

Minutes of the 1st Caledonian Student Voice Meeting of Session 2019/20

Meeting held on Monday, 28th October 2019, in NH208, at 5.00pm.

Sign In:

Present: Eilidh Fulton (Student President); Bethany Stevenson (VP SHLS); Susan Docherty (VP SCEBE); Moses Apiliga (VP GSBS); Monica Allen (MA); Gaia Argiolas (GA); Raheel Aslam (RA); Kimberley Brown (KB); Racheal Brown (RB); Molly Ferugson (MF); Nicole Gray (NG); Seona Halbert (SH); David Howie (DH); Maggie Huminiecka (MH); Ryan Johnston (RJ); Sandra Kubasik (SK); Kathryn McNicol (KMcn); Kathy Mumme (KM); Maria Nagy (MN); Grace Nyariki (GN); Kerryanne O'Rourke (KO); Gillian Poynts (GP); Adil Rahoo (AR); Zubair Sarwar (ZS); Thomas Schwitalla (TS); Keir Thomson (KT); Vincent Waters (VW); Kirsty Winter (KW).

Absent: Dorian Clark (DC); Neill Clark (NC); Joanne Duff (JD); Tanya Fate-Cockbain (TFC); Joanne Fitzpatrick (JF); Eleanor MacLennan-Patton (EMP); Viktor Mirchev (VM); Bernadette Prickett (BP); Amy Senior (AS).

Apologies: Stewart Baker (SB); Peakay Dennis (PD); Jonnie England (JE); David Grimm (DG); Jennifer Hewitt (JH); Samah Khan (SK); Katie Moffat (KM); Sophie Robinson (SR); Stephanie Slater (SS); Jenny Stryman (JS); Maggie Wierzbicka (MW).

In attendance: Sara MacLean (Student Voice Team Leader); Kathryn Collins (Clerk); Lesley McAleavy, Policy and Development Officer – Glasgow Caledonian University.

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.

Henceforth, with the passage of the amended By-laws at this meeting of Student Voice - Any member of Student Voice, excluding Full Time Officers, who miss two meetings of Student Voice without apologies in an academic year, will have automatically deemed to have resigned as a member, Officer, Department, PGT or PGR Rep.

1. Welcome

- 1.1 The meeting started at 5.00pm. The Chair welcomed all members to the first meeting of Student Voice for 2019/20. 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.

2. Enhancement-led Institutional Review (ELIR) Update

Lesley McAleavy (LMcA), Policy and Development Officer, from Glasgow Caledonian University presented the Enhancement-led Institutional Review (ELIR) update to members saying that it was a huge priority for the University this year. LMcA explained where the University is with the ELIR, the process of the ELIR and how members can get involved. LMcA provided key review dates with the first on 28th November 2019 when a submission is sent to the Quality Assurance Agency (QAA). LMcA said that the final submission will be circulated for Student Voice members to see at the end of the next month. LMcA explained that the ELIR panel will want to meet students and the University will ask if any of the Student Voice members wish to be involved or if they know of any students that may wish to be involved in the ELIR. A campaign will be carried out so that all students are aware that the ELIR is taking place. Eilidh Fulton (Student President) reinforced the message of students getting involved as the student perspective is important and ELIR and the University want to see what students see. The University will reach out to students to ask if they

wish to be involved and members were asked to keep a look out for communications going out about ELIR. No questions were asked.

Lesley McAleavy left the meeting at 5.09pm.

3. **Previous Minutes**

The Chair invited members to consider the minutes of the previous Student Voice meeting held on 25th March 2019. 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 at Caledonian Student Voice held on Monday, 25th March 2019. **Vote: For: 8; Against: 0; Abstention: 0.** The previous Student Voice minutes from 25th March 2019 were approved.

4. **Matters Arising**

4.1 **Bright White Recycled Paper**

The VP GSBS gave an update on the use of bright white recycled paper on campus. Members discussed the new information given around the replacement of recycled bright white paper across campus. Members felt that the VP GSBS had took the matter as far as he could to try to get bright white recycled paper. The Chair called for a vote to close this matter arising in relation to Bright White Recycled Paper. **Vote: For: 25; Against: 0; Abstention: 0.** This matter is now closed.

4.2 **Referendum on exams before Christmas**

A referendum will be carried out this year, likely in Trimester B. **Action: Student President.** This matter is ongoing.

