

## Minutes of the 1<sup>st</sup> Caledonian Student Voice of session 2018/19

Meeting held on Monday, 22<sup>nd</sup> October 2018, in NH208, at 5.00pm.

### 1. Sign In:

**Present:** Rachel Simpson (Student President, Acting Chair); Yetunde Ogedengbe (VP SHLS); Eilidh Fulton (VP SCEBE); Moses Apiliga (VP SHLS); Monica Allen (MA); Hannah Brown (HB); Tara Campbell (TC); Craig Davidson (CD); Michael Docherty (MD); Susan Docherty (SD); Jonathan England (JE); Annelysse Jorgenson (AJ); Fraser Knight (FK); Michael Marshall (MM); Racheal Ayoposi Olayinka (RO); Aliisa Pulkkinen (AP); Alex Rycroft (AR); Heather Son (HS); Antonia Voss (AV); Yeelon Yeoh (YY).

**Absent:** Lauren Baigrie (LB); Cara Galbraith (CG); Maja Jorgensen (MJ); Helen Johnstone (HJ); Sarah Mackie (SM); Sennan Mattar (SM); Donatella Mindjou(DJ); Declan McGallagly (DMcG); Konstantino Ouzounoglou (KO); Ella Peters (EP); Caitlin Reid (CR); Conor Tobin (CT).

**Apologies:** Neill Clark (NC); Sarah Cullen (SC); Anuradha Goswami (AG); Charlie Kelly (CK); Dimitrios Maroulis (DM); Agnieska Michalska (AM); Nicole Kusel-McCroy (NKM); Brendan Owen (BO).

**In attendance:** Sara MacLean (Student Voice Team Leader); David Carse (Chief Executive); Caroline Miller (Representation and Advice Manager); Kathryn Collins (Clerk).

**Observers:** None.

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

### 1. Welcome

- 1.1 The meeting started at 5.00pm. The Chair (Rachel Simpson) welcomed all members to the first meeting of Student Voice for 2018/19. Members were asked to ensure they had signed in and taken a voting card to use when speaking. The Chair said that observers are welcome to the meeting but they are not eligible to vote. Members were reminded of what conduct is acceptable during the meeting.
- 1.2 The Student President explained that for this meeting she would be the Acting Chair due to the absence of the Deputy Chair and that there is not yet a Chair in place for Student Voice but an election was taking place tonight for this position.
- 1.3 The Chair informed members that after the meeting all members have been invited to one free drink at the RE: Union Bar & Grill on behalf of the Students' Association.
- 1.4 The Chair introduced a short video about Equality and Diversity and Staff Protocol which was shown to members.

### 2. Previous Minutes

- 2.1 The Chair invited members to consider the minutes of the previous Student Voice meeting held on 26<sup>th</sup> March 2018. No questions were raised by members in relation to the minutes. The Chair said that only those present at the previous meeting could vote to approve the minutes of the

meeting of the Caledonian Student Voice held on Monday, 26<sup>th</sup> March 2018. **Vote: For: 5; Against: 0; Abstention: 0.** The previous Student Voice minutes from 26<sup>th</sup> March 2018 were approved.

### 3. **Matters Arising**

#### 3.1 **GCU Branded Clothing**

The Student President said that the Students' Association has a partnership agreement with Provan Sports Limited (PSL) to supply clothing to sports clubs, societies and groups. The VP GSBS will take the issue of ties to the Sports Council for discussion. This matter is ongoing. **Action: VP GSBS.**

#### 3.2 **Replacement Hand Dryers**

The Student President said that she had spoken with the Director of Estates who had explained that there was no cost benefit to replace hand dryers. The Student President added that due to the potential Students' Association Building relocation, which would be discussed further on in the agenda, replacing the hand dryers would not be viable. This matter is resolved.

#### 3.3 **Previous Minutes Voting Count**

The Student President said that the Clerk had confirmed that the voting count for the previous minutes had been amended as per the request from the Chair. This matter is resolved.

#### 3.4 **Teaching Block Location List**

The Student President said that the previous Student President 2017-18 had sent the list to the VP SEBE 2017-18. This matter is resolved.

#### 3.5 **VP GSBS 2017-18 Full Time Officer Report**

The Student President (former VP GSBS) said that her report will be presented further on in the agenda at the meeting. This matter is resolved.

#### 3.6 **Bright White Recycled Paper**

The VP GSBS gave an update and said that he had looked into using recycled paper and that it was currently accepted across the campus including for submitting dissertations. This matter is resolved.

#### 3.7 **Nap Pods**

The VP SCEBE said that the matter of Nap Pods was discussed at Nightline Committee and due to health and safety and cost issues this matter would not be taken forward. This matter is resolved.

#### 3.8 **Energy Drinks on Campus**

The VP SCEBE said that she had discussions with Baxterstorey who talked about having healthier options of drinks available from their outlets. This matter is ongoing. **Action: VP SCEBE.**

#### 3.9 **Referendum on Exams**

The Student President said that the referendum on exams before Christmas during 2018/19 is still an ongoing matter. This matter is ongoing. **Action: Student President.**

### 4. **Minutes of Student Voice Committees**

Jonnie England (JE) enquired to where the most recent SAGE, Equality and Diversity, The EDIT, and Radio Caley committee minutes were as they were not available on the website. The

Student President responded that some of the committees have not met as yet. Monica Allen (MA) responded that the previous EDIT minutes were not made easily accessible to the current members of the EDIT. MA also requested for copyright purposes that for future reference the spelling of The EDIT should always be in capitals and not initial capitals.

No questions were raised by members in relation to the minutes. The Chair called for a vote to approve the previous minutes of Student Voice Sub Committees. **Vote: For: 15; Against: 1; Abstention: 0.** The previous minutes of all the Student Voice Sub Committees were approved.

#### 5. **Elections**

The Chair gave a brief description for the role of Chair of Student Voice and members were invited to put their name forward. Hannah Brown (HB) put her name forward for the role of Chair of Student Voice. The Chair and members of Student Voice congratulated HB on her role. HB will start her role as Chair as the next Student Voice meeting on 26<sup>th</sup> November 2018.

#### 6. **Affiliations**

The following societies and sports clubs were ratified by Student Voice.

All affiliations listed below had already been approved by the Societies Council and the Sports Council as appropriate.

- Bulgarian Society
- Craft Beer and Drinks Society
- Tea Society (Societea)
- WES Society
- The GIST GCU
- Games Development Society

No questions were raised by members in relation to the affiliations. The Chair asked all members to take a vote to approve all ratifications. **Vote: For: 16; Against: 0; Abstention: 1.**

JE then enquired about the Craft Beer and Drinks Society and if this could be endorsed. The Chair said that this should have been already discussed at Societies Council as they had approved the affiliations listed. As policy lead, the VP SCEBE said that the previous minutes from the Societies Council should note the discussion. However, the society could have non-alcoholic beer. The Chair said that the Craft Beer and Drinks Society could be deferred and then brought back to the next Student Voice for ratification. The Chair called a vote to defer the Craft Beer and Drinks Society and to bring back to the next Student Voice for ratification. **Vote: For: 7 Against: 8; Abstention: 3.** The Craft Beer and Drinks Society was ratified and so will not be deferred to the next Student Voice meeting.

#### 7. **External Affiliations**

The Chair presented the paper on External Affiliations explaining that Section 22 of the 1994 Education Act requires the Students' Association to present the current list of affiliations for approval by members annually. The Students' Association will remain affiliated to the following organisations: National Union of Students (NUS); British Universities and College Sports (BUCS); Scottish Student Sport (SSS); National Nightline Association (NNA). The NUS affiliation for 2017/18 was £25,156. This was the last year of receiving a rebate under the former NUS affiliation model for the previous year. The Chair asked Student Voice to approve the External Affiliations. JE asked what benefit the Students' Association gets from NUS. The Student President provided some of the benefits NUS give. JE asked the Student President to back some

further details on the benefits for which NUS provide to the Students' Association and the return of investment the Students' Association gets from being a member. **Action: Student President.** The Chair called a vote to approve the External Affiliations. **Vote: For: 18 Against: 1; Abstention: 0.** The External Affiliations were approved.

## 8. **Election Timetable 2018/19**

8.1 The Student Voice Team Leader presented a proposal on the outlining the timescales for the NUS Conference Delegation and Full Time Officer elections. The Student Voice Team Leader explained that it is the role of the Deputy Returning Officer to decide the timeframe for the NUS Conference Elections and Full Time Officer Elections. The Student Voice Team Leader discussed the Full Time Officers elections and based on the review from last year's Full Time Officers (FTO) elections, it is proposed that the election voting timeframe be reduced from five days to four days. Under this model, FTO elections would open similar to previous years at 10am on Monday, 4<sup>th</sup> March 2019. However, they would close at 2pm on Thursday, 7<sup>th</sup> March 2019. The Student Voice Team Leader then explained the rationale for the proposal adding that our Big Student Election partners have already moved to shorter election timeframes; three days for Strathclyde and four days City of Glasgow College with both ending on Thursday (SAUWS) did not respond. The Student Voice Team Leader asked members to discuss reducing the Full Time Officer voting period by one day, to assist the Returning Officer to make the final decision on the voting period. Student Voice were asked to discuss reducing the Full Time Officer voting period to assist the Returning Officer to make the final decision on the voting period. Student Voice are not required to vote on this item as it is for discussion only. Student Voice were asked to note the timetable for the election of delegates to NUS Conferences and for the Full Time Officers Elections.

