

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.

EXECUTIVE COMMITTEE MEETING



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.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 15th January 2019, at 2.37pm, in room NH209.

Members:

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

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

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

In Attendance:

David Carse, Chief Executive

Gordon McTweed, Activities Manager (item 2 only)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

Rachel Simpson, Student President

2. **Stagecoach**

The Executive Committee discussed Stagecoach's commitment to the LGBT+ community noting controversy from Brian Souter, an owner, in the past. It was confirmed that the Students' Association would seek reassurance before proceeding with any advertising or sponsorship. **Vote: For 3; Against: 0; Abstentions: 0. Action: Chief Executive/Activities Manager.** [Clerk's Note: The Chief Executive confirmed in an email to the Full Time Officers on 16th January 2019 that Stagecoach Group employees have 'principles of ethical behaviour' and an 'inclusion and equal opportunities' policy within its Code of Conduct. It outlines that "Stagecoach does not tolerate discrimination or harassment of any kind based on disability, gender, gender re-assignment, sexual orientation, religion, belief, age, nationality, race or ethnic origin." and "Stagecoach is fully committed to investigating any complaints and taking appropriate disciplinary action". An example of a Stagecoach Rainbow Bus was also provided].

At 2.48pm the Activities Manager left the meeting.

3. **GCU Learn – January Exams**

The Full Time Officers discussed what was known so far following the disruption that students experienced with GCU Learn (Blackboard) whilst it was being upgraded during the festive period. It was confirmed that a statement had been communicated to members from the Student President on 4th January 2019. The Full Time Officers discussed who approved the GCU Learn update, the lack of advanced communications about the upgrade, how the University responded to the situation, how the Students' Association was consulted and how to ensure the University took forward continuous learning. The Student President confirmed that the University would be circulating to students a Frequently Asked Questions email.

The VP SCEBE noted that the Digital Learning Implementation Group (DLIG) discussed the GCU Learn Upgrade at its meeting on the 23rd October, where unfortunately the VP SCEBE was not present. It was established that this was not an agenda item and had been raised at the meeting. [Clerks Note: Minutes were circulated late November - 'b) VLE refresh - Blackboard is moving from its present hosting position to 'Software as a Service' in January 2019. There would be some downtime during Christmas and New Year for testing and data migration had started'].

The VP SCEBE said that the meeting was held on 23rd of October and notes were circulated late November. The VP SCEBE was not in attendance.

The Student President advised that her statement would be updated and circulated in the all student email. **Action: Student President.**

4. **Proposal to attain student-led media recognition & partnership with GCU**

The VP SCEBE gave some background to the proposal she had drafted for the Principal saying that it was initially started last year by the VP SHLS and the former VP GSBS (now Student President). As the new lead for student media groups, the VP SCEBE said that she proposes that student media volunteers should be recognised through volunteer certificates which are given to dedicated members of the student media groups and that to give the certificates more value by being signed by the Principal. The Executive Committee discussed the implications of devaluing the Student Leaders Programme (SLP) which had the Principal's signature on the certificates and is currently the only certificate from the Students' Association which has this. The VP GSBS added that he would like to see the Sports Council receiving certificates to recognise their dedicated work for the sports clubs. The Chief Executive suggested having the Deputy Vice-Chancellor Academic to sign the certificates for student led media groups and sports clubs. It was decided that the VP SCEBE would rethink the criteria for receiving a certificate, who should receive a certificate and who should sign it and bring back to the Executive Committee for further discussion. **Action: VP SCEBE.**

5. **SFC Outcome Agreement Guidance Discussion**

The Full Time Officers discussed the University Outcome Agreements 2018-19 to 2020-21 Guidance from the Scottish Funding Council (SFC). It was agreed that GCU Strategy and Policy should be advised of the work of the Students' Association that relates to the Outcome Agreement submission. **Action: Student President.**

6. **NUS Scotland Awards 2019**

The Chief Executive advised that NUS Scotland Awards 2019 deadline for nominations closed on Monday 4th February 2019 at 5pm and asked the Full Time Officers if they wished to submit any nominations. The Full Time Officers discussed the awards, decided the subject and who would be submitting nominations for the following four categories - Campaigns Award (Student President); Diversity Award (VP SHLS); Student of the Year Award (VP SCEBE); Club or Society of the Year Award (VP GSBS). **Action: Full Time Officers.** The Full Time Officers will all be present at the NUS Scotland Conference on 21st March 2019 in Dunblane.

7. **Common Good Award Panel**

Due to the absence of the Student President this agenda item was not discussed.

8. **Printing of Executive Committee Papers**

The Full Time Officers discussed the printing of papers for Executive Committee meetings and decided that printed papers were no longer be required as each Full Time Officer has their own laptop and can access the papers electronically thus reducing the carbon footprint and save resources. The Chair called for a vote to have paperless Executive Committee meetings going forward. **Vote: For 3; Against: 0; Abstentions: 0.** It was confirmed that this was another example for the NUS Green Impact Accreditation.

9. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 18th December 2018. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 18th December 2018 were approved.

10. **Matters Arising from meeting on 18th December 2018**

- 10.1 **Invite Assessment Working Group Chairs to speak at SAGE**
The VP GSBS will double check the dates the next SAGE meeting and follow up with invites. This matter is ongoing. **Action: VP GSBS.**
- 10.2 **You Said...We Did NSS Email 2019 circulated**
The Chief Executive circulated You Said...We Did NSS draft email 2019 for feedback. The email will go out to all members after the National Student Survey opens. This matter is resolved.
- 10.3 **Student Points of Pride Discussion**
The VP SCEBE has still to speak with the Work Experience Hub Manager to talk about the Points of Pride. This matter is ongoing. **Action: VP SCEBE.**
- 10.4 **SFC Outcome Agreement Guidance Discussion**
This item was on the Executive Committee agenda and discussed. This matter is resolved.
- 10.5 **Student Mental Health Officer/Group Proposal**
The Student President is still to bring back the Proposal to the Executive Committee for discussion before being presented to Student Voice. This matter is ongoing. **Action: Student President.**
- 10.6 **Black History Month - Campaign Planning Chart**
The VP GSBS provided the Executive Committee with the Black History Month Campaign Toolkit Chart. This matter is resolved. The Chair called for a vote to approve the Black History Month - Campaign Planning Chart. **Vote: For 3; Against: 0; Abstentions: 0.**
- 10.7 **SAGE Invite to Chair of Assessment Regulations Working Group**
The VP GSBS will double check the dates for when the next SAGE meeting and follow up with invites. This matter is ongoing. **Action: VP GSBS.**
11. **Life Membership**
A Life Membership application was received from Steven Vance. The Chair called for a vote to approve the submitted Life Membership Form. **Vote: For 3; Against: 0; Abstentions: 0**
12. **AOCB**
- 12.1 **GCU Learn Incident Response**
The VP SCEBE said that she attended a meeting in which the Deputy Vice Chancellor – Academic had asked how the Students’ Association felt about all that the university had done based on the GCU Learn incident and if they had handled it well. It was suggested that an email could be sent out from the Students’ Association saying what the university and the Students’ Association did in collaboration to make decisions. Communications would also be sent out regarding the incident via the official university communication pages. The VP SCEBE added that if an email does go out then it requires to be drafted between the Students’ Association and the Deputy Vice Chancellor Academic. The VP SCEBE suggested the Student President can follow this through. **Action: SP.**
- 12.2 **Woodlands and Park Community Council**
The VP GSBS spoke about receiving an invite to attend Woodlands and Park Community Council. The Executive Committee discussed and suggested that it is better that our colleagues from the University of Glasgow attend as currently Full Time Officers from GCU Students’ Association sit on two local Community Councils. The VP GSBS said he would respond to the invite. **Action: VP GSBS.**

The meeting ended at 4.05pm.

Date of next meeting: Tuesday, 29th January 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 29th January 2019, at 10.00am, in room NH209.

