Teaching Block issues and consultation out for what students want (microwave, chairs etc) and the lack of facilities for them.
- Working with Careers on three different events around campus.
- Involved in the London Representative Interviews.
- Liaised with school on School Refresh.
- Working on PG Representatives for SEBE and SHLS.
- Updated SSEG template and sent to SHLS (mini action plan).
- World Aids Day planning.
- Director of Europe Office taking over the Advanced Social Innovation Training.
- Attending A Global Network for University (Conference) in Brussels.
- Working with the VP SEBE and liaising with the VP & PVC Research on part funding the Postgraduate Freshers event.
- Men's Health and Alliance Group – place on E&D Committee.

- Working with the Equality and Diversity Advisor on the anti-bullying policy. A draft has to be prepared and compared with the University and taken to the E&D Committee.
- Student Summit Meeting with the VP SEBE.

11. **Previous Minutes**

The Executive Committee agreed that the meeting held on 31st July 2018 were accurate. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 31st July 2018. Vote: For: 4.** The minutes from the Executive Committee meeting held on 31st July 2018 were approved.

12. **Matters Arising**

12.1 **GCU School Refresh**

It was agreed for future learning for it to be raised with the University about the lack of genuine consultation around the GCU School Refresh. The Student President said that a meeting had been set with the DVC Academic to discuss the GCU School Refresh proposal. This matter is ongoing. **Action: Student President.**

12.2 **Proposal to Refresh the Academic Representation**

The Student Voice Team Leader and the Student President to pull together a paper that can be taken to the University for consultation. A paper has been sent to the DVC Academic and to other various university staff. This matter is resolved.

12.3 **Mental Health Agreement Plan Blog**

The Student President said that the blog has been written and once she has heard from the University the blog will be submitted. This matter is ongoing. **Action: Student President.**

12.4 **Sanitary Products & Working Group Blog**

The Student President said that a blog is still to follow but is awaiting details about the final cost. This matter is ongoing. **Action: Student President.**

12.5 **NUS Women's Conference Blog**

Attended the NUS Women's Conference and presented at it on Prevent – Gender Based Violence. The VP GSBS is awaiting pictures before submitting her blog. This matter is resolved.

The meeting ended at 4.30pm.

Date of next meeting
Tuesday, 11th September 2018, at 9am, in NH208

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Thursday, 20th September 2018 at 4:43pm, in room NH212.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

David Carse, Chief Executive (Clerk)

1. Apologies

None

2. Climate Change Fund

The University of Strathclyde Students' Association asked for the Students' Association to be partners in a bid for a Community Fridge submitted to the Climate Challenge Fund. The Community Fridge would be based within Townhead Community. City of Glasgow College would also be a partner. As a partner we would promote the initiative and promote volunteer opportunities. Post the funding we would also be involved in establishing its sustainability. **The Chair called for a vote to support the bid as a partner. For: 4.** The Student President would therefore sign the bid on behalf of the Students' Association.

3. Interim Academic Rep Structure

The Chair advised that the interim Academic Rep Structure proposal was well received at APPC and ETSE Steering Group, however the Graduate School had concerns about the proposed PGR Rep structure. The Student President and VP SHLS advised that they had a meeting with the Graduate School and Department of Academic Quality and Development to discuss the issue. The Graduate School proposed the model remained the same, i.e. one School Level PGR Rep and three Discipline PGR Reps (based on the former departmental structure within the academic schools). The Committee discussed at length the proposal remaining the same and the findings of the PGR Thematic Review that said the current PGR rep structure was not working. The VP SHLS advocated that if the structure problems were fixed then the current rep structure would work, for instance PGR students knowing which discipline they belonged too. There was a discussion on how representation worked at a discipline level and whether these were individual students grouped together or if they had a similar discipline based experience that therefore required representation. There was also a discussion on the assertion of the heavy workload of PGR Reps. Various models were proposed including only having one PGR Rep per academic school or three Discipline Based PGR Reps (who negotiate school and university committee attendance). The Student President and VP SHLS would arrange a meeting with the Pro Vice-Chancellor Research & Enterprise and Vice-Principal. **Action: Student President & VP SHLS.**

The meeting ended at 6.15pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 25th September 2018 at 10:00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

David Carse, Chief Executive (Clerk)

1. Apologies

None

2. Full Time Officer Team and Individual Objectives

The Chair asked members to provide their draft objectives for 2018/19. The objectives will be confirmed at the meeting of the Executive Committee on Tuesday 9th October 2018 and Student Voice on 22nd October 2018.

