

student officer committee

agenda

Meeting	Student Officer Committee
Date	25 Sep 2018
Time	5pm – 7pm
Location	Bookable Room 2, Union House
Author	Xenia Levantis, Campaigns & Democracy Coordinator

SOC01	Statements from the Chair	10 mins
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To receive

An opportunity for the chair of the committee to introduce the committee members to the meeting and give an update on current matters, providing context to the discussion and items to be discussed during the meeting.

SOC02	Terms of Reference of the Committee	5 mins
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To consider (page 4)

The terms of reference set out the purpose of the committee, its responsibilities, remit and define the scope of its work.

SOC03	Minutes of the Last Meeting	5 mins
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To approve (pending)

The committee will check the minutes for accuracy.

SOC04	Matters Arising	5 mins
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To consider (pending)

Once the minutes have been approved as an accurate record of the previous meeting (this may be subject to amendments) the action points will be discussed. Action point updates which form items on this agenda will be considered in the relevant section later in the meeting.

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| SOC05 | Cycle of Business | 5 mins |
| | <i>To consider and approve (page 7 – 8)</i> | |
| | This sets out the topics that will be discussed at each meeting during the year in addition to item brought by members. | |
| SOC06 | Election of Part Time Officer Trustee | 15 mins |
| | <i>To elect (page 9)</i> | |
| | The committee members will vote to elect a Part Time Officer to become a member of the Trustee Board. | |
| SOC07 | Election of Deputy Chair | 15 mins |
| | <i>To elect (page 9)</i> | |
| | The committee members will vote to elect a Deputy Chair who will assume the role of chair if the Chair cannot attend or deems themselves unable to be impartial for an item. | |
| | ACCESS BREAK | 5 mins |
| SOC08 | Student Officer Agreement | 15 mins |
| | <i>To receive and discuss (page 10 – 11)</i> | |
| | The committee are asked to review the Student Officer Agreement and discuss its implementation to date. | |
| SOC09 | Priority Campaigns for the year ahead | 20 mins |
| | <i>To receive and discuss (page 12 - 15)</i> | |
| | Outline of the Priority Campaign activity for the year and progress update. Priority campaign discussion is a standing item which will be discussed at each meeting. | |

SOC10 Review of Summer Training

15 mins

To discuss

Activity to review the Summer Training and give feedback.

SOC11 Union Council Policy Adoptions

To receive and discuss

The Student Officer Committee is responsible for the implementation of uea(su) policy, an update on Union Council policy adoptions is a standing item, each meeting there will be an update.

SOC12 Any other Business

5 mins

To agree with the Chair before the meeting

Any other business items are matters which committee members could not have become aware of before the agenda closed. These items can be submitted to the Chair up to 24 hours before the start of the meeting for their consideration.

terms of reference



The students Officer Committee is asked to consider this item.

Student Officer Committee Terms of Reference

The role of the Student Officer Committee will be to set out, secure and promote the interests of the student members as from time to time suggested by election and consultation and determined by policy resolution at Union Council.

It shall advise the Board of Trustees of any implications for the allocation and use of resources arising out of its role.

The Student Officer Committee shall be responsible for

- 1) the development and operation of the Union's Priority Campaigns;
- 2) the representation and campaigning work of the Union;
- 3) The implementation and interpretation of Union Policy;
- 4) Any other duties set out in the Articles of Association or these Bye-Laws.

It shall include Student Officers as voting members, in accordance with Bye-Law 4: Student Officer Job Descriptions, and the Chief Executive as a non-voting member.

minutes from last meeting

Pending

matters arising from minutes

Pending

SOC Cycle of Business 2018/19

Date	Items for Discussion
25 September 2018	Election of Deputy Chair Summer training review Priority Campaigns for the year ahead Union Council Policy Adoption
9 October 2018	DRO Election Appointments Union Council Motion Preparation Priority Campaigns update Union Council Policy Adoption
25 October 2018	National Conference Lead Delegate Priority Campaigns update Union Council Policy Adoption
6 November 2018	Zone Conference Report Discussions Priority Campaigns update Union Council Policy Adoption
22 November 2018	Reports from Sub-Committees and discussion Union Council Review and Feedback

Priority Campaigns update
Union Council Policy Adoption

6 December 2018

Priority Campaign Creative Session
Priority Campaigns update
Union Council Policy Adoption

Meeting 7

Financial Update
Priority Campaigns update
Union Council Policy Adoption

Meeting 8

Priority Campaigns update
Union Council Policy Adoption

Meeting 9

Priority Campaigns update
Union Council Policy Adoption

Meeting 10

Reports from Sub-Committees and discussion
Priority Campaigns update
Union Council Policy Adoption

Meeting 12

Handover meeting
Election of PTO trustees
Priority Campaigns update
Union Council Policy Adoption

election of Part Time Officer Trustee

Committee members wishing to nominate themselves to be elected to the Trustee Board as a Part Time Officer Trustee will be asked to give a 1-minute speech outlining their reasons for wanting the role.

All members will then cast their vote via paper ballot using the Single Transferable Vote system. Re-Open Nominations (RON) will be a candidate in this election.