Members:

Rachel Simpson, Student President (Chair)

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

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

In Attendance:

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

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

David Carse, Chief Executive

2. Common Good Award Panel

The Student President said that she had been contacted by Frank Brown, GCU Work Experience Hub Manager, who had asked for either the Student President or a nominee to be part of the judging panel for the Common Good Award. The Student President asked the VP GSBS and the VP SCEBE if they wished to be on the panel. The VP GSBS and the VP SCEBE both agreed they were happy for the Student President to be part of the Common Good Award Panel. The Student President would confirm panel members with Frank Brown. **Action: Student President.**

3. School Based Summits

The VP SCEBE gave some background to the school based summits adding that a meeting around the school based summits should have taken place earlier last year. The VP SCEBE suggested that the Full Time Officers work together to organise the school based summits and to have them on the same day. A meeting will be scheduled for all the Full Time Officers will meet with the three Associate Dean's for Learning Teaching and Quality to discuss the school based summits. **Action: Executive Assistant.** A meeting will be arranged by the Student President with Student Life to confirm their role in the school based summits. The Student President will contact the Student Voice Team Leader to ask whether any of the London Officers would be interested in holding a summit at GCU London at some point in the future. **Action: Student President.**

4. Life Membership

There were no Life Memberships received.

5. AOCB

5.1 Volunteer Certificate

The VP SCEBE discussed her proposal to attain student-led media recognition, along with Society Council and Sports Council, by receiving a volunteer certificate from GCU Students' Association. The VP SCEBE asked the Full Time Officers who else could be invited to sign the certificates if not the Principal. The Student President suggested that possibly the Principal could sign one group of certificates but not all. Another suggestion was for some of the newly appointed Assistant Vice Principals (AVPs) to be approached. The VP GSBS and the VP SCEBE will find out via the media groups, Societies Council and Sports Council who they would prefer to sign their certificate and report back at the next Executive Committee. **Action: VP SCEBE and VP GSBS.**

5.2 **Mature and Part Time Students**

The VP GSBS talked about the Mature and Part Time students using NH209 meeting room within the Students' Association from 9am – 5pm, every Tuesday until Thursday as they don't have a Mature and Part Time Students space to go to. The VP GSBS asked the Full Time Officers if the Mature and Part Time students could try out the use of NH209, as a tester, to see how it works. It was agreed to test the use of NH209 to see how it works for the Mature and Part Time Students. The VP GSBS would update on progress. **Action: VP GSBS.**

5.3 **BME/International**

The VP GSBS discussed having a black and minority ethnic (BME) and international students meet and greet/listening event and discussed the GCU staff members which will be invited. The VP GSBS said the seminar area in the Hamish Wood building would be a good venue and a date for the event will be in April 2019, possibly week commencing 15th April 2019. The VP GSBS would update on progress. **Action: VP GSBS.**

5.4 **Healthy Body Healthy Mind**

The VP GSBS said that he was meeting with the Sports Council and the Societies Council to discuss Healthy Body Healthy Mind to see if anyone still wishes to be involved. **Action: VP GSBS.**

The meeting ended at 10.40am.

Date of next meeting: Tuesday, 12th February 2019, from 10-12pm, in NH209.

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Friday, 1st February 2019, at 3.05pm, in room NH208.

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)

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

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. Motion of No Confidence (Officer Accountability) Review

The Full Time Officers discussed the Motion of No Confidence Review (Full Time Officer Accountability) paper. It was confirmed that based on discussions at the meeting that a redrafted paper would be presented at Student Voice on 11th February 2019 for discussion. The paper proposed creating a new Schedule on Full Time Officer Accountability, based on one of the recommendations of the Nick Smith review. The paper would then be discussed by the Trustee Board and with the University before the Schedule was submitted for approval by Student Voice, Trustee Board and University Court.

The Nick Smith review suggested creating a new Schedule on Full Time Officer Accountability. The approach suggested by Nick Smith was followed, but instead of an additional Discipline Committee being created the existing mechanisms were utilised, ie employee discipline policy and Trustee Board and the clauses within the Full Time Officers Contract of Employment.

Questions were asked about the Nolan Principles, the University feedback about Motion of No Confidence being submitted in a Full Time Officer who had been re-elected, the term 'Rebuke', whether a Motion of Censure could be amended at a meeting of Student Voice, whether the Trustee Board could amend the types of activities of a Full Time Officer and some of the language used throughout.

There was a consensus by the Executive Committee that the approach of the proposed Schedule was appropriate but noting that aspects of the Schedule has still to be pinned down. It was noted that By-Laws Section 8 (Resignations and Dismissals) would also be required to be amended to not contradict any changes to the Schedules. The revised paper would be present at Student Voice.

Action: Student President.

3. NUS Whitepaper Response

The Chief Executive discussed the **NUS Proposal for Reform: A White Paper on reform** and highlighted the three key questions:

1. What should the elected full-time officer roles be?
2. What should the membership model be?
3. Is the balance of deciding/doing right?

The Full Time Officers discussed the draft response from the Scottish Senior Managers and agreed to its submission.

The VP SCEBE left the meeting at 3.45pm.

The Chief Executive added that the Full Time Officers can do a separate individual response if they wished. The Full Time Officers discussed that the final proposal would be presented at the NUS UK National Conference 2019.

The meeting ended at 4.04pm.

Date of the next meeting is on 12th February 2019.

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Tuesday, 5th February 2019, at 3.30pm, 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)

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

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Student Voice Agenda/Papers (11th February 2019)

The Committee discussed the agenda and papers for submission to the meeting of Student Voice on Monday 11th February 2019.

It was noted that the agenda would be updated as the new affiliated societies and sports clubs was a verbal update and no paper. The date for the deadline for the Honorary Life Members would be added and 'The' would be removed before the name of societies. **Action: Clerk.** It was noted that the DVC Academic, Valerie Webster, had been invited from the University to speak about GCU Learn.

It was agreed that the Full Time Officers would provide a more comprehensive update to the Clerk on the Matters Arising and updated on the website. **Action: Full Time Officers/Clerk.**

It was noted that the GCU London Officer paper, Motion of No Confidence (Full Time Officer Accountability) Review paper and Establishment of a Student Mental Health Representation Group and Officer paper had previously been discussed by the Executive Committee. It was noted that the Revised Radio Caley Policy Document and Establishment of a Student Mental Health Representation Group and Officer proposal has not been sufficiently discussed within the parameters of the Staff/Student Protocol and this may be addressed at Trustee Board.

The six Ideas presented for discussion at Student Voice were discussed. It was established that it would be useful if the Full Time Officers could provide contextual information for the Apps Anywhere, Volunteer Drop Ins, Kettle and Microwave facilities, getting rid of plastic cutlery and phase out of single use coffee cups Ideas at Student Voice. **Action: Full Time Officers.**

2. NUS Motions

The Student President said that the deadline to submit motions to the NUS UK Conference was the 28th February 2019 at 12 noon and the deadline to submit motions to the NUS Scotland Conference was **Thursday 7 February 2019 at 12 noon.** **Action: Full Time Officers.** The Student President asked that any proposed motions be submitted to the Full Time Officers before submission.

3. Campaigns Funding Application

The Student President presented a Campaigns Funding Application which had been received from Michael Docherty. The aim of the campaign is to raise awareness of LGBT+ in sport and to run a campaign throughout February 2019 with a campaign video and a pledge document to sign. The Full Time Officers asked that the pledge document that is to be signed should also include the GCU Students' Association logo and to confirm with LGBT+ that they are happy to be involved in the

campaign and for their logo to be used. The Chair called for a vote to approve £25.00 to Michael Docherty, Sports Council Chair, for the campaign to raise awareness of LGBT+ in sport, on the condition that LGBT+ are happy with their logo being used in the campaign and that the pledge includes GCU Students' Association logo. The Chair called on a vote to approve the funding. **Vote: For - 4.** The Campaigns Funding Application for £25.00 from Michael Docherty was approved. The Clerk will inform the student that the funding was successful and for the receipts to be submitted to the Clerk for reimbursement. **Action: Clerk.**

The meeting ended at 4.30pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday 22nd February 2019 at 3.30pm in room NH209.

Members:

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

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

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

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (items 2 & 3)

Kathryn Collins, Executive Assistant (Clerk)

1. **Apologies**

Rachel Simpson, Student President

2. **Update on Full Time Officers Individual and Team Objectives**

The Full Time Officers were asked to give an update on their Team Objectives and Individual Objectives. The Chief Executive highlighted that the finish date for the Full Time Officers was on 31st May 2019 and so therefore the Full Time Officers should be mindful of the amount of time left to complete all their objectives.

2.1 **Team Objectives**

The Executive Committee discussed finalising and reviewing remits; quorate membership; what informal/formal meetings/school boards each Postgraduate Representative attends and that this number needs to be clarified. It was confirmed that a mapping exercise had been completed on the committees that PGR reps sit on. An Academic Rep Review Meeting will be scheduled with the Full Time Officers, Student Voice Team Leader and the Academic Rep Co-ordinator. **Action: Clerk.** The meeting scheduled will be to discuss the postgraduate representative structure, remits and School Board composition and quoracy.

