

Minutes of the 1st Caledonian Student Voice of session 2017/18

Meeting held on Monday, 23 October 2017, in NH208, at 5.00pm.

1. Sign In:

Present:

Jonnie England (JE, Chair); Kevin Campbell (SP); Chris Daisley (VP SEBE); Rachel Simpson (VP GSBS); Alan Adamson (AA); Neil Alexander (NA); Jennifer Broadhurst (JB); Amy Byrne (AB); Susan Docherty (SD); Tom Jarvis (TJ); Maja Jørgensen (MJ); Umair Maqsood (UM); Megan McSharry (MMcS); Declan McGallagly (DMcG); Brendan Owen (BO); Caitlin Reid (CR); Callum Smith (CS); John Templeton (JT).

Absent: Lauren Aitken (LA); Idris Akormadu (IA); Temilove Fakunle (TF); Raven Hingley (RF); Fraser Knight (FK); Victory Nwabu-ekeoma(VN); Alexander Radoescu(AR); Robbie Stewart (RS); Aimee Watson (AW); Ross Wilson (RW).

Apologies: Yetunde Ogendgbe (VP SHLS); Lynzie Brown (LB).

In attendance: David Carse (Chief Executive); Caroline Miller (Representation and Advice Manager); Kathryn Collins (Clerk).

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 5.05pm. The Chair (Jonnie England) welcomed all members to the first meeting of Student Voice for 2017/18. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

2. Previous Minutes

2.1 The Chair invited members to consider the minutes of the previous Student Voice meeting held on 20th March 2017. The Chair called for a vote to approve the minutes of the meeting of the Caledonian Student Voice held on Monday 20th March 2017. Only seven members were present at the previous meeting and eligible to vote. **Vote: For: 6; Against: 0; Abstention: 1.** The previous Student Voice minutes from 20th March 2017 were approved.

3. Matters Arising

3.1 Previous Student Minutes

The Clerk confirmed that she had checked her notes and confirmed with another colleague present that the previous minutes were accurate in regards to a vote. This matter was resolved.

3.2 Revised Edit and Radio Caley Policy

The Edit Committee and Radio Caley are proposing several changes to their separate policies and will bring back their policies as a tracked changed document when it is ready. This matter is resolved.

3.3 **Freshers Terms of Reference**

The Freshers Terms of Reference was approved by the Executive Committee. No further work is planned on this matter. This matter is resolved.

3.4 **GCU Branded Clothing**

There is no update at this time. The Student President and the VP SEBE will take forward this item. This matter is ongoing.

3.5 **Advertisement Boards within GCU Students' Association Toilets**

The VP GSBS reported that clubs, societies and sports clubs can use the advertisement boards located within the toilets in the Students' Association Building, where they have not already been filled. This matter is resolved.

3.6 **Survey to explore Nursing Subjects**

The Student President advised that he felt there was no need for a separate nursing survey as similar questions are included within the undergraduate GCU Experience Survey. BO asked the Student President to explain what the survey includes and whether the data is then available to the academic schools. The SP then explained how the GCU Experience Survey works and that the academic schools will receive all the data from the survey. There were no further questions. This matter is resolved.

4. **Affiliations**

The following newly affiliated society, SAMH (Scottish Association for Mental Health) Society, is required to be ratified by Student Voice. The Chair called a vote to approve the SAMH Society. **Vote: For: 17; Against: 0; Abstention: 1.** The SAMH (Scottish Association for Mental Health) Society was approved.

5. **Updated By-Laws**

The Chair explained that the By-Laws have been revised based on previous Ideas submitted. Including:

- Postgraduate Taught School Officers membership to Student Voice.
- Ethnic Minority Students' Group – change of name.
- Students Trustees Term – appointed for a term of up to two years.

There were no comments or questions raised. The Chair called a vote to approve the By-Laws. **Vote: For: 17; Against: 0; Abstention: 1.** The By-Laws were approved. [Clerks Note: The updated By-Laws are available from www.GCUstudents.co.uk/keyinformation].