Team Objectives

Objective	Outcome
Work with the University on an Academic Rep Structure review	<ul style="list-style-type: none"> Academic Rep Structure outlined within GCU Quality Assurance and Enhancement Handbook
Work with the University to evaluate Student Partnership Agreement and Re-Launch	<ul style="list-style-type: none"> Paper to ETSE Steering Group Students' Association Annual Survey Question to test knowledge Embed Student Partnership Agreement into Induction and academic rep training 2018/19
Healthy Body Healthy Minds award	<ul style="list-style-type: none"> Award achieved

Individual Objectives

Student President

Objective	Outcome
Work with University to achieve Think Positive Student Mental Health Agreement (SMHA)	<ul style="list-style-type: none"> Evaluation Report submitted to Think Positive
Work with University on sustainability of Gender Based Violence initiative	<ul style="list-style-type: none"> Report and action plan agreed
Work with University on Student Rep Structure at Glasgow Caledonian College New York	<ul style="list-style-type: none"> Report and action plan agreed

Vice President SCEBE

Objective	Outcome
Work with University on implementing and evaluating Outdoor Learning Space	<ul style="list-style-type: none">• Report agreed
Work with SCEBE on NSS Action Plan	<ul style="list-style-type: none">• Score improved. Currently 74%
Work with University on review articulation student experience	<ul style="list-style-type: none">• Report and action plan agreed

Vice President SHLS

Objective	Outcome
Work with Careers Service on 4 events to promote employability	<ul style="list-style-type: none">• 4 events organised, 100 students attending
Work with VP GSBS on NSS Action Plan	<ul style="list-style-type: none">• Score improved. Currently 83%
Work with University on embedding intercultural skills workshops for new students	<ul style="list-style-type: none">• Launched on GCU Learn

Vice President GSBS

Objective	Outcome
Research into barriers for liberation students engaging with GCU Sports Clubs	<ul style="list-style-type: none">• Report and action plan agreed
Work with SHLS on NSS Action Plan	<ul style="list-style-type: none">• Score improved. Currently 86%
Action on Sustainability Development goals (TBC)	<ul style="list-style-type: none">• TBC

3. Interim Academic Rep Structure

The Chair confirmed that the proposed interim Academic Rep Structure for 2018/19 paper had been well received by APPC and ETSE Steering Group within the University. All the proposals were accepted for Departmental Reps and PGT Reps. There was however some debate, particularly with the Graduate School, about the PGR Reps. The Director of the Graduate School was still to confirm the research structure within academic schools. The Student President and VP SHLS agreed to take this forward with the Pro Vice-Chancellor Research & Enterprise and Vice-Principal. **Action: Student President & VP SHLS.**

The VP SHLS left the meeting at 10.35am.

4. Full Time Officers Reports

The Full Time Officers provided the following verbal reports:

Student President

- Presented interim Academic Rep Structure at APPC and ETSE Steering Group
- Attended meeting with VP SHLS to meet Graduate School about interim Academic Rep Structure for PGR Reps.
- Attended the Principals State of the Nation Address
- Attended, with all the Full Time Officers, the International Welcome Night.

- Delivered the academic school Induction Talks with the other Full Time Officers and the Freshers Address.
- The Mental Health Agreement Group met.

VP SCEBE

- Lead as Policy Lead on Freshers Activities
- Presented at Women in Engineering Society event
- Supported the delivery of Societies Training
- Met with Director of Estates and Security Manager about Outdoor Learning Space

VP GSBS

- Sports Council meeting
- Preparations for Black History Month, including working with Campus Trade Unions to seek sponsorship for the two events.
- Glasgow Taxis Freshers Intervarsity taking place on Wednesday 26th September 2018

5. **GSBS Module**

Pauline Bell, Senior Lecturer within GSBS, was encouraging the Students' Association to provide a brief to students on a module she delivers within the Fashion and Marketing Department. The students would act as research/marketing consultants. The Committee were supportive of providing opportunities. The Student President said she would take this forward. **Action: Student President.**

The meeting ended at 11.15am.

Date of next meeting
Tuesday, 9th October 2018, at 10am, in NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 15th October 2018 at 9:00am, in room NH210.

Members:

Rachel Simpson, Student President (Chair)
 Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)
 Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)
 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**

None.

The Chief Executive asked the Chair if he could add two discussion points under Any Other Competent Business (AOCB) - Black History Month and the Democracy Review, to which the Chair agreed.

2. **Student Mental Health Agreement Feedback**

The Student President presented the NUS feedback from the Student Mental Health Agreement 2017/18, developed in partnership with the University. The Student President highlighted the recommendations and areas of good practice to the Committee. The Student President agreed to write a blog on the Student Mental Health Agreement. **Action: Student President.** The Student President advised that work has started on the Student Mental Health Agreement 2018/19.

3. **Ideas Key Performance Indicator (KPI) and Action Plan**

The Chair advised that the Trustee Board asked the Executive Committee to discuss how more Ideas could be submitted by members through our website. The Chief Executive suggested to the Chair that the Student Voice Team Leader be invited to attend the next Executive Committee to add to the discussion to which the Chair agreed. **Action: Clerk.**

4. **Alterline Research Proposal**

The Student President confirmed that the Full Time Officers had agreed to participate in the Alterline Research into Q26 within the National Student Survey (NSS). The Executive Committee discussed the importance of understanding the Scottish landscape and requested for at least 2 or 3 Scottish associations participate in the research.

