SU Executive Committee Meeting Minutes

# **Meeting Information**

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| **Date:** | **Monday 23rd October 2023** |
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| **Time:** | **14:00 – 16:00** |
|  |  |
| **Location:** | **SU Meeting Room 3** |

# **Attendance Registry**

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| **Role**  | **In Attendance/Apologies/****No Show** | **Name** |
| **Executive Team** |
| **SU Chairperson** | **In Attendance** | **Jude Install** |
| **SU President** | **In Attendance** | **Atul Rana** |
| **Vice-President Education** | **In Attendance** | **Kwan Yuet Adora Wong** |
| **Vice-President Student Activities** | **In Attendance** | **Juan Carlos Garcia Belza** |
| **Vice-President Welfare** | **In Attendance (left at 15:06)** | **Kirsty Allan** |
| **Vice President Communities** | **In Attendance** | **Taher Gadiwala** |
| **Women’s Officer** | **In Attendance** | **Sakshi Sandeep Jain** |
| **International Students’ Officer** | **Online** | **Ekta Sugahiya** |
| **Disabled Students’ Officer**  | **In Attendance** | **Tom Foley** |
| **Part Time & Commuter Students’ Officer** | **Apologies** | **Batoul Abu Affar** |
| **Black, Asian and Minority Ethnic Officer** | **Online** | **Stephen Ikem** |
| **Lesbian, Gay, Bisexual, Trans, Queer + Officer** | **-** | **-** |
| **Postgraduate Officer** | **-** | **-** |
| **Mature Students’ Officer** | **-** | **-** |
|  |  |  |
| **SU Staff** | **Present** | **Richard Broome** |
| **SU Staff** | **Present** | **Nadine Al-Kudcy** |