4.3 **Dictionary for non-native speakers**

The VP SCEBE is working on this matter. **Action: VP SCEBE.** This matter is ongoing.

4.4 **Mindfulness provisions at GCU**

Taster sessions, courses and key events were offered throughout the first trimester. Mindful Monday's have been launched on social media every Monday. This matter is resolved.

4.5 **Baxterstorey – energy drinks**

Baxterstorey have confirmed that no other campuses that they work with stock energy drinks. This matter is resolved.

4.6 **Daytime lockers**

A meeting is scheduled with the Facilities Department to discuss and an update will be given at the next Student Voice meeting. **Action: Student President.** This matter is ongoing.

4.7 **Hot water on campus**

The VP SHLS said that social media posts will be going out about this and the Full Time Officers can let students know about this promotion at Ask the Officer. **Action: VP SHLS.** This matter is ongoing.

4.8 **Reduce plastic cutlery**

Steps have begun to introduce wooden cutlery. This matter is resolved.

4.9 **Phase out single use coffee cups**

The VP GSBS said that outlets have introduced the ugly mug scheme and phasing out single use coffee cups. **Action: VP GSBS.** This matter is ongoing.

4.10 **Abolish Graduation Fees**

The Student President informed Student Voice that the University will be abolishing graduation fees starting in Spring 2020. This matter is resolved.

4.11 **To evaluate the abolishment of GCU London graduation fees**

This matter is resolved and there will be no graduation fees for GCU London as of Summer 2020.

5. **Minutes of Student Voice Committees**

The Chair called for a vote to approve the previous minutes of all the Student Voice Sub Committees. **Vote: For: 25; Against: 0; Abstention: 1.**

6. **Elections**

Elections took place for the following positions and the results are below:

- Learning and Teaching Committee (x 1 UG) - Maggie Huminiecka
- Equality and Diversity Committee (x1) - David Howie
- Elections Committee (x5) - Seona Halbert, Adil Rahoo, Maggie Huminiecka
- University Senate (x 1 PGR) – place still to be filled.

7. **Affiliations**

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

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

- Accountancy Society
- GCU Racing
- GCU Extinction Rebellion
- The Common Good Society
- The Circle Society
- GCU Scottish National Association (GCUSNA)
- Caledonian Politics Society
- Pokémon Go Society
- Emergency Care Society
- Pole Society
- Audio Society
- GCU Catholic Society
- Italian Society
- Weightlifting

Note: it has been clarified post-meeting that the GCU Scottish National Association (GCUSNA) is a starter society and not yet affiliated.

The objectives of all clubs and societies seeking affiliation will now be included in the Student Voice papers so that Student Voice can make a more informed judgement.

The Chair called for a vote to approve all ratifications. **Vote: For: 24; Against: 1; Abstention: 1.** All the affiliations listed were approved except for GCUSNA that is currently completing the full affiliation requirements before affiliation can be reconsidered.

8. **By-Law Revisions**

The Student President presented the revised By-Laws paper which proposes revised By-Laws to better reflect how the Students' Association democracy operates. There are now substantive changes in how we operate. The Student President talked through the paper and highlighted key changes including changes to the Idea process. The Chair called for a vote to approve the revised By-Laws. This requires the backing of a two thirds of members present to be approved. No questions were asked. **Vote: For: 25; Against: 0; Abstention: 1.** The revised By-Laws were approved.

9. **Election Rules**

The Deputy Returning Officer presented the revised Election Rules. The Election Rules work in conjunction with Schedule 4 of the Constitution for campus wide elections (NUS Conference Delegations, GCU London Officer and Full Time Officer Elections).

Feedback from the candidates' survey and the report from the Returning Officer was taken into consideration. A benchmarking exercise with the University elections rules was also undertaken. In addition, the University Secretary & Vice-Principal Governance and Head of Governance were consulted.

The revised Election Rules were presented as a tracked changes document with comments for context. The Election Rules were also presented without the tracked changes.

Changes include (not an exhaustive list):

- When campaigning can commence.
- Use of social media.
- Endorsing candidates.
- Using computer labs and library during the election period.
- Using the Students' Association and University logos.
- Rules on proxy voting.