5. **Student Voice on 22nd October 2018**

The Committee discussed the agenda and papers for submission to the meeting of Student Voice on Monday 22nd October 2018. The members provided an update for the Matters Arising paper.

6. **Previous Minutes**

The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 20th September 2018. Vote: For 4. The minutes from the Executive Committee meeting held on 20th September 2018 were approved.

It was clarified that the previous minutes on 25th September 2018 said under the Vice President GSBS Objectives that he would work with the School of Health and Life Sciences on the NSS Action Plan. This should have read the Glasgow School for Business and Society. The Vice President SHLS

said her objective in the minutes should read intercultural skills workshops and not intercultural skills training. The minutes would be corrected by the Clerk. **Action: Clerk.**

Subject to this amendments, the Chair called for a vote to approve the minutes from the Executive Committee meeting held on 25th September 2018 pending the amendment. **Action: Clerk. Vote: For 4.** The minutes from the Executive Committee meeting held on 25th September 2018 were approved.

7. **Matters Arising**

7.1 **Interim Academic Rep Structure (from 20th September 2018)**

The Student President and VP SHLS met with the Pro Vice-Chancellor Research & Enterprise and Vice-Principal on 4th October 2018. This matter is resolved.

7.2 **Interim Academic Rep Structure (from 25th September 2018)**

The Student President and VP SHLS discussed the interim Academic Rep Structure with the Pro Vice-Chancellor Research & Enterprise and Vice-Principal on 4th October. This matter is resolved.

7.3 **GSBS Module (from 25th September 2018)**

A Senior Lecturer within GSBS, was encouraging the Students' Association to provide a brief to students on a module she delivers within the Fashion and Marketing Department. The students would act as research/marketing consultants. The Student President said she was still to take this forward. This matter is ongoing. **Action: Student President.**

8. **Life Membership**

Five Life Membership applications were received from Stuart Ross; Scott Gallacher; Alistair Goldie; Colin McNeil; and Andrew James Rodgers. The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 4.

9. **AOCB**

9.1 The Chief Executive proposed postponing the Democracy Review until the academic year 2018/19 and that the focus for this year to be on the Academic Rep Review and the Alterline Research. The Executive Committee agreed.

9.2 The Chief Executive discussed the up and coming partnership events for Black History Month with the University that are taking place on campus and asked for an update from the VP GSBS. The VP GSBS gave an update on the catering, budget, risk assessment, invites, speakers, and the general plans and organisation for both the events scheduled this month.

The meeting ended at 10.45am.

Date of next meeting: Tuesday, 23rd October 2018, at 10am, in NH209

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 23rd October 2018 at 10:00am, in room NH212.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

David Carse, Chief Executive

Sarah MacLean, Student Voice Team Leader

2. Ideas KPI and Action Plan

The Clerk asked the Chair if the Ideas KPI and Action Plan agenda item could be moved to the next meeting due to the absence of the Student Voice Leader. It was agreed to move the Ideas KPI and Action Plan to the next Executive Committee for discussion and for the Clerk to invite the Student Voice Team Leader to the meeting to add to the discussion. **Action: Clerk.**

3. Black History Month Campaign and Toolkit

The VP GSBS said that he was still to submit the Black History Month Campaign Toolkit paperwork and that the relevant paperwork would be available at the next meeting. **Action: VP GSBS.** The Student President asked the Clerk to add Black History Month Campaign and Toolkit to the agenda for the next Executive Committee meeting. **Action: Clerk.**

4. Pathways Representation

The VP SCEBE discussed a proposal from College Connect in relation to having Pathways Officers within the University to work with the partner colleges to help engage with the pathway students. The VP SCEBE added that the Pathways Officers would not be involved in the academic representation as this was within the remit of the University. From further discussions, it was suggested from the Full Time Officers that the VP SCEBE contact the President from each of the partner colleges to talk about the partnership and the pathways from college into University and how Pathways Students could engage more with the services available and to then bring back this item for discussion at the next Executive Committee for further discussion on how to take this forward. **Action: VP SCEBE.**

5. Previous Minutes

The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 15th October 2018. **Vote: For 4.** The minutes from the Executive Committee meeting held on 15th October 2018 were approved.

6. Matters Arising

6.1 Student Mental Health Agreement Blog

The Student President said that a Student Mental Health Agreement Blog would follow shortly. This matter is ongoing. **Action: Student President.**

6.2 **Ideas KPI & Action Plan**

The Clerk invited the Student Voice Team Leader to the Executive Committee to add to the discussion on the Ideas KPI & Action Plan. This matter is resolved.

