**London Council Trimester B (2) 2024**

**Date**: Thursday 4th April 2024

**Time**: 4pm – 5pm

**Location**: GCU London Campus, Valance Road: V-08, and MS Teams

**Chair**: Ellie Neilson

**Secretary** **and note** **taker**: Ellie Neilson

**Attendees**: Wilfred Obi [WO] (VP SCEBE), Solomon Ajala [SA] (VP GSBS), Ellie Neilson [EN] (Student Engagement Coordinator), Alice Putter [AP] (Student Belonging Coordinator), London Class Reps (see table below)

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| Mohammed | Farouk | International Management & Business Development |
| Folesade | Lyanda | Fashion & Lifestyle Marketing |
| Eileen | Martin | International Management & Business Development |
| Ankita  | Rao | Luxury Brand Management |
| Nishidha | Shiram | Luxury Brand Management |
| Aradhana | Srivastava | International Banking & Finance |

**Apologies**: Aarushi Kalra [AK] (London Officer), Peter Jones [PJ] (Director of London), Jennifer Abali [JA] (VP SHLS), London Class Reps (see table below)

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| Linda | Hemeson | International Management & Business Development |
| Melita  | D Souza | Global Masters of Business Administration (MBA) |
| Kapil | Mavani | Global Masters of Business Administration (MBA) |

**Agenda:**

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| **Number** | **Item** | **Lead** |
| 1 | Previous minutes and actions  | EN |
| 2 | Update from London Officer  | EN |
| 3 | Update from Full Time Officers  | WO, SA, CN |
| 4 | Update from Research Representative | OAJ |
| 5 | Feedback workshop at London Council | EN |
| 6 | Student feedback * 6.1 learning resources & facilities
* 6.2 assessment & feedback
* 6.3 academic support & guidance
* 6.4 campus, community, and belonging
* 6.5 any other business
 | EN/Class Reps |
| 7 | AOB | EN |
| 8 | Meeting concluded  | EN |

1. Previous minutes and actions [EN]

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| Item no. | Action | Update |
| 2 (070324) | EN to discuss with the Students’ Association about planning a trip to Glasgow for London students. | EN asked SA Student Belonging Coordinator to look into if this funding can come from the London events budget. |
| 3 (070324) | SA to discuss with Academic Rep Coordinator if there can be an online option for London reps at Academic Rep Gathering. | EN also raised this with the Student Voice Team leader; a hybrid meeting for the Gathering would not work due to the nature of the workshops throughout the event. |
| 3 (070324) | EN to see if it’s possible to fund a trip for London reps to attend Academic Rep Gathering in person. | EN asked SA Student Voice Team Leader; cost is a barrier as the schools give funding to the SA to enable them to host the Gatherings. Could GCU London also provide this funding and have this go towards London Reps attending?Hybrid meeting for the Gathering would not work due to the nature of the workshops throughout the event. |
| 4 (070324) | OAJ to feedback to PGR students that they should use the BTI form when wanting to book conferences. | OAJ present to give update. |
| 6 (070324) | EN to pass on Hallam Students’ Union Community Hub details to AP. | Sent to AP after tri B London Council (no.1) |
| 6 (070324) | AP and PJ to discuss possible location for sustainability hub on campus. | PJ not present to give update. |
| 7 (070324) | PJ to go back to programme leaders and discuss how online lectures are set up on GCU Learn, to ensure it is obvious for students which online room to join. | PJ not present to give update. |
| 7 (070324) | PJ to feedback to the module reviews that it would be useful for research modules to lead into and be applicable for future dissertation modules. | PJ not present to give update. |
| 7 (070324) | EN to send London careers services staff member details to reps. Class reps to pass this onto peers. | Sent in follow up email after Tri B London Council (no.1). |
| 8 (070324) | Reps to tell peers that there is a fashion show being run by fellow students and that they can contact AP for more information. | ACTION: Class reps to continue to promote the fashion show. |
| 8 (070324) | AP to look into getting posters to promote the fashion show. | Fashion show taking place in early May; the designs are ready and the posters will be sent asap. Still need modules.ACTION: AP to send class reps fashion show promo material. |

2. Update from London Officer [AK]

AK sent apologies, EN gave update on her behalf:

* AK proposed to management to have meal arrangements on campus
* AK looking at a collaboration for student friendly accommodations
* Finance issues are now sorted, as well as library support for students

3. Update from Full Time Officers [WO, SA, CN]

SA:

Lead on polices that affect academic quality; Fit to Sit and academic calendar review

Managed to get an extra online attempt so they can have a third attempt to gain a masters not just a diploma.