The VP SHLS commented that she strongly disagreed with Full Time Officers being able to endorse any candidates running in the Elections and that it was an unfair advantage against the other candidates. The Student President said that it is democratic and that Full Time Officers are individual members and that endorsing a candidate should not affect professional relationships. Members discussed the change to the endorsement of candidates. From the discussion held the Chair asked members if they wished to vote on the Election Rules taking out the endorsement rule and for now to vote on the remainder of the paper. The Chair called for a vote to approve the Election Rules excluding the endorsement rule. **Vote: For: 26; Against: 0; Abstention: 0.** The revised Elections Rules excluding the endorsement rule was approved. The Chair then called for a vote in favour of keeping the endorsement change. **Vote: For: 13; Against: 11; Abstention: 1.** The revised Election Rules including the endorsement change was approved.

10. **External Affiliations**

The Student President presented the organisations that the Students' Association want to remain affiliated to in 2019/20 and reported that Section 22 of the 1994 Education Act requires the Students' Association to present the current list of affiliations for approval by members annually.

	2017/18	2018/19
National Union of Students (NUS)	£17,776*	£25,156
British Universities and College Sports (BUCS)	£4,246	£4,549
Scottish Student Sport (SSS)	£3,588	£3,660
National Nightline Association (NNA)	£59	£60

*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 External Affiliations are included within the annual audited accounts available from www.GCUstudents.co.uk/financial.

The Code of Practice relating to the operation of the Students' Association outlines the process for disaffiliation.

Members asked about the rebate from NUS and the role of NUS. The Student President informed Student Voice that Liam McCabe, current President of NUS, presented at Student Voice last term on the benefits of belonging to the National organisation. Minutes from the discussion can be found in past papers. The Chair called for a vote to approve the External Affiliations. **Vote: For: 23; Against: 0; Abstention: 2.** The External Affiliations were approved.

11. The Chair asked the Full Time Officers to only provide an update on items in which there has been developments since the report was written. The Full Time Officers each gave a brief update on their reports. The Chair invited members to take a vote to approve all the Full Time Officers reports. **Vote: For: 20; Against: 0; Abstention: 5.** The Full Time Officers reports were approved.

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

The Student President presented a paper on the Full Time Officer Team Objectives highlighting the outcomes; action required, timescale, success measures and progress. Each Full Time Officer then spoke about their own Individual Objectives highlighting the outcomes; action required, timescale, success measures and progress. No questions were raised by members. The Chair called for a vote to approve the Full Time Officers Team and Individual Objectives. **Vote: For: 22; Against: 0; Abstention: 4.** The Full Time Officers Team and Individual Objectives were approved.

13. **Student Voice Officer 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

- Working on securing a Mature and Part-Time space on campus.
- Collaborating with other societies to hold an event and have mature and part-time students participate in activities.

Black or Minority Ethnic Officer

- Multicultural event held at Strathclyde University Students' Union.
- Working on the black attainment gap.

Women's Officer

- Held first meet and greet meeting.
- Lunchtime workshop lunch club session with external speakers.

LGBT+ Officer

- Rape crisis workshop held.
- Collaboration with the Women's Group, BME and the Disabled Group.
- Will be hosting an active bystanders training and a Chemsex Workshop.

International Students' Officer

- Currently building group including relationship with INTO.
- Working on campaigns including promoting Erasmus uptake, Learning Development Centres and Quick English Writing Surgeries.
- Exploring a cultural event for trimester 2.

Men's Health and Alliance Officer

- First social event to follow shortly.
- White Ribbon day coming up on 25th November. The White Ribbon Campaign is a global movement of men and boys working to end male violence against women and girls.
- Exploring collaboration possibilities with the LGBT+ Officer, Disabled Officer, Women's Officer and Student Carers' Officer.

Student Carers' Officer

- Have started a community building event called Time for You. The GCU Wellbeing team have helped to promote to student carers. Participated in a feedback event with the university on the needs of student carers.

*At this point (6.55pm) the Chair called for a motion to extend the guillotine by a further 30 minutes and for the meeting to finish at 7.30pm. The Chair called for a vote and asked members if they wished to vote to extend the meeting. **Vote: For: 21; Against: 4; Abstention: 1.** The meeting was extended to 7.30pm.*

Ethical and Environmental Officer

- 1st meeting held last week.
- Facebook page created.
- Swapshop event being held in week 10.
- Working with Baxterstorey to use different cutlery and have the ugly mug campaign.
- Promoting a more sustainable Halloween and Christmas.