In relation to the undertaking the NUS Scotland/Scottish Student Sport Healthy Body Healthy Mind Award accreditation, it was agreed that the VP GSBS would take forward this work as a priority over the next six weeks and scope out each section to see what is required. The VP GSBS would provide a skeleton outline with the chapter headings and the bullet points of what could be covered within each section. **Action: VP GSBS.**

The VP SCEBE will take forward the Student Partnership Agreement objective. **Action: VP SCEBE.**

2.2 **Individual Objectives**

2.3 The VP SCEBE reported that she is on track with her objectives and will produce a blog in relation to her win on the opening of the Outdoor Learning Space in the university which will be opening on 1st April 2019. **Action: VP SCEBE.** Members congratulated the VP SCEBE on her win. A report from the work with the university on reviewing the articulation experience will follow shortly and be presented at the Executive Committee. **Action: VP SCEBE.**

2.4 The VP SHLS said that progress is good for her objectives and so far all her career events for students were well attended regarding improving students career support and employability. For the third event, it will take place at Academic Rep Gathering, on 27th March 2019, where a workshop will take place. The fourth and last event will take place during the exam period. For the

SHLS National Student Survey (NSS) Action Plan meetings, workshops, and focus groups have been held and the Action Plan is on track. An updated and standardised SSCG template has been formatted and sent to other schools to use for their feedback. The VP SHLS will provide the Clerk with details of any additional NSS lecture shouts she attends to that this can be added to the overall lecture shout statistics logged. **Action: VP SHLS.**

- 2.5 The VP GSBS said that for the NSS Action Plan is on track and they have had meetings and workshops and a welcome back event for 4th year students. As part of the review, there will be further focus groups held later on to help improve results. The VP GSBS will find out if there are any outstanding actions and the outcomes will be produced in the summer. In relation to identifying recommendations for GCU to take forward within UN Sustainability Development Goals, a meeting took place discuss sustainability and a paper will be produced at the end of April 2019 and the paper will come to the Executive Committee. **Action: VP GSBS.** A short survey will be carried out, around week 8-10, as part of the research into barriers for liberation students engaging with GCU Sports Clubs. The analysis of the survey will then go to the Sports Council and then to Executive Committee. **Action: VP GSBS.** The Chief Executive and the VP GSBS discussed GDPR, sensitive data and storing data.

- 2.6 The Student President will give an update on her individual objectives at the Executive Committee meeting scheduled for 12 March 2019. **Action: Student President.**

3. **Teaching Awards**

The VP SCEBE said that nominations for the Teaching Awards are open. Nominations close on 11th April 2019, at 12noon. The Full Time Officers agreed to add Teaching Awards to the agenda for their next School Board meeting. **Action: Full Time Officers.** The Full Time Officers will contact the Campus Trade Unions to ask for their support in contacting members in their updates asking them to encourage and talk to students about the Teaching Awards. **Action: VP GSBS.** The Teaching Awards ceremony will take place on 16th May 2019, the time has still to be confirmed. A Save the Date email will be sent out from the VP SCEBE shortly to the whole Executive Board, Deans, Campus Trade Unions and Professional Services. The VP SCEBE explained that there was no budget available from the university for the Teaching Awards this year and this would be explored, along with the Principals Teaching Award during 2019/20.

It was re-iterated that no Full Time Officer should ask the University for funding without discussing this first at a meeting of the Executive Committee.

The Student Voice Team Leader left the meeting at 4.06pm.

4. **Module Evaluation: Closing the Feedback Loop**

Module Evaluation: Closing the Feedback Loop was an agenda item added by the Student President who was absent from the meeting. This agenda item will be carried forward for the Student President to give more context at the next Executive Committee meeting scheduled for Tuesday, 26th February 2019. **Action: Clerk.**

5. **Task and Finish Group – Banded Grading**

Task and Finish Group – Banded Grading was an agenda item added by the Student President who was absent from the meeting. This agenda item will be carried forward for the Student President to give more context at the next Executive Committee meeting scheduled for Tuesday, 26th February 2019. **Action: Clerk.**

6. **SWBE Student Certificate**

The VP SHLS presented the School for Work Based Education (SWBE) certificate and the Executive Committee discussed who should be given the certificate and who should sign the certificate. The

VP SHLS said that she has spoken with SWBE and that they made a comment about how there is no online training for GCU South Africa. The Executive Committee agreed the design of the certificate was fine and discussed the process of receiving a certificate which is by having been through the training/contact in Glasgow. At this point, the online training is not available but by next year the training will have been reviewed and will be available for GCU London students and any other partnership locations and once the training has been completed then students can receive a certificate. All agreed the concept for the certificates was good and this can be enacted from 2019/20.

7. Potential name change from School for Work Based Education (SWBE)

The VP SHLS said that the School for Work Based Education (SWBE) had changed its name but that the new name has still to be announced.

8. Anti-Bullying Information

The VP SHLS presented the draft Anti-Bullying Policy paper to the Executive Committee for approval. It was established that a section should be added to the existing Equality and Diversity Policy, rather than a separate policy. He outlined that any changes to the Equality and Diversity Policy required the approval of Student Voice and the Trustee Board. The VP SHLS will meet with the Chief Executive to discuss how to take this piece of work forward. **Action: VP SHLS.** The Executive Committee suggested that the VP SHLS could run a campaign about Anti-Bullying Information.

9. Graduation Fees

The NUS Scotland open letter on #FreetoGraduate was discussed and it was noted that the University of Strathclyde, University of Aberdeen and University of Glasgow are dropping graduation fees. It was highlighted that an initial conversation had started with the University on graduation fees and graduating in abstentia. It was also noted that graduation fees were in quite a few candidate manifestos for this year's elections.

10. Trade Unions

The Committee noted the current UCU Ballot on industrial action. It was established to engage with the Campus Trade Unions on the current pay settlement. **Action: VP GSBS.**

11. Full Time Officer Development Review

The recent Full Time Officer Development Review process was discussed. The Full Time Officers felt that the Development Reviews could take place in early December and Action Plans written before stopping for Christmas. The Chief Executive offered to support any Full Time Officer in writing their Action Plan. The Full Time Officers felt that the Students' Association had invested in them and felt it important to complete an Action Plan for this review cycle. The Chair called for a vote for Action Plans to be produced for 23rd April 2019. **Vote: For: 2; Against: 1; Abstentions: 0. Action: Full Time Officers.**

12. sparqs Award Nomination

It was noted that the Students' Association had been shortlisted in the sparqs Awards 2019 for Shaping the Curriculum: A Whole Institution Approach on Embedding Intercultural Skills into the Curriculum at GCU.

13. Previous Minutes

- 13.1 The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Tuesday, 5th February 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 5th February 2019 were approved.

- 13.2 The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Friday, 1st February 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 1st February 2019 were approved.
- 13.3 From the meeting held on 29th January 2019, which the Chief Executive was absent from, the Chief Executive highlighted point 5.2, in relation to the mature and part time students space, saying that the Executive Committee can't make this decision as it an operational issue. The VP GSBS will contact the mature and part time students who had requested the space and inform them that there is a room booking process to go through to book a meeting room. **Action: VP GSBS.** The Clerk noted the amendments and will make the relevant change to the minutes. **Action: Clerk.** The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Tuesday, 29th January 2019, noting the amendment to point 5.2. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 18th December 2018, with an amendment to point 5.2, were approved.
- 13.4 From the meeting held on 15th January 2019, the VP SCEBE noted under point 12.1, GCU Learn Incident, that "the Students' Association were asked by the university if they had handled the GCU Learn incident well" and for the wording to be amended to say this. The text "it was suggested that the Students' Association send out an email saying what the university and the Students' Association did in collaboration to make decisions" to be amended to say this. The action leading from point 12.1 was for the Student President and not the VP SCEBE. The Clerk noted the amendments and will make the relevant change to the minutes. **Action: Clerk.** The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Tuesday, 15th January 2019, noting the amendments to point 12.1. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 15th January 2019, noting the amendments to point 12.1 were approved.

14. **Matters Arising**

15th January 2019

14.1 **GCU Learn – January Exams**

The statement on GCU Learn – January exams was updated and circulated in the all student email. This matter is resolved.

14.2 **Proposal to attain student-led media recognition & partnership with GCU**

The VP SCEBE had discussions with the Director of Communications and the Deputy Director who said that they are not involved in student media and to relook at who would be better placed to sign the certificates. The Director of Student Life is an option to be a signatory. The VP SCEBE will bring back to the Executive Committee for further discussion. **Action: VP SCEBE.** This matter is ongoing.