6.3 **Previous Minutes Amendments**

The Clerk said that she had amended the previous minutes on 25th September 2018, in relation to the two corrections within the Full Time Officer Individual Objectives section. This matter is resolved.

6.4 **GSBS Module**

A Senior Lecturer within GSBS, was encouraging the Students' Association to provide a brief to students on a module she delivers within the Fashion and Marketing Department. The students would act as research/marketing consultants. This matter is resolved.

8. **Full Time Officer Engagement Statistics**

The Executive Assistant presented the Full Time Officer Engagement Statistics from 1st August 2018 until 19th October 2018. The Executive Assistant asked the Chair if the Feedback Cards could be brought back to the next Executive Committee for discussion to which the Full Time Officers agreed. **Action: Clerk.**

9. **Life Membership**

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

9. **AOCB**

9.1 **Department Representatives**

The VP SCEBE raised concern about the Department Representatives not having access to their generic email accounts yet or having their Class Representative lists. The Student President said that she would take this forward to ensure that Department Representatives have access sooner rather than later. The Student President said that she would have a response for the VP SCEBE by 24th October 2018. **Action: Student President.**

9.2 **School Board Meetings Review**

The VP GSBS discussed GSBS inviting representatives from last year to attend the School Board meetings, due to confusion around the Schools Re-Fresh. As the Student President sat on the working group to review the Terms and Reference of School Boards, she said that she would aim to get a section added into the Terms of Reference for staff to be mindful that Departmental Representatives roles end after Trimester B. **Action: Student President.**

The meeting ended at 10.45am.

Date of next meeting: Tuesday, 6th November 2018, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 9th November 2018 at 1:30pm, in room NH209.

Members:

Rachel Simpson, Student President (Chair)
 Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)
 Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)
 Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)
 Scarlett Hooper, Students' Association Co-ordinator (via telephone for point 2 only)

In Attendance:

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

1. Apologies

None.

2. London Representative Role Description

The Students' Association Co-ordinator presented a paper proposing a remit for the GCU London Representative [Clerk's Note: Now called GCU London Officer]. It is proposed at the remit would be taken to Student Voice for approval and added to the By-Laws. The Executive Committee discussed the paper and provided feedback on changes required. It was established that the remit would be revised and brought back to the Executive Committee. **Action: Student President.**

At 13.42pm the Students' Association Co-ordinator left the meeting.

3. EY Student Representation Internal Audit

The Student President gave some background to the GCU Internal Audit explaining that the University had asked Ernest & Young to carry out an audit on Student Representation as part of the 2018/19 Internal Audit Plan. The Student President said that part of the approach of the audit was to have individual discussions with key personnel such as the Deputy Vice-Chancellor Academic, Director of Student Life, Head of Academic Quality, Head of Governance, Chief Executive, and the Student President. The Student President said that the Chief Executive and herself had individually met with Ernest & Young and provided feedback and recommendations. It was clarified that the report would go to the University Court Audit Committee. It was anticipated that the Students' Association would also receive a copy of the report.

4. Life Membership

There were no Life Memberships received.

5. Previous Minutes

The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 23rd October 2018. **Vote: For 4.** The minutes from the Executive Committee meeting held on 23rd October 2018 were approved.

6. Student Mental Health Representation Group

The Student President presented her paper on the Student Mental Health Representation Group and Officer and gave some background to the proposal. The Student President said that from previous work she had carried out discussions led to conversations around a sustainable group, which could campaign, on enhancing Student Mental Wellbeing, and Mental Health, as well as help

develop relevant documents and policies within the Students' Association and therefore to establish a Student Mental Health Officer and Student Mental Health Representation Group within the Students' Association. The Student President said that the Equality and Diversity Committee will be consulted and a paper will go to Student Voice. **Action: Student President.** The Executive Committee recommended that an update be given to the Student Action Group on Engagement (SAGE). **Action: Student President.**

It was clarified whether there could be a representation group and society of the same type. **Action: Chief Executive.** [Clerks Note: It was clarified that this rule was for liberation groups/based societies only].

7. **Student Mental Health Agreement Campaign Toolkit**

The Student President presented the Student Mental Health Agreement Launch Campaign Planning Chart and talked through the event, outcome, resources required and timescale. The Student President asked the Executive Committee for £306.00 from the Campaigns Budget. Ideas were proposed on how costs could be reduced. The Chair called for a vote to approve £306.00 for the Student Mental Health Agreement Launch Campaign. **Vote: For – 4.** The funding of £306.00 for the Student Mental Health Agreement Launch Campaign was approved.