Societies Council Chair

- CUMSA is now known as CISA.
- Policy changes to Student Voice.
- Closed Dragons Den on 22nd October and all funding allocated.
- Running a Logo competition for the "Society Tree" in Re:Union

Editor-In-Chief – THE EDIT

- The EDIT has 93 members.
- Deadline for the EDIT Christmas edition is tomorrow.
- Deputy Editor has stood down.
- Revised Policy has come to Student Voice.

Management & Human Resource Management Department Rep

- Attended School Board meeting.
- Need list for Class Representatives.

Media & Journalism Department Rep

- Attended first School Board Meeting.
- Waiting for Class Rep names.

Nursing & Community Health Department Rep

- Attended School Board meeting.

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: 22; Against: 0; Abstentions: 1.** The Student Voice Officer Reports were approved.

14. Revised Societies Policy

The Societies Council Chair presented the Societies Policy saying it has been updated to reflect changes to section 4.0-Withdrawal of Activation and the addition of Best Overall Contribution from a Society Committee Member to section 12.0- Society Awards. The Best Overall Contribution from a Society Member will be introduced at the Star Awards. No questions were asked and the Chair called for a vote to approve the revised Societies Policy. **Vote: For: 21; Against: 0; Abstention: 1.** The revised Societies Policy was approved.

15. Revised Sports Policy

The Sports Chair presented the Sports Policy saying that it has been updated to reflect changes to section 8.0 – Change of role name and duties on Sports Council for the position of Clothing Convenor to clothing and Bar Convenor. No questions were asked and the Chair called for a vote to approve the revised Sports Policy. **Vote: For: 20; Against: 0; Abstention: 0.** The revised Sports Policy was approved.

16. Revised THE EDIT Policy

The Editor-In-Chief presented the revised THE EDIT Policy saying major revisions include (not an exhaustive list): Change of names for Website Manager and Social Media Manger; Online voting for committee elections; elections coverage. No questions were asked and the Chair called for a vote to approve the revised THE EDIT Policy. **Vote: For: 21; Against: 0; Abstention: 0.** The revised THE EDIT Policy was approved.

17. Ideas

Student Voice was asked to discuss and decide whether to approve the Ideas.

17.1 Plant based canteen drive (Rory Harte)

MA spoke on behalf of the proposer saying that a lot of universities are moving to a one day a week meat free campus. Members noted that there is already a plant based protein meal each day made available in the Refectory on campus. Member agreed that the promotion of a plant based diet in the canteen would be good. The Chair called for a vote to approve the Idea to promote plant-based food within the Refectory. **Vote: For: 21; Against: 0; Abstention: 1.** The Idea was approved and the VP GSBS will take this Idea forward. **Action: VP GSBS.**

17.2 Get rid of single use plastics and Styrofoam on campus (Tze Yeng Ng)

Due to time constraints the Chair called for a vote to move this Idea to the next Student Voice for discussion. The Chair called for a vote to approve move the Idea to “Get rid of single use plastics and Styrofoam on campus.” **Vote: For: 21; Against: 0; Abstention: 0.** The Idea was approved to be moved to the next Student Voice meeting.

17.3 4 “period related non-attendance day” per month for women (Gaia Argiolas)

GA presented the Idea for 4 “period related non-attendance day” per month for women saying why it was a requirement. Members discussed this Idea at length and felt that although some members agreed in principal, this would be hard to implement and to operationally manage plus the non-attendance days could end up being used for anything. The Chair called for a vote to approve the Idea to 4 “period related non-attendance day” per month for women.” **Vote: For: 3; Against: 12; Abstention: 6.** The Idea was not approved.