14.3 **SFC Outcome Agreement Guidance Discussion**

It was agreed that GCU Strategy and Policy should be advised of the work of the Students' Association that relates to the Outcome Agreement submission. The Student President was absent from the meeting and therefore no update was given. This matter arising will be carried forward to the next meeting. **Action: SP.** This matter is ongoing.

14.4 **NUS Scotland Awards 2019**

The Full Time Officers each submitted nominations for the NUS Scotland Awards 2019. This matter is resolved. The Full Time Officers will write blogs on the two nominations which have been successful which are for the Club or Society of the Year (VP GSBS) and the Diversity Award (VP SHLS). **Action: VP SHLS and VP GSBS.**

- 14.5 **Invite Assessment Working Group Chairs to speak at SAGE**
The VP GSBS is following up with invites and will look into what papers are going to Senate but have not been to SAGE first. **Action: VP GSBS.** This matter is ongoing.
- 14.6 **Points of Pride Discussion**
The VP SCEBE said that the university is no longer running the Points of Pride. This matter is resolved.
- 14.7 **Student Mental Health Officer/Group Proposal**
The Student President presented the Student Mental Health Officer/Group Proposal at Student Voice. This matter is resolved.
- 14.8 **GCU Learn Incident Response**
The VP SCEBE added that if an email does go out then it requires to be drafted between the Students' Association and the Deputy Vice Chancellor Academic. The VP SCEBE suggested the Student President can follow this through. The Student President was absent from the meeting and therefore no update was given. This matter arising will be carried forward to the next meeting. **Action: SP.** This matter is ongoing.
- 14.9 **Woodlands and Park Community Council**
The VP GSBS responded by email to the invite. This matter is resolved.

29th January 2019

- 14.10 **Common Good Award Panel**
The Student President confirmed with the Work Experience Hub Manager that she would be a member of the Common Good Award Panel. This matter is resolved.
- 14.11 **School Based Summits**
A meeting was scheduled for all the Full Time Officers will meet with the three Associate Dean's for Learning Teaching and Quality to discuss the school based summits. This matter is resolved.
- 14.12 **School Based Summits**
The Student President will contact the Student Voice Team Leader to ask whether any of the London Officers would be interested in holding a summit at GCU London at some point in the future. The Student President was absent from the meeting and therefore no update was given. This matter arising will be carried forward to the next meeting. **Action: SP.** This matter is ongoing.
- 14.13 **Volunteer Certificate**
The VP GSBS and the VP SCEBE said they had received responses from the media groups, societies and sports clubs who indicated that they would be happy with the Deputy Vice Chancellor – Academic and the Director of Student Life to sign the certificates. However, discussions on the volunteer certificate are to continue at the next Executive Committee meeting to establish confirmed signatories. **Action: VP GSBS & VP SCEBE.** This matter is ongoing.
- 14.14 **Mature and Part Time Students study space**
The VP GSBS will contact the mature and part time students to inform them of the room booking process for meeting rooms. **Action: VP GSBS.** This matter is ongoing.
- 14.15 **BME/International Listening Event**
The VP GSBS said that a BME International Listening Event is scheduled for Monday, 25th February 2019. This matter is resolved.

14.16 Healthy Body Healthy Mind

The VP GSBS said that had met with Sports Council who were supportive and wished to be involved. This matter is resolved.

1st February 2019

14.17 Motion of No Confidence (Officer Accountability) Review

The Student President presented the revised Motion of No Confidence (Officer Accountability) Review paper at Student Voice. This matter is resolved.

5th February 2019

14.8 Student Voice Agenda/Papers (11th February 2019) – Matters Arising

The Full Time Officer provided a more comprehensive update to the Clerk on the Matters Arising. The Clerk updated the Matters Arising paper on the website. This matter is resolved.

14.9 Student Voice Agenda/Papers (11th February 2019) – Ideas

The Full Time Officers provide contextual information about the Apps Anywhere, Volunteer Drop Ins, Kettle and Microwave facilities, getting rid of plastic cutlery and phase out of single use coffee cups Ideas at Student Voice. This matter is resolved.

14.20 NUS Motions

The Full Time Officers noted the deadlines set to submit NUS Motions to the NUS UK conference and the NUS Scotland conference. This matter is resolved. The Student President said that the deadline for the NUS UK conference and the NUS Scotland conference has since been extended if any motions still wish to be submitted. No motions have been submitted at this stage. This matter is resolved.

14.21 Campaigns Funding Application

The Clerk informed the student that the funding was successful and for the receipts to be submitted to the Clerk for reimbursement. This matter is resolved.

15. Life Membership

There were no Life Membership applications received.

16. AOCB

The Chief Executive gave the Full Time Officers involved in the elections a gentle reminder around the guidance for the Full Time Officer Elections 2019 and to note that they should not be doing anything around social media or campaigning for the elections during work time. The Full Time Officers were asked to have a clear separation between elections campaigning and when working.

The meeting finished at 5.02pm

The next meeting is on Tuesday, 26th February 2019.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 26th February 2019 at 10.05am 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)

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

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. Student Compensation

The Student President said that she had been invited to a meeting on Wednesday 27th February 2019, with the Deputy Vice Chancellor Academic and other university staff to consider the compensation requests made by students following the January exam diet. There are a small number of students seeking compensation due to changing flights and/or holidays as a result of the changes to exams. It was unclear the process that these students utilised. The Student President asked the Executive Committee for their thoughts on student compensation. It was agreed that students should not be financially disadvantaged as a result of decisions made by the University to move the exam period.

3. NUS Nominations

The NUS Full Time Officer nominations are open for Scotland and the UK. As individuals, the Full Time Officers, have been asked to endorse candidates who are standing for election for Full Time Officer positions at NUS Scotland and NUS UK.

4. Closing the Feedback Loop – Module Evaluation

The Student President discussed correspondence she had received from the GCU Strategy and Planning in relation to examining the potential to use survey software (Explorance) to facilitate a 'closing the feedback loop' element for GCU's module evaluations. Currently staff are requested to collate feedback from module evaluations and any actions should be made available to students on the programme via GCU Learn. The new software could potentially be used to further enhance this process. The Student President asked for feedback in relation to the process as outlined in a document sent to her so that this could be sent back to the university. The Executive Committee agreed that it was a positive approach and a good idea to put on GCU Learn and for students to have access. It was suggested that Module Evaluations should be a standing item on Student Staff Consultative Group (SSCG). The Executive Committee discussed the survey results/data that the Students' Association receives and has access to and that some of the data received is limited to headline figures only. The Student President said that she would put together a paper with the responses from the Full Time Officers for the university and circulate it to the Executive Committee.

Action: Student President.

5. Task and Finish Group – Banded Grading

The Student President said that following an Academic Policy and Practice Committee (APPC), it has been agreed that a Task & Finish Group should be established to further explore the possibility of GCU moving to a banded grading scheme, replacing the current numerical model. Professor Andrea

Nelson, Dean SHLS, is chairing this group and the Students' Association has been asked for a nominee to sit on the group. The Executive Committee are happy for the VP GSBS to continue as the nominee for the Task and Finish Group. The Executive Committee noted from discussions that two papers, Banded Marking Scheme – Initial Discussions and School Boards – Review of Terms and Conditions, have not been via the Student Action Group for Engagement (SAGE), and they are now going to Senate, thus Senate policy is not being followed. It was also noted that an out-of-date coversheet for the university papers was used as the SAGE tick box is missing. The Student President said that she would raise that papers are not going via SAGE with the Deputy Vice Chancellor Academic. **Action: SP.** The VP GSBS said that he would highlight that papers are not going via SAGE at the Assessment Regulations Working Group today. **Action: VP GSBS.** The School Boards – Review of Terms and Conditions paper was discussed the Student President said that she will discuss with the University to ensure that all Academic Representatives are part of the composition of School Board.

6. **Matters Arising**

29th January 2019

6.1 **School Based Summits – GCU London**

The Dean of GCU London has been contacted to get his endorsement but there has been no response as yet. It was suggested to have a GCU London Council instead of a School Based Summit and that the Dean could go along to the Council which would be open to every student. This matter is resolved.

15th January 2019

6.2 **SFC Outcome Agreement Guidance Discussion**

The Student President advised the GCU Strategy and Planning of the work of the Students' Association that relates to the Outcome Agreement submission. This matter is resolved.

6.3 **GCU Learn Incident Response**

The Student President said that an email was sent out via the Academic Registrar. This matter is resolved.