6. **External Affiliations**

The Student President presented the External Affiliations paper and said that Section 22 of the 1994 Education Act requires the Students' Association to present the current list of affiliations for approval by members annually. This included the National Union of Students (NUS), British Universities and College Sports, Scottish Student Sport and National Nightline Association. The paper outlined the actual costs of 2016/17 and the anticipated costs for 2017/18. The Student President explained that NUS National Conference 2017 approved a new affiliation model. It was also noted that the annual affiliations are included within the annual accounts.

There were no comments or questions raised. The Chair called a vote to approve the External Affiliations. **Vote: For: 17; Against: 0; Abstention: 1.** The External Affiliations were approved.

7. Reports

- 7.1 The Chair asked the Full Time Officers to provide a brief two minute verbal summary of their submitted written reports.
- 7.2 NA asked about the report from the VP SHLS and how Student Voice members were to approve her report when she is not present. It was clarified that the report could be approved without the Officer being present. The Chair then discussed having members vote on the three Full Time Officer reports excluding the report from the VP SHLS. It was agreed that the VP SHLS should provide an update at the next meeting on her report. **Action: VP SHLS.**
- 7.3 The Chair invited members to take a vote to decide whether to approve three Full Time Officer Reports excluding the report from the VP SHLS who was not present at the meeting. **Vote: For: 14; Against: 0; Abstentions: 4.** The three Full Time Officer reports from the Student President, VP GSBS and the VP SEBE were approved.

8. Student Voice Officers Reports

The Student Voice Officers were invited by the Chair to provide a brief verbal update.

Mature and Part-Time Students' Officer

- The first meeting was held on Thursday.
- A leaflet for mature students is being created and dates for events are being scheduled.

Ethical & Environmental Officer

- Had a meeting to discuss maintaining the Green Impact Award and about taking part in the Big Green Survey this year.

Societies Council Chair

- Met twice this trimester and decided on their objectives.
- The SAMH (Scottish Association for Mental Health) Society was approved.
- A social event is being planned for November/December.
- Agreed and implemented the model for Dragons' Den system. Four applications have been received so far.

Magazine Editor

- Produced the Freshers Edition of The Edit.
- Funding has been secured from Re:Union Bar and Grill.
- The Edit has a new space on level 2.

Radio Station Manager

- Working on getting Radio Caley broadcast in the Re:Union Bar and Grill.
- Expanded the number of Radio Caley volunteers.
- Radio Caley broadcasting timetable is very busy and going exceptionally well.
- Fundraised most of the money needed for Radio Caley.

Engineering Officer

- Helping support the VP SEBE with activities.
- IT issues have improved but have not been resolved. Liaising with the Head of Department to improve experience with ongoing issues.

Life Sciences Officer

- Helping to support the VP SHLS.
- Attended the first School Board meeting where the NUS Report was discussed.
- Awaiting Class Representatives list.

Nursing and Community Health Officer

- Had a meeting with Head of Department and Programme Lead and spoke about NSS.
- Meeting the Programme Lead tomorrow. Regular meetings are scheduled.
- Meeting room booked for Class Representative meetings and once the lists are out can begin emailing contacts.
- Student Staff Consultative Group (SSCG) meeting on 1st November.

9. Student Voice Elections

Elections took place for the following positions below. Brendan Owen put his name forward for the position of Deputy Chair of Student Voice. Jen Broadhurst put forward her name for the research place on Senate. The Chair called for a vote for each place and the results are as follows:

- Deputy Chair of Student Voice – Brendan Owen. **Vote: For: 15; Against: 0; Abstention: 2.**
- Research place on Senate – Jen Broadhurst. **Vote: For: 15; Against: 0; Abstention: 2.**

10. Full Time Officers Team and Individual Objectives 2017/18

10.1 At this point in the meeting four videos were shown in relation to each of the Full Time Officers Individual Objectives.