8.2 Members discussed the pros and cons of reducing the Full Time Officer voting period by one day. JE asked the Student Voice Team Leader when the other institutions introduced their changes. and for previous statistics from GCU Students' Association on how many votes were cast on Fridays. **Action: Student Voice Team Leader** Members then discussed the pros and cons of reducing the Full Time Officer voting period by one day. JE asked for the Returning Officer in NUS for their opinion on this matter. **Action: Student Voice Team Leader.** The Student Voice Team Leader asked Student Voice for a non-binding indicator, by vote, on the preference of the voting period giving them three options for the election timeframe of three days; four days; five days. **Non-binding indicator vote: For: three days (6 votes); four days (9 votes); or five days (3 votes); Against: 0; Abstention: 1.** The Student Voice Team Leader was asked to bring back the Election Timetable 2018/19 back to the next meeting along with a response from NUS, the data from partner universities and statistics from previous voting on Friday's.

*The Chair stepped down at 5.35pm and JE chaired the meeting for agenda item 9; 10; 11 and 12.*

## 9. **Retention of Data**

The Student President discussed how long to keep personal data on members of the Students' Association after graduation. The Student President explained that the data kept would not be academic data. For example, the data held would be on any volunteering or training a member had taken part in or what clubs/societies a member had joined. The Student President asked if five years after graduating was too long or too short. Members discussed the length of time to keep data for members after graduating and from the discussion 10 years seemed to be an appropriate amount to retain personal data after graduation. The Chair called for a vote to have a 10 year's retention period, non-binding, for GCU Students' Association to hold personal data after graduation. The Chair called a non-binding vote to have 10 year's retention period, non-

binding, for GCU Students' Association to hold personal data after graduation to. **Vote: For: 16 Against: 0; Abstention: 2.**

**10. Potential Students' Association Building Relocation**

The Chair read out a statement relating to the potential relocation of the Students' Association building. The Chair gave some background to the potential relocation saying that the GCU 2020 Estates Strategy proposes 'relocating the Students' Association to ensure it's at the heart of campus with enhanced visibility', and the proposal to move the Students' Association has been an ongoing discussion between the University and the Students' Association since Summer 2015 to create a Centre for Living. The Chair added that the Principal said in her Review of the Year 2017/18, which is on YouTube, about the universities commitment to new a premises for the Students' Association. The Chair said that she had responded to the University to say that the Students' Association are open to discussing a move that would enhance the premises and provision for its members, GCU students and that although no formal proposal has yet been made, it is an exciting opportunity for the Association. Members and stakeholders will be fully involved and consulted with throughout.

The Chair asked the members for their feedback on the potential relocation and that no vote is required as it is only for discussion at this point. Members discussed at length the potential relocation with the Chair re-iterating that nothing had been received formally as yet from the University on the potential building relocation. Members had concerns around the impact of services whilst the move would take place and the effect on students. However, some members felt that with the University financing the move 'like for like' and the Student President working alongside architects then it could be to our advantage to get a more visible space on campus with the same or better facilities.

**11. Full Time Officers Reports**

11.1 The Chair asked the Full Time Officers to provide a brief, two minute, verbal summary of their submitted written reports including any updates on items in which there has been developments since the report was written. The Student President presented her previous Student Voice Full Time Officer report, as actioned from the previous minutes, along with her first Student Voice Full Time Officer report from 2018-2019.

11.2 In relation to the VP SCEBE report, the text saying under point 2, Remit Progress - 'Organised 30 come and try sessions' should read 'supported 30 come and try sessions'. MA added that under point 6, Remit Progress – 'the Edit' should be in capitals (EDIT) and not initial capitals. The VP SCEBE noted this for future reference.

11.3 No further questions were asked in relation to the Full Officers Reports and the Chair invited members to take a vote to decide whether to approve all the reports subject to the amendments to the report for the VP SCEBE. **Vote: For: 15 Against: 0; Abstention: 5.** The reports were approved.

**12. Full Time Officer Team and Individual Objectives**

The Student President presented a paper on the Full Time Officer Team Objectives highlighting the outcomes; action required, timescales, success measures and progress. Each Full Time Officer then spoke about their own Individual Objectives highlighting the outcomes; action required, timescales, success measures and progress. No questions were raised by members in relation to the Team Objectives or the Full Time Officer Individual Objectives. The Chair called for

a vote to approve the Full Time Officers Team and Individual Objectives. **Vote: For: 14 Against: 0; Abstention: 6.** The Full Time Officers Team and Individual Objectives were approved.

*At 6.20pm JE stepped down and the Student President resumed her position as Chair.*

13. **Student Voice Officers Reports**

The Student Voice Officers were invited by the Chair to introduce themselves and to give a brief verbal update.

**Mature & Part-Time Students' Officer**

- First meeting held.
- Date discussed for Age Awareness Campaign.
- Easter Egg Campaign to be held again this year.

**Magazine Editor**

- The EDIT has 70 members.
- There has been a Committee change.
- 14<sup>th</sup> December will be the date for the Christmas edition of The EDIT.
- A bake sale will be taking place shortly.
- March is the date scheduled for the 2019 publication.

**Sports Council Chair**

- New sports supplier in place which is Provan Sports Limited (PSL).
- University campaign – red cards.
- GCU Wolf launch.
- Working on Christmas event.

**LGBT+ Officer**

(Fraser Knight gave an update in the absence of Nicole Kusel –McCroy)

- Over 60 members of LGBT+.
- Weekly meetings being held.
- Events being organised for the year ahead including Transgender Day of Remembrance.

**International Students' Officer**

- Events are in place for the next few weeks.

**Black or Minority Ethnic Officer**

- Working with VP GSBS on multicultural events.

**Radio Caley**

- 87 members.
- A full schedule is in place for radio shows.
- IT issues have been ironed out.
- The website has been updated.
- Good social media.
- Events in place soon.
- 24hr broadcast will take place in November.
- 'Get Away' planned for January 2019.

#### **Engineering Officer**

- Trouble accessing emails and can't contact Class Representatives.
- Working with the VP SCEBE on events.
- Attended School Board.
- Involved in working on NSS Action Plan.
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#### **Computer, Communications and Interactive Systems Officer**

- Issues with accessing emails.
- Attended meeting with VP SCEBE and the Engineering Officer.

#### **Nursing and Community Health**

- Attended School Board with VP SHLS.
- No access to emails yet.
- Video on GCU Learn to recruit Class Reps.
- Meeting set to meet Class Reps.

#### **Business Management Officer**

- Experiencing email issues at this time.

No questions were raised from the reports. The Chair invited members to take a vote to decide whether to approve the Student Voice Officer Reports **Vote: For: 19; Against: 0; Abstentions: 1.** The Student Voice Officer Reports were approved.

#### 14. **Ideas**

##### **Short mindfulness sessions during exam period (Keir Thomson)**

The proposer was not present. The Chair asked Student Voice for their thoughts and feedback on the Idea. Members liked the proposal and agreed that it should be all year round and not just for the exam period. Members suggested that Students' Association staff be trained in mindfulness sessions and for the Chair to look into this. **Action: Student President.** The Chair called for vote to approve the Short mindfulness sessions with an amendment to change the sessions to be from the exam period to the full academic year. **Vote: For:19; Against: 0; Abstentions: 0.** The Chair then called for a vote for the overall Idea including the amendment to the full academic year. **Vote: For: 20; Against: 0; Abstentions: 0.**

#### 15. **Sustainability Policy**

The Chair presented the update of and re-approval of the Sustainability Policy and talked through the proposed changes include an update to the current staff lead and Full Time Officer lead for sustainability; to allow UK domestic flights, subject to Green Impact rules; removal of "Gold" criteria for Green Impact – as accreditation ratings have subsequently been altered by NUS. The Chair said that the Ethical and Environmental Committee and the Executive Committee were consulted when developing the paper. No questions were asked and the Chair asked Student Voice to approve the changes to the Sustainability Policy. **Vote: For: 17; Against: 0; Abstentions: 2.**

#### 16. **Men's Health and Alliance Group and Officer**

The VP SHLS proposed the creation of the Men's Health and Alliance Group and Officer. This would be a representation group and the group remit would be added to the By-Laws section 3.6.8 and the officer remit would be added to section 3.5. The VP SHLS said that this would not



be a liberation group. The VP SHLS discussed the remit of the Men's Health and Alliance Group then the remit of the Men's Health and Alliance Officer. There were no questions asked. The Chair called for a vote to approve the addition of the Men's Health and Alliance Group to the By-Laws. **Vote: For: 18; Against: 0; Abstentions: 0.**