7. **Life Memberships**

There were no Life Memberships.

8. **AOCB**

There was no AOCB.

The meeting ended at 11.20am.

Date of next meeting: Tuesday, 12th March 2019, from 9.15am-11.15am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 12th March 2019, at 9.15am, in room NH209.

Members:

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

In Attendance:

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

1. Apologies

Rachel Simpson, Student President.

2. Academic Rep Review

In the absence of the Student President, the other Full Time Officers updated on the progress of the Academic Rep Review. A discussion took place on the final structure for the academic reps, their remits and what committees each academic rep sits on. It was noted the review would concentrate on senior academic reps and not Class Reps. A comprehensive discussion took place on the PGR reps, what committees they sit on and their role, based on the mapping exercise that had been completed. Based on the mapping exercise it was felt that there might not be a need for discipline level PGR reps. It was also identified that the PGR reps that sit on the University Research Committee and Research Degrees Committee could either come from the school level PGR reps, elected from the PGR students or elected at Student Voice. It was established that a paper was being developed for Student Voice for discussion and would be taken forward to APPC/ETSE Steering Group and Senate. **Action: Full Time Officers.**

3. Individual Objectives – Student President

The Student President will give an update on her individual objectives at the next meeting and the Clerk will add Individual Objectives: Student President to the agenda. **Action: Clerk.**

4. Honorary Life Members

The deadline for Honorary Life Members was for 11th March 2019 no nominations had been submitted by Student Voice members. The Executive Committee decided that they will put forward names of nominees and why they should receive an Honorary Life Membership for the 18th March 2019. It was noted there can be a maximum of 6 student and 2 non-student nominations.

5. AOCB

5.1 Research Student Survey Consultation

It was noted that the University are currently consulting on developing their own research student survey. The VP SHLS presented the draft questions paper. Initial feedback included ensuring there was a question on the research community, whether there could be a separate Student Voice section, whether the NSS q26 question could be added but tailored for research students. It was also felt to clarify what was meant between the different of formal training and research training. It was also discussed whether the survey was going to the University Survey Group. The VP SHLS would take forward the feedback to the University Research Committee scheduled for 13th March 2019. **Action: VP SHLS.**

The meeting ended at 10.22am.

Date of next meeting: Monday, 18th March 2019 at 9.15am in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Monday 18th March 2019 at 9.45am 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)

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

In Attendance:

David Carse, Chief Executive (CE)

Sarah MacLean, Student Voice Team Leader (SVTL)

Kathryn Collins, Executive Assistant (Clerk)

1. Apologies

None.

2. Student Voice Agenda/Papers (25th March 2019)

- 2.1 The Committee discussed the agenda, minutes and papers for submission to the meeting of Student Voice on Monday 25th March 2019. It was noted that the agenda would be updated to include Honorary Life Members agenda point. **Action: Clerk.** It was noted that the NUS Scotland President, Liam McCabe, had been invited to the meeting. It was noted that Jennifer Dunlop from the University had been invited to present on the Enhancement Led Institutional Review (ELIR) but had still to confirm attendance.
- 2.2 The Full Time Officers provided an updated on each Matters Arising for the paper. The Student President highlighted that the minutes had not been circulated sufficiently in advance to review or to be able to carry out allocated actions and this should be corrected for future meetings. It was noted the VP SHLS has still to forward her Student Voice report. **Action: VP SHLS.**
- 2.3 The Executive Committee discussed the proposed Full Time Officer Accountability Schedule paper, noting a recently written preamble section provided by the University. It was noted that the preamble was helpful to provide context but in places the language used may not be accessible to members. A discussion also took place on an addition clause proposed by the University:

Where an existing office bearer is standing again for election, any motion of no confidence relating to the office bearer's performance prior to the election period and not heard before the election period will be annulled if the individual is re-elected. This is on the basis that the electorate as a whole will have pronounced on the individual's performance. Where such an individual faces censure for performance after re-election, a motion of no confidence may be brought and the individual may lose office for the remainder of their first term of office. This will not, however, annul the election results pertaining to the following year.

A discussion took place on the proposed clause and that Student Voice on the 26th November 2018 had previously decided that it should retain the power to approve a Vote of No Confidence. It was decided to not include the clause within the Schedule at this time but to discuss this with Student Voice to establish whether it should be included. The Student President suggested that the Full Time Officers meet to discuss the presentation of the Full Time Officer Accountability Schedule prior to the Student Voice meeting on 25th March 2019. **Action: Full Time Officers.** The Chief Executive was invited to attend Student Voice to answer any questions on the proposed Schedule.

- 2.4 The Full Time Officers and Departmental Reps Remuneration paper was noted.
- 2.5 Six Honorary Life Members nomination were considered by the Executive Committee (4 GCU students and 2 non-students). The six nominations will be discussed at Student Voice for ratification.

The meeting ended at 11.52am.

Date of next meeting: Tuesday, 26th March 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 26th March 2019 at 10:00am 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)
 Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive
 Kathryn Collins, Executive Assistant (Clerk)
 Sara MacLean, Student Voice Team Leader (item 2 only)

1. Apologies

None.

2. Motion of No Confidence Schedule

The Chair explained that the Full Time Accountability Schedule was approved by Student Voice on 25th March 2019. Student Voice had agreed to include the proposed University clause but asked that it was re-worded so that the language was in keeping with the rest of the Schedule.

The Committee discussed the proposed amended clause as follows:

Where an existing Full Time Officer is standing again in the Full Time Officer election, any Motion of Censure with an outcome of a Vote of No Confidence that is not heard before the election period will be annulled if the individual is re-elected. This is on the basis that the electorate, i.e. the student body, as a whole will have pronounced on the individual's performance. Where such an individual faces a Motion of Censure for performance after re-election, a Vote of No Confidence may be brought and the individual may lose office for the remainder of their first term of office. This will not, however, annul the election results pertaining to the following year.

The Committee discussed the clause and the Chair called a vote to approve the wording of the clause. **Vote: For 4; Against: 0; Abstentions: 0.** The clause was therefore approved. The Student President said she would send the revised clause to the University for consideration. **Action: Student President.**

The Student Voice Team Leader left the meeting at 10.09am.

3. Healthy Body Healthy Mind

The approach to the Healthy Body Healthy Mind submission was discussed and it was confirmed that the VP GSBS would produce a skeleton submission outline that could then be populated by the other Full Time Officers. **Action: VP GSBS.** Completed sections are then to be forwarded to the VP GSBS to compile the first draft. **Action: Full Time Officers.** The VP GSBS will bring the Healthy Body Healthy Mind first draft to the next Executive Committee meeting scheduled for 9th April 2019. **Action: VP GSBS.** The deadline for the Healthy Body Healthy Mind submission is 7th May 2019.

4. **Academic Representation Review**

The Student President gave an update on the Academic Representation Review which was discussed at the Student Voice meeting held on 25th March 2019 and which was endorsed by Student Voice members. The Student President added that Student Voice members were happy with two Postgraduate Research (PGR) leads per academic school. It was suggested to have the Postgraduate Research leads brought in to negotiate what meetings they will attend at the start of the year and make attendance at the meetings equal. The Student President said that she would build in to the Academic Representation Review paper about recruitment and training of academic reps. The cover sheet for the paper should include who has been consulted. The VP SHLS will speak to the PGR leads and Graduate School prior to the next APPC meeting. **Action: VP SHLS.** The Academic Representation Review paper will go to SAGE, APPC, ETSE and Senate. The Student President highlighted that UCU has a PGR place on their committee. The Chair called for a vote to approve the following for the Academic Representation Review. **Vote: For 4; Against: 0; Abstentions: 0**

- Undergraduate Departmental Representatives x 22
- Postgraduate Taught Representatives x 3 (and GCU London Officer)
- Postgraduate Research Representatives x 7 (includes x1 GCU London)

5. **Student Partnership Agreement**

The VP SCEBE said she was writing questions to take along to the Academic Rep Gathering. On receiving the feedback from the Academic Rep Gathering the VP SCEBE will write a paper and bring it to the next Executive Committee. **Action: VP SCEBE.** The VP SCEBE added that it is a consultation of the Student Partnership Agreement instead of a relaunch.