Meeting with the School Executive Board where FTOs raise all students concerns, including London

Congratulated London campus; Vallance Road looks great

Attend meetings with the school’s Dean to discuss student issues; reps need to encourage students to come to FTOs as they are there to help London students as well

Working on accommodation issues

Emphasised the importance of students knowing that they can go to FTOs; they often go to London Officer but FTOs are able to help London students and have a great impact as well

WO:

Leads on SCEBE

Microwave on campus has been a big win to aid cost of living; FTOs have been working on this for years

Campaign promise to bring the Student Pantry to London as this was introduced this year in Glasgow

Better WIFI services have been acquired

Remit includes careers and WO wants to meet London career advisor; Sandra Rhule has given WO available dates to meet and discuss London offer

Recently helped international students who were being asked to leave the country; resits can now be taken earlier rather than leaving the country then returning to resit their exam.

Working on getting students to see the importance of voting in the upcoming General Election; international students can vote if they are from a common wealth country.

General:

FTOs contributed to the SA winning the **Campaigns Award at the NUS Scotland Awards 2024** for the new food pantry

FTOs are looking to come to London at least once a month

FTOs positions are open to all students so London students can run as well; this needs to be promoted.

4. Update from Research Representative [OAJ]

OAJ not present to give update.

5. Feedback workshop at London Council [EN]

WO: Workshops being taught on how reps can engage students, how to work the feedback loop, chain of communication, and how to demand for results and feedback

Reps agree that this is a good idea

ACTION: EN to speak to academic representation coordinator about implementation of Academic Rep Gathering workshops into London Council.

Have uni staff attend so they can get feedback from students as well

6. Student feedback [EN/London Class Reps]

6.1 learning resources & facilities

After the previous London Council, a class rep said they now attend the library and use the LLDC; they found that a lot of peers do not attend the classes but they have benefited greatly from attending them. They said that student attitude to learning is poor.

 ACTION: EN to ask library to hold all sessions earlier when assignments aren’t on, could they tape them?

 GCU has apps which need to be promoted – section on GCU library with all the free apps available

ACTION: EN to raise the promotion of the free apps available to students with the library.

 ACTION: Class reps to send faulty website pages to EN.

FTOs: even in Glasgow, student uptake of study support is poor. Students engage with library but are still not sure what they can access there; more signposting needs to happen.

6.2 assessment & feedback

 Class rep requested their assignment due date to either be moved a week later, or if this is not possible then from the morning to midnight.

ACTION: Class rep to email EN with details of their assignment submission date being moved.

Class reps are being incorrectly told they need to resubmitted assignments when this is not the case due to another member of their group having already done so.

ACTION: EN to raise with learning technologist the issue of students being told they need to resubmit group assignments when their peers have done so.

6.3 academic support & guidance

 Students were not told when the Easter break is, this needs to be told well in advance.

ACTION: EN raise the issue of students not being told about Easter break in advance with TJ.

6.4 campus, community, and belonging

 n/a

6.5 any other business

 Class rep: fashion show still need models, sponsors, makeup artists

 ACTION: AP to make collaboration post with the fashion show Instagram page.

7. AOB [EN]

n/a

8. Meeting concluded [EN]

**Actions:**

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| Item no. | Action | Owner |
| 1 (040424) | Class reps to continue to promote the fashion show. | Class reps |
| 1 (040424) | AP to send class reps fashion show promo material. | AP |
| 5 (040424) | EN to speak to academic representation coordinator about implementation of Academic Rep Gathering workshops into London Council. | EN |
| 6 (040424) | EN to ask library to hold all sessions earlier when assignments aren’t on, could they tape them? | EN |
| 6 (040424) | EN to raise the promotion of the free apps available to students with the library. | EN |
| 6 (040424) | Class reps to send faulty website pages to EN. | Class reps |
| 6 (040424) | Class rep to email EN with details of their assignment submission date being moved. | Class reps |
| 6 (040424) | AP to make collaboration post with the fashion show Instagram page. | AP |
| 6 (040424) | EN to raise the issue of students being told they need to resubmit group assignments when their peers have done so with learning technologist. | EN |
| 6 (040424) | EN raise the issue of students not being told about Easter break in advance with TJ. | EN |