Members absent from the meeting will be able to vote digitally during an allotted time. Josh Clare (Head of Campaigns & Policy) will act as Returning Officer for this election.

election of deputy chair

Committee members wishing to nominate themselves for the role of Deputy Chair will be asked to give a 1-minute speech outlining their reasons for wanting the role.

All members will then cast their vote via paper ballot using the Single Transferable Vote system. Re-Open Nominations (RON) will be a candidate in this election.

Members absent from the meeting will be able to vote digitally during an allotted time. Josh Clare (Head of Campaigns & Policy) will act as Returning Officer for this election.

ACCESS BREAK

The SU Officer Team Contract 2018/19

We are considerate, committed and respectful and always remember that we're representing students

We will communicate clearly:

- Don't talk too fast
- Try not to use long words, jargon or colloquialism
- Learn through listening and be an active listener
- Communicate with students- be approachable
- Introduce people to one another
- Mic at council
- Give PTOs gentle reminders
- Ask before calling PTOs
- Respect leisure time
- Avoid 'how are you going to vote' private conversations – use your vote how you want to
- Keep people up to date about your conference attendance
- Work collaboratively and set clear expectation of one another

We will be committed:

- As a guiding principle we prioritise and attend meetings
- Come to meetings prepared
- Give an indication at the start of projects on the commitment you can give + don't be afraid to talk about changing commitments.
- Be respectful of time- you have a responsibility to manage your time
- Have a reasonable expectation on response times to emails- you have a responsibility to make timelines manageable to others
- It's not the same for socials- not attending is fine and we're relaxed

We will know our roles:

- We are the union and we respect that
- Don't air grievance on social media
- Respect your authority and the way you are perceived
- Take opinions objective no matter the person who makes it

- Be clear when “work” ends for you and let others know
- Debate is good and we debate the point, not the person

We the undersigned:

recognise the above and agree to carry out our roles as uea(su) Officers in line with these values

priority campaigns

Each meeting the Student Officer Committee will discuss the progress of the priority campus and evaluate the successes of the campaigns against the targets set.

This is an opportunity for committee members to collectively review the strategies in place and decide on future action and delegation of tasks. Each of the Priority Campaigns has a Full Time Officer assigned as the lead officer. They are responsible for updating the committee on progress and

Strategic Communications will put out monthly updates on the campaigns to uea(su) members via the website and the SU's social media channels.

Campaign	Objectives	Lead Officer
Mental Health Matters	<p>Maintaining positive mental health</p> <p>Reduce loneliness on campus by encouraging students to come out of their rooms and take part in activities.</p> <p>Events to include eating together, cooking together, playing board games, continue the buddy(su) <i>say hello to your mate</i> work throughout the year.</p> <p>Promote positive wellbeing.</p> <p>Know Your Rights education campaign.</p> <p>Collaborate with student groups</p> <p>Incorporate Mental Health First Aid training into Student Group Committee training</p> <p>Proactively work with UEA to shape the Mental Health provision at UEA</p> <p>UEA Health & Wellbeing taskforce</p>	<p>Oli Gray</p> <p><i>Activities & Opportunities Officer</i></p>

Homes not Houses**Create equity of housing standards across campus**

Georgina Burchell
Welfare, Community & Diversity
Officer

Create a UEA wide on-campus accommodation strategy

Investigate student interest in an on campus catered option

Is there on campus resource to cope with this

Campus Kitchen - sustainability

Accommodation allocation process

Request information on current process

Investigate different models across the country

Focus on UEA competitor institutions

Understand UEA students' interest in various communal living allocation methods

Potentially propose to UEA - include in accommodation strategy

Know your rights Campaign

Give knowledge to students living in the community in privately let house

Checklists for viewings

Information workshops etc

Work with advice(su) to understand students at UEA's private letting difficulties

Continue the Lights on Norwich campaign

Good Neighbour Scheme

September roll out

All students renting via home run will receive 2 postcards to give to their neighbours

Welfare, Diversity & Community Officer will distribute postcards to students renting separately as part of Freshers and Returners

Rate my Landlord

Ready for January housing list release

Accessible Education for all

Improve training for Advisors & student facing staff

Jenna Chapman

Undergraduate Education Officer

Make current training compulsory

UEA to commit to a KPI on completion of compulsory training for all academic advisors

Martin Marko

Postgraduate Education Officer

Unconscious bias training

Student/Staff relationship Policy

Lecture Capture

Understand the intellectual property rights issue

Some school offering the service already eg Biology

Work with schools who are offering lecture capture - gain "good news" stories

Address concerns about attendance

BAME Attainment gap

Continue Why is my Curriculum White

Black History Month

Review UEA HR policies on hiring, advertising
etc

Week Zero/Induction phase

Why are international students moved in so
early and live alone?

How do international students feel - what do
international students want as an induction
program?

Reasonable Adjustment

End the Yellow Sticker system

Yellow stickers are not written into a policy

Inform the reasonable adjustment strategy,
champion a student-centered policy

Advocate for recommendations from the
reasonable adjustments paper to be adopted by
UEA, use uea(su) historic recommendations for
reasonable adjustments

Self-Certification

New policy for two 3-day self-certification policy

Raise awareness of this - "know your rights"

Raise awareness of new policy for students -
students will want to use them together