6. **Campus Life**

The Student President said that a document from all the Full Time Offices has been sent to the University highlighting different instances where Campus Life seem to be overstepping in areas of student representation along with some positive examples of partnership work. The Student President will forward the final paper that was sent to the University to the Full Time Officers. **Action: Student President.**

7. **Module Evaluation: Closing the Feedback Loop**

As per discussion from the previous Executive Meeting, the Student President said she had consulted on the policy and provided the responses from the Executive Committee on Closing the feedback loop – module evaluations to the Department of Strategy and Planning who have noted the feedback given. The Student President said that the Policy and the feedback from the Executive Committee will go to Student Voice and then to SAGE. **Action: Student President.**

8. **Individual Objectives – Student President**

As per a previous outstanding action point, the Student President gave an update on her individual objectives. The Student President said that she was on track with her individual objectives and gave an update on each objective.

9. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held 22nd February 2019. **Vote: For 3; Against: 0; Abstentions: 1.** The minutes from the Executive Committee meeting held on 22nd February 2019 were approved.

For the previous minutes from 26th February 2019, the Chair pointed out that under point 5, Task and Finish Group – Banded Grading that the text should read the VP GSBS who will continue as the nominee for the Task and Finish Group. Also, regarding Academic Representatives, the text should

read "The School Boards – Review of Terms and Conditions paper was discussed and the Student President said that she will discuss with the University to ensure that all Academic Representatives are part of the composition of School Board." **Action: Clerk.** The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 26th February 2019 pending amendments. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 26th February 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 12th March 2019. **Vote: For 3; Against: 0; Abstentions: 1.** The minutes from the Executive Committee meeting held on 12th March 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 18th March 2019. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 18th March 2019 were approved.

10. **Matters Arising from meeting on**

18th March 2019

10.1 **Honorary Life Members**

The Clerk confirmed that Honorary Life Members had been added to the Student Voice agenda for 25th March 2019. This matter is resolved.

10.2 **VP SHLS Student Voice Report**

The VP SHLS submitted her Student Voice report. This matter is resolved.

10.3 **Full Time Officer Accountability Schedule**

The Full Time Officers met to discuss the Full Time Officer Accountability Schedule prior to the Student Voice meeting. This matter is resolved.

12th March 2019

10.4 **Academic Rep Review**

The Academic Rep Review paper has gone to Student Voice for discussion but has still go to APPC and ETSE. This matter is ongoing. **Action: Full Time Officers.**

10.5 **Individual Objectives – Student President**

The Student President gave an update on her individual objectives. This matter is resolved.

10.6 **Research Student Survey Consultation**

The VP SHLS did take forward the feedback to the University Research Committee scheduled for 13th March 2019. This matter is resolved.

26th February 2019

10.7 **Closing the Feedback Loop- Module Evaluation**

The Student President has put together a paper with the responses from the Full Time Officers for the University and circulated to the Executive Committee. This matter is resolved.

10.8 **Task and Finish Group – Banded Grading**

The Student President raised that the papers are not going to SAGE with the Deputy Vice Chancellor Academic. This matter is resolved.

10.9 Task and Finish Group – Banded Grading

The VP GSBS highlighted that the papers are not going via SAGE at the Assessment Regulations Working Group. This matter is resolved.

22nd February 2019

10.10 Team Objective – Academic Representative Review Meeting

An Academic Representative Review meeting was scheduled with the Full Time Officers, Student Voice Team Leader and the Student Voice Co-ordinator. This matter is resolved.

10.11 Team Objective – NUS Healthy Body Healthy Mind Award

The VP GSBS has still to produce a skeleton outline. This matter is ongoing. **Action: VP GSBS.**

10.12 Team Objective - Student Partnership Agreement

The VP SCEBE is working on the Student Partnership Agreement objective. This matter is ongoing. **Action: VP SCEBE.**

10.13 Individual Objective – VP SCEBE (Blog)

A blog on the Outdoor Learning Space in the university which will be opening on 1st April 2019 will follow after 1st April 2019. This matter is ongoing. **Action: VP SCEBE.**

10.14 Individual Objective – VP SCEBE (Report)

A report from the work with the university on reviewing the articulation experience was circulated to the Executive Committee. This matter is resolved.

10.15 Individual Objective – VP SHLS

The VP SHLS is still to provide the Clerk with details of additional NSS lecture shouts she attends to that this can be added to the overall lecture shout statistics logged. This matter is ongoing. **Action: VP SHLS.**

10.16 Individual Objective – VP GSBS (Sustainability Paper)

A paper will be produced at the end of April 2019 and the paper will come to the Executive Committee. This matter is ongoing. **Action: VP GSBS.**

10.17 Individual Objective – VP GSBS (Survey analysis)

A short survey will be carried out, around week 8-10, as part of the research into barriers for liberation students engaging with GCU Sports Clubs. The analysis of the survey will then go to the Sports Council and then to Executive Committee. This matter is ongoing. **Action: VP GSBS.**

10.18 Individual Objectives – SP

The Student President gave an update on her individual objectives. This matter is resolved.

10.19 Teaching Awards

The Full Time Officers agreed to add Teaching Awards to the agenda for their next School Board meeting. This matter is resolved.

10.20 Module Evaluation: Closing the Feedback Loop

This agenda item was carried forward and the Student President to give more context at the next Executive Committee meeting scheduled for Tuesday, 26th February 2019. This matter is resolved.

10.21 Task and Finish Group – Banded Grading

This agenda item was carried forward for the VP GSBS to give more context at the next Executive Committee meeting scheduled for Tuesday, 26th February 2019. This matter is resolved.

10.22 Anti-Bullying Information

It was established that a section should be added to the existing Equality and Diversity Policy, rather than a separate policy. The VP SHLS is still to meet with the Chief Executive to discuss how to take this piece of work forward. This matter is ongoing. **Action: VP SHLS.**

10.23 Trade Unions

The Committee noted the current UCU Ballot on industrial action. It was established to engage with the Campus Trade Unions on the current pay settlement and the VP GSBS would take this forward. This matter is resolved.

10.24 Full Time Officer Development Review

The Chair called for a vote for Action Plans to be produced for 23rd April 2019. This matter is ongoing. **Action: Full Time Officers.**

10.25 Mature and Part Time Students Space

The VP GSBS will contact the mature and part time students regarding the room booking process to go through to book a meeting room. This matter is resolved.

10.26 Mature and Part Time Students Space (text within the minutes)

The Clerk noted the amendments and made the relevant change to the minutes. This matter is resolved.

10.27 GCU Learn Incident (text from previous minutes)

The Clerk noted the amendments and will make the relevant change to the minutes. This matter is resolved.

10.28 Proposal to attain student-led media recognition & partnership with GCU

The VP SCEBE had discussions with the Director of Communications and the Deputy Director who said that they are not involved in student media and to relook at who would be better placed to sign the certificates. The VP SCEBE will bring back to the Executive Committee for further discussion. This matter is ongoing. **Action: VP SCEBE.**

10.29 SFC Outcome Agreement Guidance Discussion

The Student President submitted the Students' Association contribution to the GCU Strategy and Policy that relates to the Outcome Agreement submission. This matter is resolved.

10.30 NUS Scotland Awards 2019

The Full Time Officers will write blogs on the two nominations which have been successful which are for the Club or Society of the Year (VP GSBS) and the Diversity Award (VP SHLS). This matter is ongoing. **Action: VP SHLS and VP GSBS.**

10.31 Invite Assessment Working Group Chairs to speak at SAGE

The VP GSBS followed up with invites. This matter is resolved.

10.32 GCU Learn Incident Response

The Student President gave an update on the GCU Learn Incident Response which was sent out. This matter is resolved.

10.33 **Volunteer Certificate**

Discussions on the volunteer certificate are to continue at the next Executive Committee meeting to establish confirmed signatories. This matter is ongoing. **Action: VP GSBS and VP SCEBE.**

11. **Life Membership**

There were no Life Memberships received.

At this point the VP SCEBE left the meeting.

12. **AOCB**

12.1 The Executive Committee discussed the Glasgow Graduation Fees vote. The Student President gave feedback from members on this issue from the recently held Student Voice meeting on 25th March 2019. Student Voice members approved policy that the Graduation Ceremonies should be free and remain being held in the Royal Concert Hall and the University should absorb the cost. It was noted to include GCU London members in having their say in the cost of graduation fees. Student Voice Members asked for a breakdown of the cost of the Graduation ceremonies. The Executive Committee agreed to wait until the end of the week to decide whether an email should be sent out to all students who have not voted yet on the Glasgow Graduation Fees.