17. **Revised Equality and Diversity Committee Remit**

The VP SHLS proposed the changed to the Equality and Diversity Committee composition in the Students' Association By-Laws, section 3.6.3. The VP SHLS said that it was proposed to include the following members of the Committee – Mature and Part-Time Students' Officer and the Men's Health and Alliance Officer and in attendance will be the Full Time Officers (by invitation), Representation and Advice Manager, and GCU Equality and Diversity Adviser (by invitation). There were no questions asked. The Chair called for a vote to approve the changes to section 3.6.3 of the By-Laws. **Vote: For: 18; Against: 0; Abstentions:1.**

18. **Revised International Students Group Remit**

The VP SHLS proposed the changed to the International Students' Group composition and remit in the Students' Association By-Laws, section 3.6.8.1. For the composition, the VP SHLS said that it is proposed to include the following as members of the group: INTO Representatives; International based societies' nominees; FTO Policy Lead for international students. For the Remit, the VP SHLS said that it is proposed to include the following remit points: this group will be to organise feedback from international students at GCU on their experiences. Any feedback raised at this meeting will be taken to the University International Committee meetings by the FTO Policy Lead to be acted upon. There were no questions asked. The Chair called for a vote to approve the changes to section 3.6.8.1 of the By-Laws. **Vote: For: 19; Against: 0; Abstentions:0.**

*At this point the Chair proposed moving agenda item 19 – Full Time Officer Model Salford evolution to be discussed after agenda item 21 and 22. The Chair called for a vote to move agenda item 19 – Full Time Officer Model Salford evolution to be discussed after agenda item 21 and 22. **Vote: For: 20; Against: 0; Abstentions:0.***

19. **Standing Orders**

The Chair presented the Standing Policy paper for discussion and explained that any Idea (otherwise known as motions) passed becomes the policy of GCU Students' Association for five years unless overturned by a future Idea. After five years the policy will lapse unless brought forward as a new motion. The Standing Policy document outlines current progress with each Idea. The Chair said that the Ideas (motions) from 2013/14 are no longer policy unless a member brings an Idea forward and asked if any members wished for any motions to remain. Student Voice were asked to discuss and note the current Standing Policy. No questions were asked. The motions for 2013/14 will no longer be policy.

20. **The Bigger Plan**

The Chair presented The Bigger Plan Year 2 Update paper for discussion and explained the Bigger Plan 2020 was started during the academic year 2017/18, this was Year 2. This report outlines progress made towards the Key Performance Indicators (KPIs) and Big Actions. The KPIs are ambitious in order to stretch the organisation. A summary of other performance is outlined within the annual report section of the Audited Accounts 2017/18. Student Voice were asked to discuss and note progress made within Year 2 of The Bigger Plan 2020. No questions were asked.

21. **Audited Accounts 2018**

The Student President presented the Audited Accounts for 2018 for discussion. The Students' Association External Auditors, Wylie & Bisset LLP, have completed the annual audit of the



Students' Association Accounts 2017/18 (31<sup>st</sup> July 2018). The annual report from the Trustee Board is included within the audited accounts. The total income from all sources was £769,640 (2017; £769,662). The Students' Association has continued to benefit from the recognition and support from the University, with £648,002 funding from Glasgow Caledonian University. In addition, the Students' Association generated £121,638 income. The total expenditure was £735,233 (2017; £763,360). The expenditure is broken down as £261,856 for Student Engagement, £160,340 for Student Support and £313,037 for Student Activities. The surplus for the year was £34,407 (2017; 6,302). A total of £125,873 was retained within the reserve accounts (2017; £91,466). The accounts have been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on 15th October 2018 and subject to any minor amendments were approved on 16<sup>th</sup> October 2018. Student Voice were asked to note the Audited Accounts 2017/18. No questions were asked.

## 22. **Full Time Officer Model – Salford Evolution**

The Student President presented the Full Time Officer Model – Salford Evolution for discussion. In 2014, Student Voice voted to change our Full Time Officers model and how our Full Time Officers are elected. The changes to the system are summarised as follows:

- Rather than having four separate elections for our Full Time Officers, we have one election with four candidates being elected using the Single Transferable Vote method.
- The candidate who comes first in the election is offered the role of Student President.
- The other three successful candidates will each become a Vice President with responsibility for each representing students in one of GCU's three academic schools.
- All officers are responsible for promoting student representation alongside our activities and services in their schools.
- The former remits of Education, Wellbeing, Activities and some of the current Student President remit will be broken down and the winning candidates will then assemble their own remits after the election in agreement with each other.

This model was developed from the University of Salford Students' Union and Liverpool Guild of Students.

The Full Time Officer Model was recently reviewed. The report was endorsed by the Trustee Board on 9th October 2017 and Student Voice on the 23rd October 2017.

The Chair asked Student Voice to discuss the evolution of the Salford Model and its pros and cons. Members discussed the pros and cons and commented on the idea of having four separate elections, as was the previous model, and how that would be challenging trying to engage with students as it is already challenging with just one election so therefore not beneficial and would not help students. However, some members commented on the elections for a particular school being a good thing as the Vice President for that school would know their school well and might encourage more students to run for the position of Vice President of their school. Other members agreed that the current system in place was good and to keep it. The Chair said that a full debate the evolution of the Salford Model will take place at the next Student Voice.

*At this point (7.00pm) the Chair called a motion to extend the guillotine by a further 15 minutes and for the meeting to finish at 7.15pm. The Chair called for a vote and asked members if they wished to vote to extending the meeting. Vote: For: 20; Against: 0; Abstentions: 0.*

23. **National Student Survey Results 2018**

Student Voice noted the National Student Survey Results 2018.

24. **Trustee Board Minutes**

Student Voice noted the Trustee Board Minutes.

25. **Any Other Business**

JE said that Radio Caley wished to introduce a watershed of music after 7pm for playing music tracks. The Chair said that this will involve a change of policy and requested that the Radio Caley Station Manager formally bring this business back to the next Student Voice meeting in November 2018 for approval. The Chair added that the Policy must go via the Trustee Board and the next meeting was scheduled for December. The Chair added that the Radio Station Manger was welcome to speak to the Executive Committee for some guidance on the amendment to their policy.

The Chair thanked all members of Student Voice for their attendance and reminded members that Student Voice members are invited for one free drink in Re:Union Bar & Grill and a chance to network with other members.

**The meeting was concluded at 7.21pm.**

**The next meeting of Student Voice is on 26<sup>th</sup> November 2018.**

## **Minutes of the 2<sup>nd</sup> Caledonian Student Voice Meeting of Session 2018/19**

Meeting held on Monday, 26<sup>th</sup> November 2018, in NH208, at 5.00pm.

### **Sign In:**

**Present:** Rachel Simpson (Student President, Acting Chair); Yetunde Ogedengbe (VP SHLS); Moses Apiliga (VP GSBS); Ramzy Abou-Zeid (RA); Nahida Akter (NA); Monica Allen (MA); Tara Campbell (TC); Neill Clark (NC); Sarah Cullen (SC); Michael Docherty (MD); Susan Docherty (SD); Jennifer Donnelly (JD); Jonnie England (JE); Rebecca Fernie (RF); Kim (John) Flores (KF); Naomi Hollis (NH); Maja Jorgensen (MJ); Sandra Kubasik (SK); Nicole Kusel-McCroy (KMc); Michael Marshall (MM); Maria Nagy (MN); Ella Peters (EP); Alisa Pulkkinen (AP); Sophie Robinson (SR); Alex Rycroft (AR); Antonia Voss (AV).

**Absent:** Lauren Baigrie (LB); Helen Johnstone (HJ); Donatella Mindjou (DJ); Conor Tobin (CT); Declan McGallagly (DMcG); Senna Mattar (SM); Cara Galbraith (CG); Konstantinos Ouzounoglou (KO).

**Apologies:** Eilidh Fulton (VP SCEBE); Hannah Brown (HB); Aliisa Pulkkinen (AP); Rebeka Luzaityte (RL); Dimitrios Maroulis (DM); Craig Davidson (CD); Kirsten Stewart (KS); Racheal Olayinka (RO); Caitlin Reid (CR); Yeelon Yeoh (YY); Sarah Mackie (SM).

**In attendance:** Sara MacLean (Student Voice Team Leader); Caroline Miller (Representation and Advice Manager); Kathryn Collins (Clerk).

