

## Minutes of the 1<sup>st</sup> Caledonian Student Voice Meeting 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 GSBS); Monica Allen (MA); Hannah Brown (HB); Tara Campbell (TC); Craig Davidson (CD); Michael Docherty (MD); Susan Docherty (SD); Jonnie 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); Agnieszka 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 Chair due to the absence of the Deputy Chair. The Chair informed members that the Chair elected at the 4<sup>th</sup> Meeting of Student Voice 2017/18 resigned over the summer. The Chair informed members there would be an election for a 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.
- 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 GCU Director of Estates who had explained that there was no cost benefit to replace hand dryers. In addition the Student President added that due to the potential Students' Association Building relocation, replacing the hand dryers would potentially not be a viable option. 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 informed members that GCU photocopiers currently use recycled paper, that is accepted for submission of course work including dissertations. The VP GSBS has not yet had a conversation about the use of Bright White Recycled paper. **Action: VP GSBS.**

#### 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. A suggestion was made of sugar free energy drinks. This matter is ongoing. **Action: VP SCEBE.**

#### 3.9 **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.**

### 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 or had not yet approved minutes to be provided for Student Voice. Monica Allen (MA) responded that the previous The EDIT minutes were not forwarded from one committee to the next. It was also clarified that the student magazine should be written as The EDIT.

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. Members of Student Voice congratulated HB on her new role. HB will start her role as Chair at 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 (Society)
- 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 should be endorsed. The VP SCEBE explained that each society was discussed and approved by the Societies Council prior to be submitted at Student Voice. It was discussed that this 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 therefore ratified.

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). It was clarified that the NUS affiliation for 2017/18 was £25,156 and 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 examples of some of the benefits. JE asked the Student President to back some further details on the benefits of affiliation to NUS. **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 Deputy Returning Officer provided the dates for the NUS and NUS Scotland Conference Elections.

The Deputy Returning Officer also explained it is proposed to reduce the period of voting for the Full Time Officer Elections by one day (ie close on the Thursday instead of the Friday) and outlined that rationale in the paper and asked for members' feedback on this proposal. It was clarified that the University of Strathclyde Students' Association and City of Glasgow College have shorter voting periods. There was a consensus from members in support of reducing the voting period, with some going further and suggesting it could be reduced to 3 days. It was also suggested to close the voting period at 5pm on the Thursday, instead of 2pm. Members also discussed the impact on voter turnout and the Deputy Returning Officer offered to provide the voter turnout by hours for information to Student Voice. **Action: Deputy Returning Officer.** The Deputy Returning Officer thanked members for their feedback and would provide the decided timeframe to the next meeting of Student Voice for information. **Action: Deputy Returning Officer.**

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

9. **Retention of Personal Data**

The Student President asked for members input into how long the Students' Association to keep personal data on members of the Students' Association after they graduate from the University. The Student President outlined the current data the Students' Association holds is on the Member Privacy Notice. The Student President explained that some associations were keeping data for only one year and some for up to ten years, usually the main reason being to provide references for volunteers.

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 a non-binding vote to have 10 year's retention period for GCU Students' Association to hold personal data after graduation to. **Vote: For: 16; Against: 0; Abstention: 2.** The Student President thanked members for their input and the final decision would be with the Trustee Board.

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

The Student President read out the following statement to members:

*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 [Principal in the Review of the Year 2017/18](#) re-iterated the universities commitment to new a premises for the Students' Association. The Student President, Rachel Simpson, said "The Students' Association are open to discussing a move that would enhance the premises and provision for its members, GCU students. She added that "although no*

*formal proposal has yet been made, this is an exciting opportunity for the Association, and we'll keep members and stakeholders fully involved and consulted with the process".*

The Chair asked the members for their feedback on the potential relocation. Members discussed at length the potential relocation. Members had concerns around the impact of services whilst the move would take place and the effect on students, the financing from the University for the move, whether services would be improved or reduced. Some members highlighted the proposed Building would be a more central and visible location. Members talked about the recent investment in the Re:Union Bar & Grill, why the Centre for Living could not move into the proposed location and the reduction in teaching space as a result of this proposal. The Student President thanked members for their initial input and confirmed that no formal proposal has yet been submitted to the Students' Association and would update members when possible. The Student President explained that a proposal would require at a minimum the same provision as the current Building provides.

#### 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 VP GSBS report, as actioned from the previous minutes, along with her first Student Voice Full Time Officer report from 2018/19.
- 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 the Executive Committee Objectives 2018/19. Each Full Time Officer then presented their Individual Objectives 2018/19. 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.

**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 if the Students' Association could offer mindfulness sessions and for the Student President to look into this. **Action: Student President.** The Chair called for vote to approve the improvement of the Idea that mindfulness sessions take place all year instead of just during the exam period. **Vote: For: 19; Against: 0; Abstentions: 0.** The Chair then called for a vote for the overall Idea including the improvement to the idea. **Vote: For: 20; Against: 0; Abstentions: 0.**

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

The Chair presented the revised 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.** The Revised Sustainability Policy would be presented to Trustee Board for approval.

#### **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 clarified that this would be a representation group and not 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 changes 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 changes 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 2020 Year 2 Update paper. 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 2017/2018 for discussion. 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 approved by the Trustee Board. No questions were asked.

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

The Student President discussed that the Full Time Officer Model was recently reviewed by Lucidity Solutions Ltd and it concluded that the new structure is working well, built a stronger partnership with the University and overall students felt well represented and satisfied with the model. The report was endorsed by the Trustee Board on 9th October 2017 and Student Voice on the 23rd October 2017.

The Student President highlighted that recommendation 6 suggested that the Students' Association discuss whether there should be specific elections for the Student President role and



each Vice President role (ie within GSBS, SCEBE and SHLS), which happens at Salford University, instead of one election for the all four Full Time Officers. It was clarified that candidates could only stand for one position only. It was also clarified that students from within each academic school would only be allowed to stand and vote for that Vice President role.

The Chair asked Student Voice to discuss the pros and cons of this recommendation. Some members expressed concerns about trying to engaging students to stand in separate elections. 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 that the school might feel a sense of ownership as the student came from that school. A discussion took place on the benefits and limitations of a student representing an academic school they did not study in. Most members agreed that the current system in place was good and to keep it. The Chair suggested that this is discussed at the Student Voice Sub Committees and if there was an appetite for the recommendation to come back to Student Voice. **Action: Student President.**

*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 paper.

24. **Trustee Board Minutes**

Student Voice noted the Trustee Board Minutes.

25. **Any Other Business**

JE said that Radio Caley wished to allow songs that contain swear words to be played by Radio Caley after 7pm.. 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 would then go to the Trustee Board for approval.

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.**