8. **Fairtrade Policy**

The Student President presented the Fairtrade Policy Statement, signed by Glasgow Caledonian University and GCU Students' Association. The Student President said that a Steering Group will be established. The Chair called for a vote to approve the Fairtrade Policy Statement. **Vote: For – 4.** The Chief Executive asked that before the Student President signed the Statement if the wording above where her signature will go could be changed to say Students' Association and not Students' Union. **Action: Student President.**

9. **Black History Month Campaign Toolkit**

The VP GSBS presented the Black History Month Campaign Funding Application and talked through the aim of the campaign, the achievement of the campaign, what the money is for and how much money is required. The VP GSBS was asked to work out actual costs and for this to be brought back to the Executive Committee for retrospective approval. **Action: VP GSBS.**

10. **Assessment Regulations**

The VP GSBS presented the proposed remit, work plan and membership for the GCU Assessment Regulations Working Group 2018/19. The Executive Committee discussed the Work Plan and suggested that the Chair of the Working Group be invited to discuss with SAGE. **Action: VP GSBS.** The VP GSBS said that he would bring back the outcomes of the GCU Assessment Regulations Working Group 2018/19 to the Executive Committee.

11. **Full Time Officer Reports at Student Voice**

The Executive Committee discussed how they presented their individual reports at the last meeting of Student Voice. It was agreed that updates should only highlight specific outcomes or new work areas not recorded within the written report, as members will already have read the reports.

12. **Full Time Officer Model – Salford evolution**

The Executive Committee discussed recommendation 6 within the Review of GCU Students' Association Full-Time Officer model on whether 'role-specific elections for a Vice President for each School – as per the Salford model – could be a future model enhancement'. The Executive Committee noted that the 'review demonstrated that the new structure is working well, and has continued to cement the partnership between the Students' Association and the University. Students felt well represented overall and were satisfied with the model'.

The Executive Committee felt that Student Voice lacked the appetite for this recommendation or for this to be discussed further at Student Voice Sub Committees. It was agreed that the Matters Arising paper for Student Voice would document this decision and the Full Time Officers would be held to account for this decision. **Action: Clerk.**

13. **No Confidence Review Paper**

The Executive Committee discussed the Motion of No Confidence Review Paper (Officer Accountability Review) carried out by Nick Smith Consulting. The Chief Executive explained that some of the recommendations were included in the revised Election Rules being presented for approval at Student Voice. It was clarified that this paper would be presented to Student Voice on 26th November 2018 and the Trustee Board on 17th December 2018 and any proposals for change to the Motion of No Confidence process to Student Voice on 11th February 2019. **Action: Clerk.**

14. **NUS Letter**

The Student President discussed the National Union of Students (NUS) letter that was sent out to associations (members) regarding the financial difficulty that the NUS Group is facing with a £3 million deficit. It was explained that NUS Scotland would be organising a meeting for associations to attend.

15. **Revised Election Rules**

The Chief Executive discussed the revised Election Rules that would be presented to Student Voice for approval on 26th November 2018 and explained the rationale for revisions, including recommendations from the Motion of No Confidence Review by Nick Smith Consulting, NUS Returning Officer Report 2018 and GDPR implications. It was also explained that benchmarking was carried out against the University of Strathclyde Students' Association and Edinburgh University Students' Association. The Chief Executive added that he and the Student President were meeting with the University Secretary and VP Governance and the Head of Governance to discuss the Election Rules. The Executive Committee clarified the name of the GCU London Rep, asked about the email lists rule and to make more explicit that review of election complaint requests should be forwarded to the Returning Officer.

16. **Initiations**

The Executive Committee discussed the initiation incident that took place at Newcastle University and a student died of alcohol poisoning. The VP GSBS and VP SCEBE explained that initiations would be discussed with the Sports Council and Societies Council to establish any further actions to take forward within this area. It was noted that there was a policy for initiations within the Sports Policy Document for Sports Clubs. It was agreed that Societies Council should be encouraged to have the same policy. **Action: VP SCEBE.** The Chief Executive explained that the Sports Co-ordinator would be attending the Scottish Student Sport training on initiations.

17. **Full Time Officer Development Review**

The Chief Executive presented a paper on the Full Time Officer Development Review, managed by Peacock Training Ltd. The Chief Executive asked the Full Time Officers to identify for the next meeting their proposed respondents. It was clarified that there should be a minimum of twelve respondents, with no less than three people per reporting category, up to a combined maximum of thirty respondents. It is important that the Full Time Officers co-ordinate who they ask so that one respondent does not receive an unmanageable number of requests. **Action: Full Time Officers**

18. **Ideas KPI and Action Plan**

The clerk was asked to reschedule a meeting next week to discuss the Ideas KPI and Action Plan with the Full Time Officers. **Action: Clerk.**