**Observers:** F Skat (FS); Benedetta Giribaldi (BG); Rachel Ross (RR).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

### **1. Welcome**

- 1.1 The meeting started at 5.04pm. The Chair (Rachel Simpson) welcomed all members to the second meeting of Student Voice for 2018/19. Members were asked to ensure they had signed in and taken a voting card to use when speaking. The Chair said that observers are welcome to the meeting but they are not eligible to vote. Members were reminded of what conduct is acceptable during the meeting.
- 1.2 The Student President explained that for this meeting she would be the Chair due to the absence of the Chair and that the Deputy Chair has resigned. The Chair informed members there would be an election for a Deputy Chair at tonight's meeting.
- 1.3 The Chair informed members that after the meeting all members have been invited to one free drink at the Re:Union Bar & Grill on behalf of the Students' Association.

### **2. Motion of No Confidence Review**

- 2.1 The Chair explained that the Trustee Board commissioned Nick Smith Consulting to carry out a Motion of No Confidence Review (otherwise known as Officer Accountability). The Chair explained that a Motion of No Confidence, if successful, immediately removes that member from their post. In the simplest terms a Motion of No Confidence is the mechanism for firing an

elected Officer. The Chair said that the Motion of No Confidence Review from Nick Smith Consulting made recommendations for changes to our Election Rules and Nick Smith would be joining the Student Voice tonight via telephone.

*At 5.10pm, Nick Smith joined Student Voice via teleconference.*

- 2.2 The Chair welcomed Nick Smith to the meeting and asked him to discuss his Motion of No Confidence Review. Nick Smith said his paper outlines that there are two main models for dealing with a Motion of No Confidence within Students' Associations/Unions. The first is that Student Voice decides to approve (or not) a Motion of No Confidence in a Full Time Officer by a two third majority whether a referendum (an all student online vote) takes place on whether a Full Time Officer receives a Motion of No Confidence. Nick Smith explained in more detail the different types of issues to hold officers accountable and how Student Voice would want to be able to enact Motion of No Confidence.

*At 5.15pm, Nick Smith left Student Voice.*

- 2.3 The Chair asked Student Voice to discuss the Motion of No Confidence as per the Review from Nick Smith. It was noted that some members felt that Student Voice dealt with the political matters whilst Trustee Board dealt with staff matters and the strategic direction and so why change this going forward. Some members felt it would take the point of having Student Voice away if the current process of dealing with a Motion of No Confidence changed as Student Voice holds Full Time Officers to account and this power would be taken away if a referendum was enacted for the whole University to vote on. Members then discussed a range of sanctions for the Full Time Officers, as members felt that it was extreme to go straight to a Vote of No Confidence and then removed from Office. Members felt that there should be a range of sanctions/interim procedures in place to help mitigate the problem if a Full Time Officers has a complaint taken out against them depending on the seriousness of the complaint.
- 2.4 The Chair asked members their thoughts on the Disciplinary Committee and whether Trustee Board should be included. Members felt that Trustee Board should not be involved in the political decisions. The Chair summarised that members of Student Voice felt that it should be Student Voice that decides whether to approve (or not) a Motion of No Confidence in a Full Time Officer by a two thirds majority (our current approach) and that a range of sanctions should be possible for the Disciplinary Committee to impose such as compulsory training or support etc. JE asked The Chair to include some text in the Election Rules about not putting in a Motion of No Confidence just before the Elections, the chair responded that this has been reflected in the election rule revision that will be discussed and voted on later in the meeting.

The Chair thanked Student Voice for their thoughts and feedback and explained that at this stage it was only for discussion and that proposed changes to our Schedules and Bye-Laws on new/revised Motion of No Confidence rules would then be proposed to Student Voice in February 2019 based on the recommendations within the report.

*At this point in the meeting, Monica Allen (MA) asked some agenda items could be moved further up the agenda – point 6, Elections, and point 10, Student Voice Officer Reports. The Chair called for a vote to move point 6 and point 10, on the Student Voice agenda, to be discussed next. **Vote: For: 24, Against: 0, Abstention: 0.***

### 3. Elections

The Chair gave a brief description for the role of Student Voice Deputy Chair/Returning Officer and members were invited to put their name forward. Maria Nagy was elected as Student Voice Deputy Chair/Returning Officer. The Student Voice Team Leader said that a brief prior to each meeting will be offered to the Student Voice Chair and Deputy Chair.

The Chair discussed the responsibilities of the Elections Committee and that no member of the Elections Committee can take part in the Full Time Officers elections as a candidate, agent or campaigner. The Chair invited five members to put themselves forward for the Election Committee. Monica Allen (MA); Susan Docherty (SD); Kim (John) Flores (KF); Rebecca Fernie (RF) and Neill Clark (NC) were elected to the Elections Committee.

The Chair congratulated the members on their places within the Elections Committee and as Student Voice Deputy Chair/Returning Officer.

### 4. Student Voice Officer Reports

The Student Voice Officers were invited by the Chair to provide a brief verbal update if there had been any changes/updates to their report since they had submitted it. The Chair noted that there were a few new Representatives that had just taken on the role and there was no obligation to give an update at this meeting.

#### Editor-in-Chief (EDIT magazine)

- Re-elected Head of Events
- Head of Social Media has stepped down and there will be a by-election after Christmas.
- Received money from the Common Good Fund for the Manifesto Booklet for the up and coming Student Elections.

#### Mature and Part-Time Students' Officer

- Working on Age Discrimination Campaign.
- Easter Egg Campaign to be held again this year. Let the Mature and Part-Time Students' Officer know if you wish to be involved.

#### Radio Caley

- By-election taking place next week as some members are leaving Radio Caley.
- A 24 Hour Broadcast taking place soon.
- Received money from the Common Good Fund.
- Pub quiz taking place on 4<sup>th</sup> December with the EDIT.

#### Sports Council Chair

- Holding elections shortly for an Events Convenor.
- Working on the Show Racism the Red Card Campaign.

No questions were raised from the reports. The Chair invited members to take a vote to decide whether to approve the Student Voice Officer Reports. **Vote: For: 26; Against: 0; Abstentions: 0.** The Student Voice Officer Reports were approved.

## 5. Previous Minutes

The Chair invited members to consider the minutes of the previous Student Voice meeting held on 22<sup>nd</sup> October 2018. JE pointed out that his name had been misspelled and should be Jonnie and not Johnathan. **Action: Clerk.** The Chair said that only those present at the previous meeting could vote to approve the minutes of the meeting of the Caledonian Student Voice held on Monday, 22<sup>nd</sup> October 2018. **Vote: For: 11; Against: 0; Abstention: 0.** The previous Student Voice minutes from 22<sup>nd</sup> October 2018 were approved noting the above amendment.

## 6. Matters Arising

### 6.1 GCU Branded Clothing

The VP GSBS said that he had spoken with Sports Council and with Provan Sports Limited (PSL) who are looking into ties, badges, caps and other additional merchandise for GCU students. The VP GSBS said that he would keep Student Voice updated. This matter is ongoing. **Action: VP GSBS.**

### 6.2 Bright White Recycled Paper

The VP GSBS informed members that GCU photocopiers will not be stocking bright white recycled paper. The VP GSBS was asked to find out whether students would be able to pay the difference to have their dissertations printed on bright white recycled paper. This matter is ongoing. **Action: VP GSBS.**

### 6.3 Energy Drinks on Campus

The VP SCEBE was not present at the meeting and so update was given. This matter is ongoing. **Action: VP SCEBE.**

### 6.4 Referendum on Exams

The Student President said that the referendum on exams before Christmas is still an ongoing matter. This matter is ongoing. **Action: Student President.**

### 6.5 Benefits of affiliation to NUS

The Student President presented a paper outlining the benefits of affiliation to NUS and highlighted the benefits that GCU Students' Association receives. JE said he had asked the Student President if she could specifically outline the benefits that GCU Students' Associations gets from NUS and if she could put together a report. This matter is ongoing. **Action: Student President.**

### 6.6 Voter Turnout Statistics for Friday Voting

The Deputy Returning Officer provided the following Friday Election Turnout from 2015-2018. This matter is resolved.

Year	2015	2016	2017	2018
Votes cast	421	341	308	553
Percentage	16%	14.50%	11.60%	17.60%

### 6.7 Full Time Officer Election Timetable

The Deputy Returning Officer provided a Full Time Officer Election Timetable which members noted. This matter is resolved.



6.8 **Mindfulness Sessions**

The Student President said that she was focusing on enhancing the current GCU services and that she has a meeting scheduled with the Mindfulness Practitioners. This matter is ongoing.

**Action: Student President.** The Student President was asked to help increase awareness and to advertise the online resources available for students **Action: Student President.**

6.9 **Full Time Officer Model Review**

The Executive Committee reported back at an Executive Meeting held on 9<sup>th</sup> November 2018 that from the previous Student Voice meeting that there did not appear to be a consensus for this recommendation to be further discussed at Student Voice Sub-Committees. This matter is resolved.

7. **Minutes of Student Voice Committees**

No questions were raised by members in relation to the minutes. The Chair called for a vote to approve the previous minutes of all the Student Voice Sub Committees. **Vote: For: 14; Against: 0; Abstention: 5.** The previous minutes of all the Student Voice Sub Committees were approved.

8. **Affiliations**

The following societies and sports clubs were ratified by Student Voice.