12.2 The Student President gave an update from Student Voice in relation to the referendum on exams before Christmas during the academic year 2018/19. The Student President said she had previously asked for volunteers at Student Voice on 11th February 2019 to help with the referendum and no volunteers stepped forward. Members at the Student Voice meeting held on 25th March 2019 said they were not aware the Student President was looking for volunteers. The Executive Committee decided to focus on the Graduation Fees for the remainder of the academic year and to defer the exams before Christmas next year 2019/20 as they felt it would be too rushed to cover the referendum before the end of this academic year. The Chair called for a vote to focus on the Graduation Fees this year and to defer the referendum on exams before Christmas until the following academic year 2019/20. **Vote: For 3; Against: 0; Abstentions: 0**

12.3 The Student President asked for the Full Time Officers to confirm if they are available to confirm their attendance at the Dennis Goldberg evening event on 9th April 2019. The Student President and the VP SCEBE confirmed their attendance. The VP SHLS and the VP GSBS confirmed they would not be available to attend.

The meeting ended at 11.14am

Date of next meeting: Friday, 12th April 2019, from 3-5pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday 12th April 2019 at 3.00pm 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)

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

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader

Kathryn Collins, Clerk (Clerk)

1. Apologies

None.

2. Matters Arising

2.1 Motion of No Confidence Schedule

As requested, the Student President sent the revised Full Time Officer Accountability Schedule clause to the University for consideration. This matter is resolved.

2.2 Health Body Healthy Mind

The Health Body Healthy Mind submission first draft is still to follow. This matter is ongoing.

Action: VP GSBS.

2.3 Academic Representative Review

The VP SHLS spoke with the Graduate School and the PGR leads prior to the APPC meeting. This matter is resolved.

2.4 Student Partnership Agreement

The VP SCEBE will produce a paper shortly. This matter is ongoing. **Action: VP SCEBE.**

2.5 Campus Life

The Student President has forwarded the paper that was sent to the University on to the Full Time Officers. This matter is resolved.

2.6 Module Evaluation: Closing the Feedback Loop

The Student President confirmed that Module Evaluation: Closing the Feedback Loop was on the agenda for the next SAGE meeting. This matter is resolved.

2.7 Previous Minutes (22nd February 2019)

The Clerk amended the text at point 8 in the previous minutes. This matter is resolved.

2.8 Academic Rep Review

The Academic Rep Review paper has gone to APPC and ETSE. This matter is resolved.

2.9 Outdoor Learning Space Blog

The VP SCEBE produced a blog on the outdoor learning space. This matter is resolved.

- 2.10 **NSS Lecture Shouts**
The VP SHLS is still to forward the Clerk the details of the additional NSS lecture shouts. This matter is ongoing. **Action: VP SHLS.**
- 2.11 **Sustainability Paper**
The VP GSBS has still to produce the Sustainability Paper and this will be ready by the end of April and brought to Executive Committee. This matter is ongoing. **Action: VP GSBS.**
- 2.12 **Survey**
The VP GSBS said that there was an issue with the short survey as part of his research into barriers for liberation students engaging with GCU Sports Clubs. The VP GSBS said he would speak with the Chief Executive regarding this. This matter is ongoing. **Action: VP GSBS.**
- 2.13 **Anti-Bullying Information**
The VP SHLS is still to meet with the Chief Executive to discuss how to take this piece of work forward. This matter is ongoing. **Action: VP SHLS.**
- 2.14 **Action Plans**
The Full Time Officers will produce their Full Time Officer Development Review Action Plans for the next Executive Committee meeting scheduled for 23rd April 2019. This matter is ongoing. **Action: Full Time Officers.**
- 2.15 **Volunteer Certificate**
The Chief Executive, VP SCEBE, VP GSBS, VP SHLS will meet to discuss the volunteer certificate signatories. This matter is ongoing: **Action: VP SCEBE, VP GSBS and VP SHLS.** The Clerk was requested to arrange the meeting. **Action: Clerk.**
- 2.16 **NUS Scotland Awards 2019**
The VP GSBS and the VP SHLS are to send the Chief Executive their submissions which are for the Club or Society of the Year (VP GSBS) and the Diversity Award (VP SHLS). Two article/blogs will then be created. This matter is ongoing. **Action: VP GSBS and VP SHLS.**
3. **FTO Officers Remits Area Review**
The Chief Executive talked through the two papers (Full Time Officers Policy Areas and University Committees) in relation to the Full Time Officers policy remit areas and what University Committees the Full Time Officers attend. The Chief Executive asked the Full Time Officers to let him know if any of the information listed in the two papers was inaccurate or if any additional information should be added.
4. **STAR Awards**
The Student President discussed the STAR Awards saying that ticket sales close on Monday and ticket sales were low in numbers so to speak to students and help share posts on social media to help boost ticket sales. The Student President asked which Full Time Officer would be hosting the following sections – GCU Student of the Year and Lindsay Leadership (VP SHLS); Societies (VP SCEBE); Student Media Awards (VP SCEBE); Representation Role (Student President). The VP SCEBE will update the Student Leaders Co-ordinator with the details. **Action: VP SCEBE.**
5. **Second Chancers campaign and Glasgow Caledonian University**
The Student President discussed the Second Chancers campaign launched in October 2018. It aims to build confidence in community justice as an effective sentencing option and is aimed at young people aged 18-24 living in Scotland. The Second Chancers campaign have recently finished a successful tour around several Scottish colleges, schools and universities and wondered whether it

is something that GCU Students' Association would like to get involved in. All the Full Time Officers agreed it was a worthwhile cause and happy for the campaign to get in touch with the University Events and Conferences team to organise a stall.

6. **Graduation Vote**

Between the 22nd March and 5th April 2019 the Students' Association ran an indicative vote on the location and cost of GCU graduation fees. Student Voice criticised the vote as there was no option for the graduation fees to be abolished and for the continued use of the Royal Concert Hall.

The Committee discussed the disappointing turnout from the indicative graduation vote, which are noted as follows:

- Graduations to be held on campus – 116
- Graduations to remain in the Royal Concert Hall – 22

The Committee felt that whilst the indicative vote did not receive a good turnout it made a strong statement that students would rather sacrifice their graduation experience at the Royal Concert Hall in order not pay the graduation fee.

It was noted that Student Voice on the 25th March 2019 Student Voice voted to approve an Idea, to abolish graduation fees at Glasgow Caledonian University and this is now the policy of the Students' Association. It was also discussed that the **NUS Scotland Conference 2019** [voted end to graduation fees](#) **at Scotland's colleges and universities, and lobby for the establishment of graduation hardship funds to be made available.**

It was discussed that the GCU petition, started by a GCU student who still gaining momentum, although **there is no way to confirm all these individuals are GCU students.**

The Student President said that she had received a breakdown of the full cost of the graduation ceremonies (including GCU London), from the Academic Registrar which the Executive Committee discussed. It was agreed that whilst the policy is for free graduations, that could take place on campus, the focus should be to retain the graduations in the Royal Concert Hall. It was agreed that the drinks reception and brochure (becomes electronic) could be removed but that the Degree Certificate and Ceremonial Folder and free guest tickets should remain.

It was agreed that the current policy of the Students' Association on graduation fees was required to be communicated to the University. Action: VP SCEBE. It was also agreed that an article should be created to communicate to our members our policy on no graduation fees. Action: VP SCEBE.

7. **Student Mental Health Agreement**

The Student President presented the draft Student Mental Health Agreement by GCU Students' Association and Glasgow Caledonian University for information, adding it was one of her individual objectives for the year. The Student President asked the Executive Committee to read over the Student Mental Health Agreement and to provide any comments or feedback to her. The Student President said she would bring back the Student Mental Health Agreement at the end of the year for formal approval.

8. **Let's Talk Workshop Partnership**

The Student President presented the Let's Talk Workshop Partnership paper for the academic year 2018/19 for information, adding it was one of her individual objectives for the year. The Let's Talk Workshop Partnership is between GCU Students' Association and Students' Representative Council at the University of Glasgow to work together with Rape Crisis Scotland on the Let's Talk About Sexual Violence initiative. The Student President said that the document is to help guide us and

that the work is shared at a joint working group, which meets at Glasgow University, and is also attended by Police Scotland and Rape Crisis Scotland.

9. **Student Summit**

The Student President said that the Student Summit had been deferred until next year due to having difficulty in engaging with the academic schools. The Executive Committee discussed setting up a working group to help with the planning of the school based Student Summit and to have a named individual within the University that will be leading on the Summit. The Student President said she would speak with the Deputy Vice Chancellor – Academic about the Student Summit.

Action: Student President.