*At this point (7.25pm) the Chair called for a motion to further extend the guillotine by another 20 minutes and for the meeting to finish at 7.55pm. The Chair called for a vote and asked members if they wished to vote to extend the meeting. **Vote: For: 21; Against: 4; Abstention: 1.** The meeting was extended to 7.55pm.*

17.4 Mature Student Room (Susan Docherty)

The VP SCEBE discussed her manifesto point to secure a Mature Student Space where mature students could come together to meet each other, network and do some course work. The VP GSBS asked whether this would exclude students from the rest of the population and how would they integrate. The VP SCEBE said students would integrate through their classes and that Mature Student Spaces are common in universities including the University of Strathclyde and the University of Glasgow. The Chair called for a vote to approve the Idea to have a Mature Student Room. **Vote: For: 19; Against: 0; Abstention: 1.** The Idea was approved. The VP SCEBE will take this Idea forward. **Action: VP SCEBE.**

17.5 Provision of Free Dental Dams (Molly Ferguson)

MF discussed the lack of provision for free dental dams on campus. At the moment, free condoms are provided via the Advice Centre within the Students’ Association. As the LGBT+ Liberation Officer, MF explained that the liberation group feels that it is discriminatory for free condoms to be offered but not dental dams. Member discussed and the Chair called for a vote to approve the Idea to have a provision of free dental dams within the Advice Centre. **Vote: For: 18; Against: 0; Abstention: 2.** The Idea was approved. The VP SCEBE will take this Idea forward. **Action: VP SCEBE.**

17.6 Referencing, report and essay writing (David Grimm)

Due to time constraints the Chair called for a vote to move this Idea to the next Student Voice for discussion. The Chair called for a vote to approve move the Idea to “Referencing, report and essay writing.” **Vote: For: 21; Against: 0; Abstention: 0.** The Idea was approved to be moved to the next Student Voice meeting.

18. Standing Policy

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 Ideas (motions) from 2014/15 are no longer policy unless a member brings forward a new Idea. No questions were asked and Student Voice noted the current Standing Policy.

19. The Bigger Plan 2020 – Year 3 Progress

The Student President presented The Bigger Plan 2020 – Year 3 Progress saying that the Bigger Plan 2020 was started during the academic year 2017/18 and is a four-year plan. This is Year 3 progress

update. 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 2018/19. No questions were asked and Student Voice noted the current The Bigger Plan 2020 – Year 3 Progress.

20. **Audited Accounts 2019**

The Student President presented the Students' Association External Auditors, Wylie & Bisset LLP, have completed the annual audit of the Students' Association Accounts 2018/19 (31st July 2019). The annual report from the Trustee Board is included within the audited accounts. The total income from all sources was £758,150 (2018; £769,640). The Students' Association has continued to benefit from the recognition and support from the University, with £648,760 funding from Glasgow Caledonian University. In addition, the Students' Association generated £109,390 income. The total expenditure was £759,526 (2018; £735,233). The expenditure is broken down as £283,799 for Student Engagement, £156,827 for Student Support and £318,900 for Student Activities. The deficit for the year was £1,376 (2018: surplus of £34,407). A total of £124,497 was retained within the reserve accounts (2018: £125,873). The accounts have been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on the 14th October 2019 and approved by Trustee Board on 21st October 2019. No questions were asked and Student Voice noted the Audited Accounts 2018/19.

21. **National Student Survey Results 2019**

Student Voice noted the National Student Survey Results 2019.

22. **Guide to Student Representation at GCU**

Student Voice noted the Guide to Student Representation at GCU.

23. **Election Timetable 2019/20**

Student Voice noted the Election Timetable 2019/20.

24. **Trustee Board Minutes**

Student Voice noted the Trustee Board Minutes.

25. **Any Other Business**

- 25.1 The Student Voice Team Leader said that nominations for the NUS Delegate Elections were due by Friday, 1st November 2019 at 12noon.
- 25.2 MA discussed Carbon Literacy training being run by the Ethical and Environmental group. Attendees will receive a certificate for this training.
- 25.3 DH spoke about lockers in the Hamish Wood building, and noted that as a Postgraduate student, the locker return timeframe of March/May is not concurrent with the needs of Postgraduate Taught students who are active in Trimester 3. DH asked about getting the locker period extended. The Student President said she would look into this matter as she has a meeting to discuss lockers with Facilities Management. The Student President will give an update at the next Student Voice meeting. **Action: Student President.**

- 25.4 VW enquired about what Lottery funding (e.g. Awards for All) the SA receives and how the funding is allocated to sports clubs and/or societies. VW asked for one of the Full Time Officers to look into this. The Full Time Officers said that they had not heard of this funding. However, the Student President said she would look into this and report back at the next Student Voice meeting. **Action: Student President.**

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 7.54pm