All affiliations listed below had already been approved by the Societies Council and the Sports Council as appropriate.

- Language Café (society)
- Events Society
- Greek-Cypriot Society
- Physiotherapy Society

No questions were raised by members in relation to the affiliations. The Chair asked all members to take a vote to approve all ratifications. **Vote: For: 21; Against: 1; Abstention: 1.**

9. **Revised Election Rules**

The Deputy Returning Officer presented the revised Election Rules for approval to Student Voice. The Election Rules work in conjunction with Schedule 4 to the Constitution for campus wide elections (NUS Conference Delegations, GCU London Officer and Full Time Officer Elections). The recommendations from the NUS Returning Officer 2018 Report and the Motion of No Confidence Review conducted by Nick Smith Consulting have been adopted. A benchmarking exercise of the University of Strathclyde Students' Association and Edinburgh University Students' Association Election Rules was also undertaken. In addition, the University Secretary & Vice-Principal Governance and Head of Governance were consulted.

The revised Election Rules are presented as a tracked changes document with comments for context. The Election Rules are also presented without the tracked changes. The Chair asked all members to take a vote to approve all revised Election Rules. **Vote: For: 21; Against: 0; Abstention: 0.** The Election Rules were approved.

10. **Full Time Officer Reports**

The Chair asked the Full Time Officers if there had been any updates on any items in their submitted written reports which there have been developments since the report was written and if so for them to provide a brief two-minute verbal summary.

The VP GSBS was asked about Go Green Week which is available for all students to be involved and who will receive £50.00 expenses from GCU to participate and this is available to all student groups including media groups. Successful students will be awarded £50.00 and will be asked to attend the Go Green Week Festival 2019 with all expenses paid. The VP GSBS said that if anyone is interested them to speak to him directly. The VP GSBS said that Go Green Week will be advertised via the Students' Association website and information sent out in the All Student Email to GCU Students' Association members that have opted in to receive the email.

JE asked that a vote be taken to postpone the approval for the Full Time Officer report from the VP SCEBE until she is present at the next meeting and will then present her Full Time Officer reports from November 2018 and February 2019. The Chair called for a vote to postpone the approval of the Full Time Officer report from the VP SCEBE. **Vote: For: 13; Against: 0; Abstention: 6.**

No further questions were asked in relation to the Full Officers Reports and the Chair invited members to take a vote to decide whether to approve all the reports excluding the report from the VP SCEBE who will be required to present her November 2018 report at the next Student Voice in February 2019. **Action: VP SCEBE. Vote: For: 16; Against: 0; Abstention: 3.** The Student President, VP SHLS and the VP GSBS reports were approved.

## 11. Ideas

### 11.1 Signposting on foods in campus cafeterias (Rachel Ross)

The proposer, Rachel Ross (RR), presented her Idea to Student Voice. RR said that signposting on foods in all campus cafeterias would be helpful and inclusive for not only vegans, but also people with dairy intolerances and that a simple VE (Vegan) symbol would be much appreciated. The Chair asked Student Voice for any amendments to the Idea and it was proposed to have gluten free signposting too. No members were against the improvement to the Idea. The Chair called for a vote for the overall Idea including the improvement to the idea. **Vote: For: 19; Against: 0; Abstentions: 0.** As the VP SCEBE has catering under her remit she will take this Idea forward and report back at the next Student Voice. **Action: VP SCEBE.**

### 11.2 Save Energy (Clair Brown)

The proposer, Clair Brown, was not present at the meeting and the Student President spoke to the Idea. "I use the PC labs on a Sunday and every light, TV screen and announcement board are on in the corridors and open spaces. Surely in this day and age we should be trying harder to save energy by switching of tvs and announcement boards out with general uni attendance times and light switches should be made more visible with an emphasis on turning them off when they are not needed. The money raised could even be put to charitable use, if GCU budgets are healthy enough." The Student President said that it was always a good thing to try to reduce energy and this as a great way to reduce energy. However, the computers in the 24 Hour Lab turn themselves off after a certain time and the Popcorn Screens in the Students' Association building can't be turned off due to sponsorship/advertising contracts. The Chair asked for any amendments to the Idea and it was suggested that enquires are made about what the University currently does already in terms of saving energy in relation to the Idea submitted. The Chair called for a vote for the overall Idea including the improvement to the idea. **Vote: For: 10; Against: 1; Abstentions: 6.** The Student President said she would take this Idea forward and report back at the next Student Voice. **Action: Student President.**

*At this point (6.50pm) the Chair called a motion to extend the guillotine and for the meeting to finish at 7.30pm. The Chair called for a vote and asked members if they wished to vote to extending the meeting. Vote: For: 4; Against: 12; Abstentions: 3. The Guillotine was not extended as the vote did not pass. The Chair called for another vote and asked members if they wished to vote to extending the meeting to 7.15pm. Vote: For: 14; Against: 4; Abstentions: 0. The meeting was extended until 7.15pm.*

### 11.3 **24/7 Safe Place (Benedetta Giribaldi)**

The proposer, Benedetta Giribaldi (BG) spoke about having a 24/7 Safe Place within the University for students to go to offer a quiet and relaxing place where they can if feeling unsafe and anxious. BG spoke about the benefits of having this space. The Chair asked Student Voice if they had any questions. Members asked if the safe space would be student led and who would monitor the space, and enquired about capacity and the security aspect. It was noted that staff would not be available to monitor the space as it was a 24/7 space. The Student President asked for any amendments to the Idea. The Student President proposed using the Gender Safe Space, room NH205, located on level 2, within the Students' Association, to have a generic safe space on campus during opening hours as level 2 would not be open 24/7 as it closes at 8pm but that the Advice Centre and the Wellbeing Service is open too and the Nightline telephone number can be given out. The Chair added that if the uptake of the room NH205 is high and staff are able to support it on some level then a 24/7 safe space can be looked into. The Chair said that she would discuss with the LGBT+ and Women's liberation groups about the use of the safe space to run the pilot. The Chair called for a vote for the overall Idea including the improvements to the idea. **Vote: For: 13 Against: 0; Abstentions: 6.** The Student President said she would take this Idea forward and report back at the next Student Voice. **Action: Student President.**

*The Chair called for a vote to bring forward on the agenda the Revised Radio Caley Policy Document, Revised Transport Policy, and the Revised Societies Policy Document prior to the remaining three Ideas. Vote: For: 17 Against: 0; Abstentions: 0.*

### 12. **Revised Radio Caley Policy Document**

Alex Rycroft, Station Manager, presented the Revised Radio Caley Policy Document and said the proposed changes are marked as track changes and asked Student Voice to approve the revised Radio Station Policy Document. No questions were asked. The Chair called for a vote to approve the Revised Radio Caley Policy Document. **Vote: For: 18 Against: 0; Abstentions: 1.** The Revised Radio Caley Policy Document was approved.

### 13. **Revised Transport Policy**

The VP GSBS presented the Revised Transport Policy and explained that the proposal is to change the Transports Policy to allow students with a European Union driving licence to be eligible to drive hired vehicles (up to 8 seaters) for activities when they are aged 18 and over. The current policy is currently limited to UK driving licence holders only. "All drivers must be registered with GCU Students' Association and provide a copy of their driving licence at least 7 days prior to driving. To be eligible to drive a hired vehicle (up to 8 passengers) you must be aged 18 and over and have held a full UK or EU licence for 12 months or more." No questions were asked and the VP GSBS asked Student Voice to approve the Transport Policy. The Chair called for a vote to approve the Revised Transport Policy Document. **Vote: For: 17 Against: 0; Abstentions: 0.** The Revised Transport Policy Document was approved.

14. **Revised Societies Policy Document**

In the absence of the VP SCEBE, the Student President presented the Revised Societies Policy Document and said that the Societies Policy has been updated to include a section 15 on Initiation Ceremonies. The Societies Policy has been updated to include a section 15 (see below) on Initiation Ceremonies.

15.0 **Initiation Ceremonies\***

15.1 GCU Students' Association does not condone initiation ceremonies whether on or off Campus; and believes the practice of initiations may be a dangerous and degrading exercise that jeopardises the safety of its members and can be a source of negative publicity for the Students' Association. It is also considered that unforeseen circumstances that may result from such ceremonies can cause anguish that may affect students both personally and academically.

15.2 If a society is found to have breached the Initiations Policy, the society may be liable to disciplinary action in line with GCU Student' Association Disciplinary Procedure.

*\*Definition: An initiation ceremony is an event in which members (often new members) of the activity group are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club or society. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and behaviour that may be deemed humiliating.*

No questions were asked. The Chair called for a vote to approve the Revised Societies Policy Document. **Vote: For: 17 Against: 0; Abstentions:1.** The Revised Societies Policy Document was approved.

16. **Elections Timetable**

Student Voice noted the Elections Timetable.