19. **Matter Arising from 23rd October 2018**

- 19.1 **Ideas KPI & Action Plan**
The Ideas KPI and Action Plan were moved to the separate meeting of the Full Time Officers and Student Voice Team Leader. **Action: Clerk.**
- 19.2 **Black History Month Campaign**
The VP GSBS submitted the Black History Month Campaign Toolkit. This matter is resolved.
- 19.3 **Black History Month Campaign**
The Black History Month Campaign was added to the agenda for the next Executive Committee meeting. This matter is resolved.
- 19.4 **Pathways Representation**
The VP SCEBE has still to contact the President from each of the partner colleges to talk about the partnership and the pathways from college into University and how Pathways Students could engage more with the services available. This matter is ongoing. **Action: VP SCEBE.**
- 19.5 **Student Mental Health Agreement Blog**
The Student President said that she was still to write the Student Mental Health Agreement Blog. This matter is ongoing. **Action: Student President.**
- 19.6 **Feedback Cards**
The Executive Assistant moved the discussion around Feedback Cards to the next Executive Committee. This matter is resolved.
- 19.7 **Department Representatives**
The Student President said that Department Representatives now has generic email accounts. This matter is resolved.
- 19.8 **School Board Review Meetings**
The Student President said that a second meeting of the working group to review the Terms and Reference of School Boards would be taking place next week and that she would aim to get a section added into the Terms of Reference for staff to be mindful that Departmental Representatives roles end after Trimester 2. This matter is ongoing. **Action: Student President.**
20. **Full Time Officer Engagement Statistics**
The Executive Assistant asked the Full Time Officers to discuss the Feedback Cards, which had been received whilst on Coffee on Campus, and Ask the Officer. The Full Time Officers distributed the Feedback Cards out depending on remit areas. The Full Time Officers will take forward the feedback received.
21. **AOCB**
The VP SHLS talked about having Community Engagement currently on her remit and how she wished to have this removed from her remit as she felt this would not be an area she could develop. The VP SHLS asked if another Full Time Officer wished to take Community Engagement as one of their remit areas. The Student President said that she would take Community Engagement under her remit. The Chair called for a vote to move Community Engagement from the VP SHLS to the Student President. **Vote: For – 4.** The Student President will take Community Engagement under her remit. The Full Time Officer Remit Areas document should be updated on the shared drive and website. **Action: Clerk.**

The meeting ended at 4.38pm

Date of next meeting is on Monday, 19th November 2018.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday, 19th November 2018 at 9:00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

2. Student Voice Agenda/Papers - 26th November 2018

The Executive Committee discussed the agenda and papers for submission to the meeting of Student Voice on Monday 26th October 2018. The Full Time Officers provided an update for the Student Voice Matters Arising paper.

3. Previous Minutes

The Student President pointed out a few amendments to the previous Executive Committee minutes from 9th November 2018. The first amendment, section 3, EY Student Representation Internal Audit should read "The Student President said that the Chief Executive and herself had individually met with Ernest & Young and provided feedback and recommendations."

Section 15, Revised Election Rules, should be amended to read "The Chief Executive added that he and the Student President were meeting with the University Secretary and VP Governance and the Head of Governance to discuss the Election Rules".

The Chair called for a vote to approve the minutes taking from the Executive Committee meeting held on 9th November 2018 pending the amendments. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 9th November 2018 were approved.

4. Matter Arising from 9th November 2018

4.1 London Representative Role Description

The Student President has still to bring the revised London Rep Role Description back to the Executive Committee. This matter is ongoing. **Action: Student President.**

4.2 Student Mental Health Officer/Group discussed at Equality and Diversity Committee

The Student President said that the Equality and Diversity Committee has not yet been consulted on the proposal. This matter is ongoing. **Action: Student President.**

4.3 Student Mental Health Officer/Group discussed at SAGE

The Student President said that SAGE has not yet been consulted on the proposal. This matter is ongoing. **Action: Student President.**

4.4 Clarification on representation group and society of the same type

The Chief Executive clarified explained that there was policy on not having a society and liberation group of the same type. There was no policy on representation groups. This matter is resolved.