# **Minutes**

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| **Agenda Item** | **Description** | **Minutes** |
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| **1.** | **Welcome** | **Chair (JI) welcomed all officers** |
| **2.** | **Round the room introduction from all present** |  |
| **2.1** |  | **All officers introduced themselves.****RB confirmed himself as guest and here to offer help and support. Role is to only input when requested.****NA noted as present to make notes for the meeting.** |
| **3.** | **Round the room introductions/ Apologies** |  |
| **3.1** |  | **Noted above** |
| **4.** | **Approval of last week’s minutes** |  |
| **4.1** |  | **For – 6****Against – 0****Abstain - 0** |
| **5.** | **Multiple roles by a single student office** |  |
| **5.1** |  | **No specific guidance to suggest an officer cannot be a member of another committee. E.g. executive officer sitting on SA Executive Committee. Taking up more opportunities that other students can engage in, taking 2 spots on committees. Also, same student attends committee meetings where action points may be discussed so same conversation.****JCGB noted that one message can be pushed all the way through various committees. A potential for conflict of interest. One voice, one point of view. Meetings being led by volunteer office at SA Executive Committee. One person doing all the job for 2 different roles.** **JI opened discussion.****TF noted he is part of Snow Club committee and with SA Executive Committee had roles available. Not sure how fair it is to go back to students interested in running to tell them they cannot due to a conflict of interest. Especially when the roles aren’t being filled and not being completed now. Apply this rule at the start of next year.****AR noted that he felt this is the right time to refresh the approach.****RB noted that this would be a bye-law change and would need to go to SU Council.****JI asked for clarity on what the suggestion is.****AR noted feels that Full-time officers cannot be on a club/society committee and could only run for NUS Delegate.****AW asked for clarification on what the law is currently.****AR noted that he felt roles should be limited.****AQ noted that she doesn’t feel it is right to limit engagement. Noted conflict of interest if a full-time officer is holding a committee role in a club or society.****JI noted from a student engagement perspective, where students are already involved with the SU it might become a major issue if they are denied opportunities to a voluntary officer.****AW noted that as a voluntary officer, what if students are employed by the SU in The Lounge for example.****KA noted that limiting roles it might mean removing a connection between officers and committees. Perhaps guidelines can be provided to be clear regarding multiple role approach.****AR noted that conflict of interest will always be present. AR noted that officers and club/society committees is not his main concern. AR noted that moving forward it is officers sitting on sub committees that should be limited.****RB noted that SA Executive Committees isn’t a subcommittee, it just exists in the bye-laws.****KA noted that there are liberation group committees.****JCGB noted that this is something that needs to be considered for future years as well.****TF asked what it is that they want to agree on as a committee.****AR suggested that given SA Executive Committee is the only committee noted in the bye-laws, make it specific to that.****JI called the committee to vote.** **Keep officers off SA Executive****For – 8****Against – 0****Abstain - 1** |
| **6.** | **Council Date and Bye-laws Update** |  |
| **6.1.** |  | **JI noted that discussion last week was to take bye-law changes to the Trustees to make change.****AW noted that she has approached Max McLoughlin to draft something for the Trustee Board. To approve voting opening 2 days before Council happens, during Council and 2 days after Council. AW noted that SU Council video and minutes need to be finalised and uploaded, which takes time. AW noted that the video can be uploaded immediately after Council for students to view and then vote. Don’t need to wait for minutes to be released as this takes a long time for Voice team to make ready.****AR asked for clarification.****JI noted that vote would open 2 days before, day of Council and 2 days after Council so would still be available for 5 days.****AW noted that changing the voting period going to the Trustees is because it isn’t something that is impacts them as an attendee of Council.****JI noted that he felt personally that enacting these changes before first Council would help reenforce the importance of Council.****TF asked whether a vote can be changed multiple times. If not, this needs to be made clear to students.****RB noted that changes can be made to votes for the officer elections.****TF noted that if students can make a change to their vote, then there is no issue.****JI asked RB what visibility of the votes during the vote is.****NAK noted that running an election count whilst an election is running results in it closing the election.****AR asked what the process was pre-covid.****RB noted that in meeting voting only was what happened.** **SJ asked what the purpose of holding a vote during the meeting and after it is.****JI noted that it is to try and assist students to be engaged if they aren’t able to attend in person.****AR noted that voting after the meeting create a miny referendum.****SJ noted that voting after the meeting when only engaging with the video of Council doesn’t seem effective.****AW noted that the lowest number of views on YouTube is 68. Hybrid meetings and YouTube videos ensure accessibility. AW noted that students who aren’t able to attend doesn’t mean that they don’t care, they may have lectures or other commitments.****JI noted that evidence suggests students aren’t voting after the meeting.****AW noted that only in-person voting may mean we never reach quoracy. Everyday there are lectures, we won’t find a time when it doesn’t clash with lectures.****JI noted that the first Council is during Reading Week.****JCGB noted that the 68 views is misleading, as could be repeat views. JCGB noted that voting and engagement is what we want, not just students to tick a box without knowing what they are talking about.****AR noted that YouTube and hybrid takes away the chance of students seeing change in person. Council is for debate and to have discussion, students need to be involved in this. Voting afterwards makes this a referendum.****KA noted that Reading Week doesn’t mean students don’t have lectures. Council noted that some students may not be able to attend due to anxiety or other reasons and it is important to remember that.****SJ asked how long voting lasts.** **JI confirmed the voting period.****SJ noted that the proposal of 2 days before, on the day and 2 days after would allow for the video to be viewed and hopefully informed votes.****AW noted that the new proposal suggests this.****JI noted that a suggestion has been for voting to open 2 days before and on the day of then close.****TF suggested a proposal be created.****JC make it attractive; encourage them to attend.****JI noted free food is agreed with Voice and suggestion of other incentives to get students in the room.****JI suggested a vote for something to be taken to the Trustees. 5-day period to be split 2 days before, 1 day during and 2 days after:****For – 9****Against – 0****Abstain - 0****TF suggested more structure in the meeting agenda and for how the meeting discussion points are managed.****JCGB agreed that this style of structure is good.****JI noted agreed that this additional structure will be useful moving forward.****SJ noted that all officers have opinions so discussions may go round and round, additional stricture for discussion will be helpful.****JI noted that future meetings with a more full agenda, this will definitely be useful.** |
| **7.** | **Full Time Officer Update** |  |
| **7.1.** |  | **AR gave update. Potential to facilitate VC at the next Executive Committee meeting.****JCGB discussing society and club safety. Winter Village engagement by clubs and societies.****TG noted that the Navratri event was a good success. Winter Village is progressing well, clear vision and plan. End of October to have the schedule confirmed. Aston’s Got Talent is in the Great Hall this week.****AW noted SHAG week is progressing on time. Let’s Chat is progressing smoothly too.****JI noted that something raised to him was a message on a whiteboard at a Society event in the foyer. JI suggested that the location of the whiteboard may impact the image of neutrality for the SU, something to be considered for the future.** |
| **8.** | **Any Other Business** |  |
| **8.1.** |  | **TF asked RB as to what the next steps are for disabled student data being shared by the University with the SU.** **JI noted that this should be raised as an agenda point. This allows the committee to actively participate in discussion.****TF asked whether this could be raised as any other business.****JI noted that this would still need to be an agenda point raised before the meeting.****JI and TF agreed that this could be raised as SU Council without being raised at Executive Council.****AR noted that with the Autumn election – officer overlap; what is the timeline for onboarding and communication.****JCGB asked why volunteers are not being engaged from day one, why wait?****TG noted training needs to be coordinated and continue discussion.****SJ suggested having the current officers present for the incoming officer training. Keep current and incoming officers involved together.****JCGB noted that finding a way to keep all volunteers engaged as much as possible is important.****SJ noted that current and incoming officers working through training together can help share experience and knowledge.****AR asked whether there is any action being taken now that it would be useful for Executive Committee to be aware of.****RB confirmed that there is a manager working group currently reviewing volunteer engagement.****AW noted that the officer role is being advertised as a January start. Noted that it is important to be clear about decision making procedure. Incoming officers are not able to override decision of the current officer.****AR suggested the incoming officers be given opportunity to observe and shadow so they can learn as they go.****JI noted that this would be a great way to assimilate into the role.****TF noted that primary school students are accessing toilets that are open to all SU attendees. This could cause a problem, particularly with university students drinking alcohol and being in The Lounge.****JI noted that many of the school children visiting is a flying visit.****TF noted that the event he had in mind was a day-long thing.****AW noted that student outreach team at the University plan and book these trips.****RB noted that student outreach manages the safeguarding, valid question to ask them.****TF noted that staff took the school children to the entrance of the toilet door but didn’t go into the main cubicle area.****Action point that RB will raise this with Paul Jordan, SU Head of Commercial and Operations, as a safeguarding concern.** |
| **9.** | **Agreement of date and time for next meeting** |  |
| **9.1.** |  | **Monday 6th November in Meeting Room 3; 2pm – 3.30pm** |