Student President - www.gcustudents.co.uk/articles/student-president-objectives-2017-18

Vice President SEBE - www.gcustudents.co.uk/articles/vice-president-sebe-objectives-2017-18

Vice President SHLS - www.gcustudents.co.uk/articles/vice-president-shls-objectives-2017-18

Vice President GSBS - www.gcustudents.co.uk/articles/vice-president-gsbs-objectives-2017-18

10.2 The Student President gave some background for each of the three Full Time Officer Team Objectives and informed members that the Team and Individual Objectives 2017/18 align to The Bigger Plan 202 (strategic plan). NA questioned whether Student Voice could approve the Individual Objectives from the VP SHLS when she is not present to give an update. The Chair asked for members to vote on only three of Full Time Officer Individual Objectives 2017/18 excluding the VP SHLS. The VP SHLS can give an update at the next meeting. **Action: VP SHLS.**

10.3 The Chair invited members to take a vote to decide whether to approve the Full Time Officer Individual Objectives 2017/18 for three of the Full Time Officers excluding the VP SHLS. **Vote: For: 14; Against: 0; Abstention: 4.** The Full Time Officer Individual Objectives 2017/18 for the Student President, VP GSBS and the VP SEBE were approved.

10.4 The Chair invited members to take a vote to decide whether to approve the Full Time Officer Team Objectives 2017/18. **Vote: For: 14; Against: 0; Abstention: 4.** The Team Objectives for 2017/18 were approved.

11. Ideas

The Chair presented one idea which is eligible for discussion at Student Voice.

Idea: An agreement of areas in the university where posters and flyers are allowed or not allowed by Sarah Helen Zycinski, submitted 8th November 2016. It was noted that the person who submitted the idea has left GCU. The Chair said that anyone can come forward to speak for the Idea. The Student President came forward and said that he saw the potential in having something in writing to clarify around the rules and regulations for posters being put up around the university and where the notice boards are located on campus. It was noted by a member that there is already a section about posters and the locations of the notice boards on campus. [Clerks note: www.GCUstudents.co.uk/promotingyourclub]. All affiliated clubs or societies or groups must ensure that the GCU Students' Association logo and our charity number are on all their posters and printed materials put on the noticeboards. The VP GSBS added that she will circulate an email to sports clubs, societies and groups with the link to information about posters. **Action: VP GSBS.** The Chair called for a vote to close the Idea relating to posters and flyers. **Vote: For: 17; Against: 0; Abstention: 1.**

12. **Standing Orders**

The Chair presented the Standing Orders and explained any Idea (otherwise known as Motion) passed becomes the policy of GCU Students' Association for five years unless overturned by a future Idea. He added that after five years the policy would lapse until brought forward as a new Idea. The Chair advised that Ideas from 2012/13 are no longer policy unless a member brings forward a new Idea. It was noted by members that the Standing Policy for limit the number of bake sales to one per academic year had been operationally implemented and would remain in place even though it was no longer policy. Jen Broadhurst (JB) asked about GCU Students' Association 'twinning' with the University of Bethlehem Student Senate and if there was still a Palestine Society. It was clarified that this society no longer existed and that due diligence would be required before proceeding with this Idea.

13. **Audited Accounts**

The Student President presented the draft Audited Accounts for 2016/17 for discussion. The Students' Association External Auditors, Wylie & Bisset LLP, have completed the annual audit of the Students' Association Accounts 2016/17 (31st July 2017). The annual report from the Trustee Board is included within the audited accounts. The total income from all sources was £769,662 (2016; £797,972). The Students' Association has continued to benefit from the recognition and support from the University, with £643,500 funding from Glasgow Caledonian University. In addition the Students' Association generated £126,162 income. The total expenditure was £763,360 (2016; £795,938). The surplus for the year was £6,302 (2016; £2,036). £2,500 was transferred to the General Reserves, in line with our Reserves Policy, and the remainder to the Development Reserve. A total of £91,466 was retained within the reserve accounts (2016, £85,164). The accounts have been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on 16th October 2017 for information and will subsequently be approved by the Trustee Board. NA asked why the staff role changes were not detailed in the Audited Accounts. The Student President explained that he had to be cautious in how he responded to stay within the Staff/Student Protocol. He explained that the Trustee Board were responsible for making decisions about resourcing within the Students' Association but that he was willing to speak separately to any interested members out with this meeting.