- 4.5 **Fairtrade Policy**
The Chief Executive asked that before the Student President signed the Statement if the wording above where her signature will go could be changed to say Students' Association and not Students' Union. This matter is ongoing. **Action: Student President.**
- 4.6 **Black History Month Campaign Toolkit**
The VP GSBS was asked to work out actual costs and for this to be brought back to the Executive Committee for retrospective approval. This matter is ongoing. **Action: VP GSBS.**
- 4.7 **Assessment Regulations**
The Chair of the Assessment Regulations working Group would be invited to SAGE. No update was provided and this matter is ongoing. **Action: VP GSBS.**
- 4.8 **Full Time Officer Model – Salford evolution**
The Matters Arising paper for Student Voice was updated to reflect the discussion from the Executive Committee meeting. This matter is resolved.
- 4.9 **No Confidence Review Paper**
The No Confidence Review Paper is on the agenda for the next Student Voice and the Trustee Board. This item is resolved.
- 4.10 **Initiations**
Societies Council agreed to include a section on initiations in the Societies Policy Document. This action is resolved.
- 4.11 **Full Time Officer Development Review**
Each Officer provided suggested names for respondents to their Development Reviews. The Chief Executive said he would speak to the VP GSBS about his list as he was absent from the meeting. **Action: Chief Executive.**
- 4.12 **Reschedule Ideas KPI & Action Plan**
A separate meeting took place between the Full Time Officers and the Student Voice Team Leader to discuss improving the number of Ideas submitted. This matter is resolved.
- 4.13 **Pathways Representation**
The VP SCEBE contacted the partner colleges to talk about the partnership and the pathways from college into University and how Pathways Students could engage more with the services available. This matter is resolved.
- 4.14 **Student Mental Health Agreement Blog**
The Student President said that she was still to write the Student Mental Health Agreement Blog. This matter is ongoing. **Action: Student President.**
- 4.15 **School Board Review Meetings**
The Student President said that Departmental Representatives, Postgraduate Research and Postgraduate Taught will be included in the Terms and Reference of School Boards. This matter is resolved.
- 4.16 **Community Engagement**
The Full Time Officer Remit Areas document was updated on the shared drive and website by the Clerk. This matter is resolved.

5. **Life Membership**
There were no Life Memberships received.

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

The meeting ended at 10.20am

Date of next meeting is on Tuesday, 4th December 2018.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 4th December 2018, at 10.00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)
Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)
Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)
Yetunde Ogedengbe, Vice President School of Health and Life Sciences (VP SHLS)

In Attendance:

Caroline Miller, Representation & Advice Manager (Clerk)
Scarlett Hooper, Students' Association Co-ordinator (via Appear In - point 2 only)
Kerry Lyon, Student Leaders Co-ordinator (for point 3 only)
Una Marie Darragh, Societies Co-ordinator (for point 3 only)

1. Apologies

David Carse, Chief Executive
Kathryn Collins, Executive Assistant

2. GCU London Officer

The Students' Association Co-ordinator (London) was invited to participate for this agenda item. The revised GCU London Officer remit has been updated and brought to the Executive Committee for discussion, approval and for the Officer role to be included within 3.5 of the By-Laws. The Chair called for a vote: **Vote: For 4; Against: 0; Abstentions: 0.**

3. Star Awards

- 3.1 The Student Leaders Co-ordinator and the Societies Co-ordinator were invited to discuss their ideas and plans for the 2018/19 Star Awards volunteer celebration event. They explained the VP SCEBE has put herself forward to be the Full Time Officer policy lead and will participate in the working group for the Star Awards and can feedback/bring ideas to the group who are having their first meeting on Thursday, 6th December, at 3pm. Subsequent meetings will be scheduled in the New Year.
- 3.2 The provisional date for the awards (which is similar to last year) would be Thursday, 18th April, 2019. The Executive Committee agreed this would be an appropriate date to host the event. The Student Leaders Co-ordinator explained they have reviewed the number and titles of the awards which is being increased from 14 to 18 and a list of the awards was circulated. Student Leaders Trainers would get their certificates on the night/role of honour. The Student President asked if the 'Let Talk' trainers (only 3) could be also included in the event and this was agreed.
- 3.3 The Student Leaders Co-ordinator requested feedback from those who attended the event last year and any initial suggestions they would like to be discussed by the working group. Cake, balloons, selfie picture frame and photo booths were all mentioned as well as having a designated area for taking the award photos.
- 3.4 The VP GSBS also asked if Sport Campaigns could be considered for this event but it was agreed that would be better placed through the Sports Ball if appropriate. Further discussion took place on the

Social Innovation award and the Student Leaders Co-ordinator explained she and the Activity Manager are currently in discussions.

3.5 This year the voting will be made easier with one link (drop down box) and will still require Full Time Officers to be on the shortlisting panel to select the successful volunteers.

3.6 A further discussion took place on Student Points of Pride as they overlapped last year and not sure if they will be going ahead this year. The VP SCEBE will contact and follow up with Frank Brown, Work Experience Hub Manager and Professor Caroline Parker. **Action: VP SCEBE.**

4. **SFC Outcome Agreement Guidance**

The Chair explained the Chief Executive had put this item on the agenda for the Executive Committee to read over as it was a good practice guide. The information contained in the document would be useful to know as it covered a lot of information on relevant topics i.e. Equality & Diversity, Student Carers, Mental Health agreements were some of the examples given by Rachel out of the 96 different points held within the document. The Executive Committee were requested to read the SFC Outcome Agreement Guidance. **Action: Full Time Officers.**

5. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 19th November 2018. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 19th November 2018 were approved.

6. **Matters Arising from meeting on 19th November 2018**

6.1 **London Representative Role description.**

This matter was brought back to the Executive Committee meeting to be discussed. This matter is resolved.