17. **Ideas (continued from point 11)**

17.1 **Apps anywhere to be anywhere (Mark Green)**

The proposer, Mark Green, was not present and due to time constraints the Chair called for a vote to bring back this Idea to the next Student Voice meeting. **Vote: For: 18 Against: 0; Abstentions: 0.** This Idea will be brought back to the next Student Voice for discussion. **Action: Clerk.**

17.2 **Having a microwave for people to warm their food up (Sumaya Mughal)**

The proposer, Sumaya Mughal, was not present and the VP SHLS spoke to the Idea. "A lot of people that bring food in for themselves struggle and are forced to eat their food cold as there are no microwave on campus for anyone to use. In addition, other universities already are providing microwaves on campus for students to use whereas GCU isn't. This especially gets hard for people that may be needing to eat Halal food as there isn't many options on the university campus for halal food/chicken." Member asked the VP SHLS how would the microwave be managed and what Baxterstorey cafeteria the proposer was referring to. Members raised concern about students with allergies and using the microwave and how the microwave would be cleaned. The Chair called for a vote for the overall Idea. **Vote: For: 12; Against: 3; Abstentions: 2.** As the VP SHLS said she would take forward this Idea forward and report back at the next Student Voice. **Action: VP SHLS.**

17.3 **The Saltire Centre to have lockers (Sarah Clare Mackie)**

The proposer, Sarah Clare Mackie, was not present and due to time constraints the Chair called for a vote to bring back this Idea to the next Student Voice meeting. **Vote: For: 17 Against: 0; Abstentions: 0.** This Idea will be brought back to the next Student Voice for discussion. **Action: Clerk.**

18. **Any Other Business**

There was no other business.

The Chair thanked all members of Student Voice for their attendance and reminded members that Student Voice members are invited for one free drink in Re:Union Bar & Grill and a chance to network with other members.

**The meeting was concluded at 7.19pm.**

**The next meeting of Student Voice is on 11<sup>th</sup> February 2019.**

## Minutes of the 3<sup>rd</sup> Caledonian Student Voice Meeting of Session 2018/19

Meeting held on Monday, 11<sup>th</sup> February 2019, in NH208, at 5.00pm.

### Sign In:

**Present:** Rachel Simpson (Student President); Yetunde Ogedengbe (VP SHLS); Eilidh Fulton (VP SCEBE); Moses Apiliga (VP GSBS); Racheal (Ayoposi) Olayinka (RO); Ramzy Abou-Zeid (RA); Nahida Akter (NA); Monica Allen (MA); Hannah Brown (HB); Racheal Brown (RB); Tara Campbell (TC); Susan Docherty (SD); Michael Docherty (MD); Jennifer Donnelly (JD); Jonnie England (EG); Adam Fraser (AF); Catherine Koranchie (CK); Sandra Kubasik (SK); Rebeka Luzaityte (RL); Lauren MacLean (LM); Micheal Marshall (MM); Dimitrios Maroulis (DM); Maria Nagy (MN); Brendan Owen (BO); Ella Peters (EP); Aliisa Pulkkinen (AP); Caitlin Reid (CR); Sophie Robinson (SR); James Shaw (JS); Molly Ferguson (MF).

**Absent:** Albert Angel (AA); Rebecca Fernie (RF); Naomi Hollis (NH); Monisa Hussain (MH); Waqas Javed (WJ); Isah Jimoh (IJ); Helen Johnstone (HJ); Sarah Mackie (SM); Declan McGallagly (DMcG); Agnieska Michalska (AM); Konstantinos Ouzounoglou (KO); Bernadette Prickett (BP); Kirsten Stewart (KS); Conor Tobin (CT);

**Apologies:** Neil Clark (NC); Sarah Cullen (SC); Craig Davidson (CD); Emma Dunnet (ED); Kim Flores (KF); Maja Jorgensen (MJ); Annelysse Jorgenson (AJ); Heather Son (HS); Yeelon Yeoh (YY).

**In attendance:** Sara MacLean (Student Voice Team Leader); Kathryn Collins (Clerk), Professor Valerie Webster – Deputy Vice Chancellor – Academic (for point 2 only).

**Observers:** Bethany Stevenson (BS); Kalina Dixon (KD).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

### 1. Welcome

1.1 The meeting started at 5.04pm. The Chair (Hanna Brown) welcomed all members to the third meeting of Student Voice for 2018/19. Members were asked to ensure they had signed in and taken a voting card to use when speaking. The Chair said that Observers are welcome to the meeting but they are not eligible to vote. Members were reminded of what conduct is acceptable during the meeting.

1.2 The Chair then informed members that under our current By-Laws, Section 8.a, any member of Student Voice who does not send apologies in advance of the meeting will be formally cautioned by Student Voice. Further, two formal cautions received will trigger an automatic vote of no confidence. The following members were formally cautioned: Heather Son (HS); Racheal Brown (RB); Brendan Owen (BO); Agnieska Michalsk (AM); Albert Angel (AA); Fraser Knight (FK); Helen Johnstone (HJ); Donatella Mindjou(DJ); Conor Tobin (CT); Declan McGallagly (DMcG); Cara Galbraith (CG); Konstantinos Ouzounoglou (KO); Monisa Hussain (MH). The Chair reminded members to please forward their apologies in advance of the meeting to the Clerk.



- 1.3 The Chair informed members that for the next agenda item Professor Valerie Webster, Deputy Vice Chancellor Academic would be talking about GCU Learn and available to answer any questions.

## 2. **GCU Learn**

Professor Valerie Webster, Deputy Vice Chancellor Academic gave some background to GCU Learn (Blackboard) and the scheduled upgrades, from 26<sup>th</sup> -30<sup>th</sup> December 2018, which then caused disruption by running over the scheduled dates causing students distress and students feeling not prepared for their exams. Professor Webster assured Student Voice that the university is taking proactive measures to ensure that this occurrence will not happen again as GCU Learn will never have to go offline again. Consultation is ongoing over the incident and Professor Webster is working closely in partnership with students, staff, the Students' Association to make decisions and have concessions in place around what can be done better across the student life cycle.

Professor Webster then took questions from Student Voice. MD asked about early retrieval offer for final year students so that they can graduate with their current cohort. Professor Webster noted that the university have been exploring this issue out with the issues with GCU Learn. A member of Student Voice asked about what the university is doing to mitigate issues with coursework that were affected by the GCU Learn disruption. Professor Webster clarified that the university are looking at the coursework that was directly affected, i.e. coursework that was due in the exam period only.

*Professor Valerie Webster, Deputy Vice Chancellor Academic, left at 5.15pm.*

## 3. **Previous Minutes**

The Chair invited members to consider the minutes of the previous Student Voice meeting held on 26th November 2018. No questions were raised by members in relation to the minutes. The Chair said that only those present at the previous meeting could vote to approve the minutes of the meeting of the Caledonian Student Voice held on Monday, 26th November 2018. **Vote: For: 25; Against: 0; Abstention: 0.** The previous Student Voice minutes from 26th November 2018 were approved.

## 4. **Matters Arising**

### 4.1 **Sports' Club Ties**

The VP GSBS said that an order has been placed for ties on behalf of the Sports Club. This matter is resolved.

### 4.2 **Bright White Paper**

The VP GSBS said that a meeting was held with the Facilities Services Manager around printing on bright white paper which could be purchased for an additional fee and the discussions are ongoing. This matter is ongoing. **Action: VP GSBS.**

### 4.3 **Energy Drinks**

The VP SCEBE confirmed that Purdy's drinks will be sold across campus. JE enquired about the response from BaxterStorey in relation to no other educational institutions stocking energy drinks anymore and asked the VP SCEBE to look into this response further. This matter is ongoing. **Action: VP SCEBE.**

#### 4.4 **Referendum on Exams**

The Full Time Officers said that the referendum on exams before Christmas during the academic year 2018/19 was ongoing. The Student President asked for volunteers for the yes and no side of this referendum. This matter is ongoing. **Action: Full Time Officers.**

#### 4.5 **NUS Affiliation Benefits**

The Student President said that further to the report presented at Student Voice it is intended to invite the NUS Scotland President to speak at the 4<sup>th</sup> meeting. **Action: Student President.**

#### 4.6 **Mindfulness Provisions**

The Student President said that discussions have been held and currently working with the Wellbeing Team to enhance and expand the current mindfulness provisions. This matter is ongoing. **Action: Student President.**

#### 4.7 **Signposting of Vegan/Gluten Free Food**

The VP SCEBE said that the implementation of signposting of food options is being sought in Trimester 2. This matter is Ongoing. **Action: VP SCEBE**

#### 4.8 **University Energy Saving Practices**

The Student President said that a meeting has been arranged with GCU Estates to inquire into the university's night and weekend energy saving practices. This matter is ongoing. **Action: Student President.**

#### 4.9 **Safe Space**

The Student President said a meeting has been held with GCU Estates and a designated space in the library has been attained. This matter is resolved.