14. **The Bigger Plan Year 1 Update Paper**

The Student President presented The Bigger Plan Year 1 Update Paper and discussed the progress made within Year 1 of the Bigger Plan 2020. The report outlined progress made towards the Key Performance Indicators (KPIs) and Big Actions, that are ambitious in order to stretch the organisation. He explained that a summary of other performance is outlined within the annual report section of the Audited Accounts 2016/17.

NA said given the under-performance of the Marketing and Communication KPIs when would the Communications Steering Group be meeting. The Chief Executive explained that the Communications Steering Group was a Working Group and was not required to constitutionally meet. He explained he would raise this feedback with relevant individuals. [Clerks Note: The Chief Executive wrote to Student President on 25th October 2017 to remind him that the Student President was the Policy Lead for Marketing and Communications and the Chair of the Communications Steering Group and asked him to contact NA]. **Action: Student President.**

15. **Full Time Officer Model Review**

The Student President presented the Full Time Officer Model Review carried out by Lucidity Solutions and gave some background on the paper. In 2014, Student Voice voted to change our Full Time Officer model and how our Full Time Officers are elected. At the time that the new process was approved, it was agreed that it would be reviewed after three election cycles, the third of which was completed in March 2017. The Review demonstrates that the new structure is working well, and has continued to cement the partnership between the Students' Association and the University. Students felt well represented overall and were satisfied with the model. Recommendations are included in the report. The Student President said the report was endorsed by the Trustee Board and circulated to stakeholders. There was a consensus from Student Voice to endorse the paper.

16. **National Student Survey (NSS) 2017**

The VP SEBE presented the NSS paper and gave some background to the NSS Survey which asks undergraduate students 27 questions, relating to 8 aspects of their learning experience. The 2017 survey had substantial changes and the students' association question was also changed from "I am satisfied with the Students' Union (Association or Guild) at my institution" (question 23) to "The students' union (association or guild) effectively represents students' academic interests" (question 26). Research has been carried out by 18 diverse unions with over 17,000 responses on question 26 which suggested that students do not understand the new question. The VP SEBE stated that our score was down this year and we were in 10th place for the ranking of Scottish Universities, whereby previously we were in 6th place. Members discussed what was meant by 'academic interests' to them. Discussions also focussed on what the impact of the NSS results means for the Students' Association in terms of reputation, politically and financially.

Jen Broadhurst left the meeting at 6.35pm.

17. **NUS Delegation and Full Time Officer Election Timetables 2017/18**

Student Voice members noted the Elections Timetable 2017/18 and timescales for the NUS Conference Delegation and Full Time Officer elections.

18. **Trustee Board Minutes**

Student Voice members noted the Trustee Board Minutes from the last meeting held on 22nd May 2017. NA enquired about the May Trustee Board Minutes not being on the website. This was checked online at the meeting and confirmed that the May Trustee Board Minutes had been uploaded on the website.

19. **Quality Students' Unions Report**

The Student President discussed the Quality Students' Unions report which confirms that the Students' Association have moved from Good to Very Good and we have therefore met this Big Action within the Bigger Plan 2020. The Chair thanked those involved in and the level of work put in. Student Voice members noted the Quality Students' Union report.

20. **Any Other Business**

TJ presented an Emergency Idea in relation to Radio Caley being able to broadcast in the Re:Union Bar and Grill. The Student President responded that the main barrier to Radio Caley not being able to play their music in the bar was due to the discussions around the installation of SUBTV, which is a 24/7 music channel specifically for the student market. It was noted that any decision would be made by BaxterStorey. Discussions took place about the pros and cons for having SUBTV and the Chair decided to defer the Idea until the next Student Voice meeting and an indicative informal vote of support for the Idea was noted from the members. **Vote: For: 16; Against: 0; Abstention: 1.** [Clerks Note: More information about SUBTV is available from <http://www.sub.tv/about>].

The Chair thanked all members of Student Voice for their attendance.

The meeting was concluded at 6.55 pm.