6.2 **Student Mental Health Officer/group at Equality & Diversity Committee.**

The Student President said the Equality & Diversity Committee was not yet consulted on the proposal. This matter is ongoing: **Action: Student President.**

6.3 **Student Mental Health Officer/Group at SAGE.**

The Student President said that SAGE has not yet consulted on the proposal. This matter is ongoing. **Action: Student President.**

6.4 **Fairtrade Policy**

The Student President confirmed that wording on the Fairtrade Policy had been amended. This matter is resolved.

6.5 **Black History Month Campaign Toolkit**

The VP GSBS has still to complete working out the actual costs and will bring back to the Executive Committee for retrospective approval. This matter is ongoing. **Action: VP GSBS**

6.6 **Assessment Regulations**

The Chair of the Assessment Regulations working Group would be invited to SAGE. No update was provided. This matter is ongoing. **Action: VP GSBS**

6.7 **Full Time Officer Development Review**

The Chief Executive has spoken to the VP GSBS about his contact list. This matter is resolved.

6.8 **Student Mental Health Agreement Blog**

The Student President said she was still to write the Student Mental Health Agreement Blog.
This matter is ongoing: **Action: Student President.**

7. **Life Membership**

There were no Life Memberships received.

8. **AOCB**

The VP SHLS distributed copies of the agenda of the Working Group Workshop for Post Graduate Research Student Experience Thematic review being held on Wednesday, 5th December 2018, 2pm – 4pm. This was circulated for information.

The meeting ended at 10.35am.

Date of next meeting is on 18th December 2018.

Minutes of the Executive Committee meeting held on Tuesday, 18th December 2018, at 10.15am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

Eilidh Fulton, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

David Carse, Chief Executive (Clerk)

1. **Apologies**

Kathryn Collins, Executive Assistant

2. **Review of Assessment Resubmission and Resit Timings**

The VP GSBS presented a paper from the Review of Resubmission and Resit Timings Working Group and the SAGE responses to the paper. The Executive Committee discussed both papers and suggested slight amendments to the SAGE feedback. It was suggested that each of the Assessment Working Group Chairs could be invited to speak to SAGE members. **Action: VP GSBS.**

3. **You Said.... We Did NSS Email 2019**

The Committee discussed the NSS email sent to final year students outlining outcomes of their previous feedback from the Students' Association. The Committee asked for some minor changes to the content, (specifically the re-wording of the student mental health agreement), and adjustments including postgraduate space, academic rep structure, inter-cultural skills and student carers/care experience work. The Chief Executive said the final email would be circulated for comment. **Action: Chief Executive.**

4. **NUS Turnaround Consultation Response**

The Committee discussed a Scottish response to the NUS Turnaround Consultation developed by the Scottish sector. The Committee were supportive of the response but noted two concerns. Whilst the Committee were supportive of this idea that representatives should be elected for 2 years there was concerns that some FTOs and students could miss out on this opportunity and the talent they bring to a role as they might not be eligible to stand if elected every 2 years. Secondly there was support for one Full Time Officer representing Equality, on the assumption that there are self-defining voluntary officers underpinning this.

5. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 4th December 2018. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 4th December 2018 were approved.

6. **Matters Arising from meeting on 4th December 2018**

6.1 **Student Points of Pride**

The VP SCEBE will be speaking with the Work Experience Hub Manager in the New Year to talk about the Points of Pride. **Action: VP SCEBE.** The Work Experience Hub Manager has informed the VP SCEBE that the University will not be doing Points of Pride next year.

6.2 **SFC Outcome Agreement Guidance**

The Full Time Officers confirmed that they had read the guidance. It was decided that this is discussed in detail at the next Executive Committee agenda. **Action: Clerk.**

6.3 **Student Mental Health Officer/Group at Equality & Diversity Committee**

The Student President advised that the Equality and Diversity Committee has discussed the proposal and the proposal would be brought back to the Executive Committee for discussion before being presented to Student Voice. **Action: Student President.**

6.4 **Student Mental Health Officer/Group at SAGE**

The Student President explained that the proposal had been discussed at SAGE. This item is therefore resolved.

6.5 **Black History Month Campaign Toolkit**

The VP GSBS outlined the costs for the Black History Month Campaign that involved in the delivery of two events. In total the costs were £1,856.23, with £1,500 funding from GCU. The VP GSBS was asking for £356.23 from the Campaigns Budget. **Vote: For 4; Against: 0; Abstentions: 0.** The funding was therefore approved.

The Chair asked the VP GSBS to complete the Campaign Toolkit Chart. **Action: VP GSBS.**

6.6 **Assessment Regulations**

The Chair of the Assessment Regulations working Group would be invited to SAGE. This matter is ongoing. **Action: VP GSBS**

6.7 **Student Mental Health Agreement Blog**

The Student President wrote the blog. This matter is resolved.

7. **Life Membership**

There were no Life Memberships received.

8. **AOCB**

There was no AOCB.

The meeting ended at 11.20am.