10. **Strategy 2030 Consultations**

The Student President said that the Strategy 2030 Consultations that happened on 8th April 2019 was well attended. The Student President and the VP SCEBE attended the consultation along with the Deputy Vice Chancellor – Academic and the Deputy Vice Chancellor – Strategy. The Student President said that she will be assisting with co-writing a report with Strategy and Planning on the Strategy 2030 Consultations.

11. **PGR Lead Structure Update**

The VP SHLS presented her meeting notes and gave an update on the meeting she had with the Director of the Graduate School in relation to the PGR Lead Structure update. The Director of the Graduate School has agreed to pilot the new PGR Lead Structure. The Executive Committee spoke about the two PGR Representatives negotiating their remit area; managing their allocated workloads; and what committees they would attend. The Executive Committee agreed that from discussions a further discussion around the PGR Lead Structure would be useful. The Chief Executive asked the Clerk to schedule a meeting as soon as possible with all the Full Time Officers to discuss the PGR Lead Structure. **Action: Clerk.**

12. **Articulation Thematic Review**

The Chief Executive requested that due to time constraints this agenda item be moved to the next Executive Committee meeting for discussion.

13. **Handover**

The Chief Executive requested that due to time constraints this agenda item be moved to the next Executive Committee meeting for discussion.

14. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 26th March 2019. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 26th March 2019 were approved.

15. **Life Memberships**

There were no Life Memberships received.

16. **AOCB**

16.1 The VP SCEBE asked that in future if the Full Time Officers could please lock their office door as valuable items are left in the office and the door has been left unlocked in the past. All the Full Time Officers agreed to lock the office door in future.

16.2 The Student President spoke about the recent Strategy 2030 Consultation held and said it was disappointing not to have had the VP SHLS and the VP GSBS in attendance so all the Full Time Officers could have been there. The Student President asked that in future if all the Full Time

Officers are scheduled in to an event then to talk about the event and how it should be divided up for attendance as there is not enough notice being given when a Full Time Officer can't attend an event.

The meeting ended at 5.05pm.

Date of next meeting: Tuesday, 23rd April 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 23rd April 2019 at 10.00am in room NH209.

Members:

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

Apologies:

Rachel Simpson, Student President.

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Academic Rep Review**

Academic Rep Review was an agenda item added by the Student President who was absent from the meeting. This agenda item will be carried forward for the Student President to give more context at the next Executive Committee meeting scheduled for Tuesday 7th May 2019. **Action: Clerk.**

2. **Full Time Officer Development Review Action Plans**

The Full Time Officers advised that they had not yet completed their Development Review Action Plans from their Full Time Officer Development Reviews 2018/19. The Chair asked that these Action Plans were submitted for the next meeting. **Action: Clerk.** The VP GSBS added that he would not be present at the meeting but will forward his Action Plan for the meeting.

3. **Learning and Student Experience Week**

The VP SCEBE said she had received an email from the Department of Academic Quality and Development regarding the Full Time Officers presenting a session at the Learning and Student Experience Week scheduled for 14th June 2019 at 11am. The VP SCEBE and the VP GSBS agreed to do a session along with the Incoming Full Time Officers. The VP SCEBE will prepare a short PowerPoint presentation in relation to GCU Academic Representation. The VP SCEBE will bring the Learning and Student Experience Week PowerPoint presentation to the Executive Committee scheduled for 11th June 2019 for approval. The Clerk was asked to add this to the agenda for 11th June 2019. **Action: Clerk.**

4. **Articulation Thematic Review**

The VP SCEBE said that the Articulation Thematic Review had been to APPC. The Articulation Thematic Review reflected the following broad areas: the articulation environment; transition into University; transition through and out of University. The VP SCEBE highlighted the seven main recommendations for consideration. One of the recommendations was for the Students' Association to continue to promote the support service provided throughout and not just at the Induction with the students. The VP SCEBE added that the support services are promoted via lecture shouts, induction talks and other engagement activities. It was noted that there is a leaflet specifically for students that have just joined GCU from College. The Chief Executive requested that the text used from the report for point 5 (page 6) - Recommendations, point 5 – Continue to support the support services provided by the GCUSA be changed to GCU Students' Association as we do not use this term. The VP SCEBE will said she would feedback this back to the Working Group along with the Have you joined GCU from College? leaflets which are available. **Action: VP SCEBE.**

5. **Handover**

The Chief Executive talked through the draft Orientation, Handover and Induction 2019/20. He advised that the first FTO Remit Discussion would take place on Friday 23rd April 2019, with the remits formally approve on 11th June 2019 at Executive Committee. The official start date for the incoming Full Time Officers is on 20th May 2019 and the first official day as a Full Time Officer on 3rd June 2019.

The Chief Executive asked the Committee on who to contact for 'Meet and Greets' for the Incoming Full Time Officers during Handover. The Committee provided suggestions. The Clerk was asked to update the Key Contact List. **Action: Clerk.** The Committee also agreed to create handover packs for their remit areas. **Action: Full Time Officers.** The Committee agreed that there would be a handover afternoon on the 21st May 2019 from 1-5pm, for each Full Time Officer to take an hour to give a short presentation on their remit areas and highlights work in their areas over the last year, along with a handover pack/notes made available.

The Chief Executive asked the outgoing Full Time Officers to have a think about what venue they wished to go to for their leaving drinks scheduled for 31st May 2019 so that a space can be reserved. **Action: Full Time Officers.**

6. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 12th April 2019. Vote: For 3; Against: 0; Abstentions: 0. The minutes from the Executive Committee meeting held on 12th April 2019 were approved.

7. **Matters Arising**

7.1 **Health Body Healthy Mind**

The Health Body Healthy Mind submission first draft is still to follow. This matter is ongoing. **Action: VP GSBS.**

7.2 **Student Partnership Agreement**

The VP SCEBE will produce a paper shortly on the Student Partnership Agreement. This matter is ongoing. **Action: VP SCEBE.**

7.3 **NSS Lecture Shouts**

The VP SHLS forwarded the Clerk the details of the additional NSS lecture shouts. This matter is resolved.

7.4 **Sustainability Paper**

The VP GSBS has still to produce the Sustainability Paper and this will be ready by the end of April and brought to Executive Committee. This matter is ongoing. **Action: VP GSBS.**

7.5 **Survey**

The VP GSBS said that there was an issue with the short survey as part of his research into barriers for liberation students engaging with GCU Sports Clubs. The VP GSBS said he would speak with the Chief Executive regarding this. This matter is ongoing. **Action: VP GSBS.**

7.6 **Anti-Bullying Information**

The VP SHLS has forwarded the relevant information to the Chief Executive. The Chief Executive will review this information on the next review of the Equality and Diversity Policy.

- 7.7 **Action Plans**
The Full Time Officers will produce their Full Time Officer Development Review Action Plans for the next Executive Committee meeting scheduled for 7th May 2019. This matter is ongoing. **Action: Full Time Officers.**
- 7.8 **Volunteer Certificate**
The Chief Executive, VP SCEBE, VP GSBS, VP SHLS will meet on 1st May 2019 to discuss the volunteer certificate signatories. This matter is ongoing. **Action: Chief Executive, VP SCEBE, VP GSBS, VP SHLS.**
- 7.9 **Volunteer Certificate Meeting**
The Clerk arranged the Volunteer Certificate meeting for 1st May 2019. This matter is resolved.
- 7.10 **NUS Scotland Awards 2019**
The VP GSBS and the VP SHLS are to send the Chief Executive their submissions which are for the Club or Society of the Year (VP GSBS) and the Diversity Award (VP SHLS). Two article/blogs will then be created. This matter is ongoing. **Action: VP GSBS and VP SHLS.**
- 7.11 **STAR Awards**
The VP SCEBE updated the Student Leaders Co-ordinator with the details of which Full Time Officer would be hosting which section. This matter is resolved.
- 7.12 **Graduation Vote Meetings**
The VP SCEBE communicated to the current policy of the Students' Association on graduation fees to the University. An article will be created and sent out via the All Student Email today to communicate to our members our policy on no graduation fees. This matter is resolved.
- 7.13 **Student Summit**
The Student President spoke with the Deputy Vice Chancellor – Academic about the Student Summit. This matter is resolved.
- 7.14 **PGR Lead Structure Update**
The Clerk scheduled a meeting on 17th April 219 to discuss the PGR Lead Structure. This matter is resolved.
8. **Life Memberships**
There were no Life Memberships received.
9. **AOCB**
There was no other business.

The meeting ended at 10.57am.

Date of next meeting: Tuesday, 7th May 2019, from 10-12pm, in NH209.