#### 4.10 **Microwave on Campus**

The VP SHLS said she was awaiting a response on having a microwave. If this is not possible, hot water will be free on campus for students with the possibility of having a food warmer for students to use from BaxterStorey. This matter is ongoing. **Action: VP SHLS.**

### 5. **Minutes of Student Voice Committees**

A question was raised by the Chair on the lack of Ethical and Environmental Committee minutes. The VP GSBS said that the Ethical and Environmental Committee minutes were still to be approved which is why they were not available online. No other questions were raised by members in relation to the minutes. The Chair called for a vote to approve the previous minutes of all the Student Voice Sub Committees. **Vote: For: 27; Against: 0; Abstention: 1.** The previous minutes of all the Student Voice Sub Committees were approved.

### 6. **Elections**

Elections took place for the following positions below. No member put their name forward for the position of Senate Research Representative. Rachel Olayinka put her name forward for a position on the Elections Committee.

- Senate Research Representative (x 1 place) – position not filled.

- Elections Committee (x 2 places) – Rachel Olayinka.

## 7. Affiliations

The following societies and sports clubs were ratified by Student Voice.

All affiliations listed below had already been approved by the Societies Council and the Sports Council as appropriate.

- Oral Health Science Society
- GCU Plogging Society
- Startup Grind GCU Society
- Scottish Physiotherapy Student Conference Society
- Vegan Society

Members asked for clarification on what plogging meant and what Startup Grind GCU is. Members were informed that plogging is the term used when jogging and picking up litter. Startup Grind GCU is a global startup community designed to connect entrepreneurs. A member asked what the difference was between the Physiotherapy Society and the Scottish Physiotherapy Student Conference Society. The VP SCEBE explained that the Scottish Physiotherapy Student Conference Society will only deal with the conference side of things whereas the Physiotherapy Society will deal with everything else and not conferences and that both societies have separate bank accounts and objectives. The Chair asked all members to take a vote to approve all ratifications. **Vote: For: 28; Against: 0; Abstention: 1.**

## 8. Mental Health Representative Group and Officer

The Student President presented the paper on the establishment of a Student Mental Health Representative Group and Officer. The Student President gave some background to the proposal and outlined in detail the remit of the Student Metal Health Officer and the Student Mental Health Group. The Chair called for a vote to approve the creation of a Representation Officer known as the Student Mental Health Officer and a representation group known as the Student Mental Health Representation Group within the By-Laws within Section 3.6.8 and the creation of a Student Voice Officer, with their remit being noted above. This remit is in line with others in Section 3.5 of the By-Laws and for the Student Mental Health Representative Officer to become a full member of the Student Voice and the Equality and Diversity Committee. **Vote: For: 27; Against: 1; Abstention: 1.**

## 9. GCU London Officer

The Student President presented the paper on the GCU London Officer saying that GCU London has had a GCU London Officer since the campus was opened. The remit for the Officer has yet to be included in the By-Laws. GCU London is a separate academic school. It is proposed to include the remit within Section 3.5 of the By-Laws. A remit for the GCU London Council has also been written and would be added to replace Section 3.6.6 (Events Council). GCU London Council would be a sub-committee of Student Voice. The Events Council has not functioned for many years and has not yet been removed from the By-Laws. The Chair called for a vote to approve the GCU London Officer remit to be added to the By-Laws Section 3.5 and to approve the GCU London Council to be added to replace Section 3.6.6 (Events Council). **Vote: For: 27; Against: 0; Abstention: 1.**

#### 10. **Motion of No Confidence (Officer Accountability) Review**

The Student President presented the Motion of No Confidence (Officer Accountability) Review and gave some background to the Review Paper which was first presented to Student Voice on 26<sup>th</sup> November 2018. The Student President asked Student Voice to discuss the proposed Schedule and give their feedback on its direction of travel. The Student President re-iterated that this paper was for discussion at this stage and would be brought back for approval.

The following points were raised by members:

- A member asked for clarity on the use of term Motion of Censure and whether this was in keeping with the language used elsewhere within the Constitution, Schedules and By-Laws.
- A member noted that if a Full Time Officer does not complete a manifesto pledge that a Motion of Censure could be brought against them. This was confirmed as accurate, however it was noted that the Motion of Censure would have to be brought by a member and the Full Time Officer would have the opportunity to explain any relevant factors.
- A member stated that it did not seem right that a Full Time Officer can vote in a Vote of No Confidence against another Full Time Officer. It was confirmed that the Full Time Officers were a full member of Student Voice and would be entitled to vote.
- A member clarified whether the outcome of a Vote of No Confidence would be announced to the student body. The Student President advised that this had been addressed in section 1.6.

The Student President noted the above feedback and said this would be taken into account when amending the final Schedule and By-Laws revisions which will be brought back to a future meeting, anticipating the meeting of the 25<sup>th</sup> March 2019.

#### 11. **Full Time Officer Reports**

The Chair asked the Full Time Officers to provide a brief verbal summary highlighting any key points of their submitted written reports including any updates on items in which there has been developments since the report was written. The VP SCEBE presented her report along with her previous Student Voice Full Time Officer report, as actioned from the previous minutes.

No further questions were asked in relation to the Full Time Officer Reports and the Chair invited members to take a vote to decide whether to approve all the reports. **Vote: For: 24 Against: 0; Abstention: 4.** All the Full Time Officer Reports were approved.

#### 12. **Student Voice Officer Reports**

The Student Voice Officers who had not already submitted a written report were invited by the Chair to provide a brief verbal update.

##### **Ethical & Environmental Officer**

- A report was not submitted for this meeting but a report will be produced for the next meeting.

##### **The EDIT - Editor-in-Chief**

- Working on Full Time Officer Elections special magazine edition for next week.
- Two new positions within the EDIT.

#### **International Students' Officer**

- Coffee evening planned.
- Planning for International Women's Day.
- Quiz night planned for March.

#### **Sports Council Chair**

- Working on a campaign with LGBT+ for February 2019.
- Sponsorship confirmed with Re:Union Bar and Bamboo.

#### **LGBT+ Officer**

- No report was produced as newly in post as the LGBT+ Officer. Members were informed that the Glitter Ball will take place on 19<sup>th</sup> February 2019 in the Re:Union Bar.

No questions were raised from the reports or an item from the reports discussed. The Chair invited members to take a vote to decide whether to approve the Student Voice Officer Reports.

**Vote: For: 18; Against: 0; Abstentions: 12.** The Student Voice Officers Reports were approved.

### **13. Ideas**

#### **13.1 The Saltire Centre to have lockers (Sarah Clare Mackie)**

The proposer, Sarah Clare Mackie (SM), was not present at the meeting and the Student President spoke to the Idea. "As a student who travels from home to university I am constantly layering up and carrying a lot of things for my day. However, I do not always need books all at once but bring them to be able to study with in the library after class. Lockers in the library would enable people to keep unnecessary items such as scarves etc. but also a range of books used for studying. Moreover, especially when studying in the library by myself I feel unwilling to leave any valuables at a desk (such as my laptop) to go get something to eat or if I'm gone for a while. With lockers you would be able to keep your valuables safe whilst not losing your place in the library floor, especially at this time of year when it can be hectic. Edinburgh university already has lockers in both the 1st and 5th floor of their library. They have academic lockers for the year which you can rent and 'daytime lockers' for everyday use. Although Glasgow Caledonian University has lockers these are not currently located in the library and also are limited on first come basis. More daytime lockers will enable short use for everyone who is just needing somewhere to keep their things whilst studying alone, and by placing these in the saltire centre this will enable students to study for longer."

The Chair asked for member thoughts on the Idea and if they had any amendments or improvements to the Idea. After discussions, it was suggested to increase the provision of daytime lockers in the various buildings around campus and not just in the Saltire Centre. The Chair called for a vote to amend the Idea to include having daytime lockers in the various buildings not just lockers in the Saltire Centre. **Vote: For: 18; Against: 1; Abstentions: 7.** The Chair then called for a vote to approve the newly amended Idea to have daytime lockers in the various buildings that already have lockers in them and not just lockers in the Saltire Centre. **Vote: For: 18; Against: 5; Abstentions: 3.** The Idea was passed. The Student President said she would take this Idea forward and report back at the next Student Voice. **Action: Student President.**

#### **13.2 Volunteer Drop Ins (Emma Shearer)**

The proposer, Emma Shearer (ES) was not present at the meeting and the VP SHLS spoke to the Idea. "An idea to have dedicated drop-in sessions at various times throughout the year where students can attend and find out about volunteering opportunities/work experience and local community activities to help expand their real-world experience and work in the local community and surrounding area. I know there are already events at various points for volunteering and work experience but I don't feel there is enough or nearly as often as they could be. If there were certain times a year where volunteer drop-ins were run it would mean that for perhaps a few weeks or a couple months at a time, students could pop in when they want during a dedicated timeslot once a week or every two weeks/etc. It means that people wouldn't find out about something too late to go or forget where it's taken place and struggle to find it on the day."

The VP SHLS added that there are already drop-in sessions within the university with various opportunities on campus. For example, the Careers Service has a webpage called Careers Connect with various services including vacancies, graduate jobs and work experience. The Chair asked for member thoughts on the Idea and if they had any amendments or improvements to the idea. After discussions, it was decided to improve the Idea by having the Students' Association Raise awareness via the Students' Association newsletter (email) of services on offer at the university/Students' Association regarding volunteering opportunities/work experience and local community activities to help expand their real-world experience and work in the local community and surrounding area. **Vote: For: 22; Against: 0; Abstentions: 3.** The Chair then called for a vote to approve the newly amended Idea to by having the Students' Association raise awareness via the Students' Association email newsletter of services on offer at the university/Students' Association regarding volunteering opportunities/work experience and local community activities to help expand their real-world experience and work in the local community and surrounding area. **Vote: For: 19; Against: 4; Abstentions: 3.** The Idea was passed. The VP SHLS said she would take this Idea forward and report back at the next Student Voice. **Action: VP SHLS.**

### 13.3 **Kettle and microwave facilities available in Saltire Centre (Natasha Wood)**

The proposer, Natasha Wood (NW) was not present at the meeting and the VP SHLS spoke to the Idea. "Whilst I understand the caterers and university seek for people to buy hot drinks it would be great if the library had a kettle for people to bring in their own hot drinks without carrying flasks. Microwaves would be ideal especially for students who prepack their own healthy food which can't be heated up anywhere on campus."

The VP SHLS gave an update on the microwave (see point 4.10 in matters arising) saying that since the meeting with GCU Facilities she had been informed that due to past incidents with a microwave there will not be another microwave provided to the Students' Association to have on campus. The VP SCEBE added that she had also been given the same information that there will not be another microwave provided due to past incidents and risk assessment concerns. However, the VP SHLS added that she was working with BaxterStorey and there is a possibility of having a food warmer and hot water made available to students within the 24 hr Computer Lab and the Saltire Centre. Members asked for clarity if there is a cost for cups if students only require hot water. **Action: VP SCEBE.** The Chair asked members for their comments and if they had any amendment or improvements to the Idea. Members asked that going forward that there not be any further discussions about a microwave on campus as it was becoming a recurring Idea and the Full Time Officers have been given a response that no microwave will be forthcoming. Therefore, after discussions, the Idea was changed to raise awareness about the current campaign for a food warmer and hot water to be made available on campus. The Chair



called for a vote to change the Idea to raise awareness about the current campaign for a food warmer and hot water to be made available on campus. **Vote: For: 23; Against: 0; Abstentions: 2.** The Chair then called for a vote to approve the newly changed Idea to raise awareness about the current campaign for a food warmer and hot water to be made available on campus. **Vote: For: 24; Against: 0; Abstentions: 1.** The Idea was passed. The VP SCEBE said she will take this Idea forward to raise awareness and report back at the next Student Voice. **Action: VP SCEBE.** The Chair called for a vote for to improve the Idea and for the Student Voice Team Leader to moderate against microwaves being asked for in the future by responding with an email highlighting past incidents with microwaves. **Vote: For: 25; Against: 1; Abstentions: 0. Action: Student Voice Team Leader.**

#### 13.4 **Get rid of plastic cutlery (Ella Peters)**

Ella Peters was present at Student Voice and talked to her Idea. "These are such a waste, let's try and reduce our single use plastic!! Stainless steel cutlery can easily be used and for takeaway options we could introduce wooden cutlery." Ella added that she felt that single use plastic use cutlery should be removed completely as people still use plastic cutlery when sitting in.

Members discussed the Idea and whether it had to be wooden cutlery specifically or could it be more sustainable cutlery in general as there was a concern about the sustainability of wood. The Chair called for a vote to change the Idea to get rid of single use cutlery. **Vote: For: 4 Against: 19; Abstentions: 1. Action:** The Idea did not pass. From further discussions a suggestion was made from members and the Chair called for a vote to replace plastic cutlery with a more sustainable cutlery in general. **Vote: For: 23 Against: 0; Abstentions: 3.** The Idea was passed. The VP SCEBE said she would take this Idea forward. **Action: VP SCEBE.**

#### 13.5 **Phase out single use coffee cups (Ella Peters)**

Ella Peters was present at Student Voice and talked to her Idea. "A change as drastic as this will raise the question of why? This in turn will help educate people who aren't aware of the plastic pollution. Coffee cups are non-recyclable and single use, a huge waste of resources and huge impact on the environment! I acknowledge that there is the discount incentive when using your own refillable mug which is great, but this isn't advertised or widely known and isn't enough to deter people from using them. A slow phase out of coffee cups gives people the time to purchase their own and to adapt to remembering to bring it with them."

Student Voice discussed the phasing out of single use coffee cups and if Baxterstorey can help with this. The Chair called for a vote phase out single use coffee cups. **Vote: For: 13 Against: 8; Abstentions: 5.** The Idea was passed. The VP GSBS said he would take this Idea forward. **Action: VP GSBS.**

*At this point (6.50pm), the Chair called a motion to extend the guillotine by a further 25 minutes and for the meeting to finish at 7.15pm. The Chair called for a vote and asked members if they wished to extend the meeting to finish at 7.15pm. Vote: For: 14; Against: 9; Abstentions: 2. The meeting was extended.*

#### 13.6 **Apps anywhere to be anywhere**

The proposer, Mark Green (MG) was not present at the meeting and the Student President spoke to the Idea. "To make AppsAnywhere available anywhere (to all) rather than just the

limited amount when off campus. As many students travel into GCU to use computers, surely being able to do work at home or other locations would be more suitable, whether that's on the train or on their lunch hour. All apps available on campus should be accessible, as title suggests, anywhere."

Members responded that there was information on the university website relating to the Apps Anywhere taking into consideration software licensing that may limit off campus access. The Chair called for a vote to improve the Idea to include taking into consideration software licensing that may limit off campus access. **Vote: For: 10 Against: 0; Abstentions: 6.** The Idea was passed. The VP SCEBE said she would take this Idea forward. **Action: VP SCEBE.**

14. **Radio Caley Policy**

Adam Fraser (AF) presented the revised Radio Caley Policy Document. The changes include grammatical changes and a proposal for when songs with explicit lyrics can be played. It was established that the By-Laws outlined that Radio Caley must adhere to the OFCOM Guidelines, even though it is not legally obliged as an internet radio station. The Radio Station Manager agreed to revise the clause on explicit lyrics and reword in line within the OFCOM's Guidance: Offensive Language on Radio (2011) and the Students' Association Equality and Diversity Policy. It was agreed the revised wording would be approved by the Trustee Board. **Vote: For: 15 Against: 1; Abstentions: 4.**

15. **Potential Building Move**

The Student President gave an update on the discussions held with the University on a potential building move from our current location to the Centre for Executive Education Building and that a meeting had been arranged between the Principal, Deputy Vice Chancellor Strategy, Chief Operating Officer and our Trustees. It was confirmed that the feasibility of any move was still being established and it was still at an early stage of discussions. The Student President said that members would be consulted at an appropriate stage.

16. **NUS Turnaround**

The Student President said that in November 2018 a letter from NUS was circulated outlining that the NUS Group is facing financial difficulties. NUS said: "If we are right and our income streams suffer as much as we predict we're looking at a three-million-pound deficit for the group in this and future financial years". NUS said that there is a "need to deliver fundamental corporate, democratic, and financial reform by summer 2019, to get us to a position of stability". NUS has initiated a Turnaround Programme. Initial steps being taken by NUS include: KPMG (auditors) have been asked by NUS to undertake an independent business review, reducing direct staff and non-staff related costs of activity in this year and future years, borrowing funds against their London building

As an affiliated member of NUS, the Students' Association is sending delegates to NUS UK Conference in March 2019, where delegates will discuss a proposal for NUS reform. It was confirmed that the Students' Association exposure is limited in comparison to many other associations and unions.

17. **Full Time Officer Elections Nominations Deadline**

Student Voice noted the nomination deadline of Friday, 15<sup>th</sup> February 2019, 12noon.

18. **Honorary Life Members Deadline**

Student Voice noted the Honorary Life Members deadline on Friday, 1<sup>st</sup> March 2019, 12noon.

19. **Any Other Business**

19.1 The Student President asked members to get in touch with any of the Full Time Officers to give their thoughts on holding a referendum on exams held before Christmas.

19.2 Members were updated that GCU Students' Association has been shortlisted in the 3rd sparqs' Student Engagement Awards, for a co-curricular initiative or project "Whole Institution Approach on Embedding Intercultural Skills into the Curriculum at GCU". The awards will be presented at the sparqs conference on Thursday, 28th March 2019.

The Chair thanked all members of Student Voice for their attendance and reminded members that Student Voice members are invited for one free drink in Re:Union Bar & Grill and a chance to network with other members.

**The meeting was concluded at 7.10pm.**

**The next meeting of Student Voice is on 25<sup>th</sup> March 2019.**