

minutes

Meeting	Student Officer Committee
Date	15 Jan 2019
Time	5pm - 7pm
Location	Bookable Room 1
Author	Xenia Levantis, Campaigns & Democracy Coordinator

Present	Liam Deary <i>LGBT+ Officer (Open Place) Chair</i> Sophie Atherton <i>Campaigns & Democracy Officer</i> Georgina Burchell <i>Welfare, Community & Diversity Officer</i> Jenna Chapman <i>Undergraduate Education Officer</i> Martin Marko <i>Postgraduate Education Officer</i> Oli Gray <i>Activities & Opportunities Officer</i> Thai Braddick <i>Non-Portfolio Officer</i> Chloe Crowther <i>Non-Portfolio Officer</i> Connor Bell <i>Environment Officer</i> Jim Read <i>LGBT+ Officer (Trans & Non-Binary Place)</i> Ryan Jordan <i>Ethnic Minorities Officer</i> Sanna Mantyniemi <i>Mature Students Officer</i> Emma Moxon <i>Students with Disabilities Officer (Invisible Disabilities Place)</i> Hannah Murgatroyd <i>Students with Disabilities Officer</i> Rob Klim <i>Ethical Issues Officer present from 17.40</i>
Apologies	Borja Martin Simon <i>International Officer (EU Place)</i> Mohaned Alhasan <i>International Officer (non-EU Place)</i> Zoe Freeman <i>Non-Portfolio Officer</i> Harry Bowen <i>Non-Portfolio Officer</i>
Staff Support	Josh Clare <i>Head of Campaigns & Policy</i>

Xenia Levantis *Democracy & Campaigns Coordinator*

Arran Cottam *Charity Outcomes Project Manager*

Tim Cave *Assistant Director of Finance*

SOC01 Budget Estimates Union Council

- 1.1** Tim Cave hosted a discussion about the budget estimates which will be presented to Council. The staff member gave some history of how the estimates approval had work.
- 1.2** An outline of how the estimates are calculated, explaining that the SU's income is dependent on what they think the training will be for that year. The staff member made observation that the Finance Committee is not referenced in the Budget Bye-Law.
- 1.3** It was noted that there is very little money spent, this year there has been a £300,000 "profit". From this, £200,000 will be spent on pension contributions. £100,000 will be spent on assets and infrastructure. Also, £1.7million of charitable spend - 70-80% of that is invested in staff costs.
- 1.4** Oli Gray Chair of Finance Committee gave some information to the committee about Finance Committee. And went on to talk about how the academic year and financial year do not align and it is difficult to have a meaningful democratic impact over the finances.
- 1.5** Thai Braddick asked if there is a way to receive more information about how the budget work as there are people in the room that do not know what it is and how it works.
- 1.6** Last year paper and more information will be brought to the next meeting in order to make more light over the matter and offer more information. Budget paper from last year to be circulated.
- 1.7** The conversation was opened to have suggestions about how SOC would like to oversee budgets. Committee members to approach staff with questions
- AP 1** The council agreed to discuss union finances and what they look like in the next SOC.

Staff Support

- AP 2** The committee decided to generate a paper with possible scenarios of how there can be democratic oversight of the budget for the future meetings.

Staff Support

SOC02 Chair's report

- 2.1** The Chair will gave a verbal update to the Committee.
- 2.2** Each Officer introduced themselves for the benefit of the new members and gave updates on recent activity:
- **Jim Reed LGBT+ Officer (Trans & Non-Binary Place)** Working on LGBT+ History month.
 - **Liam Dreary LGBT+ Officer (Open Place)** Working on LGBT+ History month.
 - **Emma Moxon Students with Disability officer (Invisible Disabilities place)** Attending Induction events.

- **Hannah Murgatroyd - Students with Disability officer, physical**, - no updates yet.
- **Thai Braddick – Non-portfolio officer**- workshop leaders for BME skills workshop. Chasing up survey into experiences of racism at UEA. Will work with Ryan on the curriculum.
- **Oli Gray** – working on EDGE conference, reviewing committee training.
- **Sophie Atherton** – working on local election hustings, registering to vote, rent setting, go green week – 11 February.
- **Jenna Chapman** – week zero with OG, looking into MHFA training for academics and advisors, WP committee will be meeting WP team tomorrow to discuss inclusive pedagogy policy.
- **Georgina Burchell** – priority campaign, rent setting, good neighbor scheme, gender neutral toilets, brew Monday with the Samaritans, will take place in February, Sexperience work this term, blood drive.
- **Chloe Crowther Non-Portfolio Officer** – meeting about budget workshops and planners
- **Ryan Jordan Ethnic Minorities Officer** Working on the Decolonising the curriculum, LGBT+ History month
- **Martin Marko** – filming for elections, filming for Australian university, SSS remodel focus group, international induction, student staff review to support PG students, NUS delegate working to prepare motions, associate tutors rights, working closely with UCU, discussing the SU strategy and democracy events, inductions for PGRs

17:40 Rob Klim Ethnic Minorities Officer arrived

SOC03 Minutes

3.1 The Committee was asked to approve the minutes of the previous meeting.

3.2 The minutes were unanimously approved.

SOC04 Matters Arising

4.1 The Committee reviewed the Action Log and gave updates on the action's status.

Updates from the previous meeting's actions:

- AP3 Chloe Crowther *Non-Portfolio Officer* is working on the project creating online resources: some idea to be reported to Union Council as part of the verbal SOC report.
- AP 6 to be marked as complete.
- AP 7 feedback on week zero has been compiled and the SU continues to work with UEA on this project.
- AP 9 to be marked as complete.
- AP 10 blog information has been circulated by email.
- AP12 will be covered later in the meeting.
- AP13 will be covered later in the meeting.
- AP15 the actioned officers have met and have scheduled the budget workshops.

AP 3 The schedule for the budget workshops to be circulated to the Committee.

Campaigns & Democracy Officer and Staff Support

SOC06 SOC Budget and Expenditure to date 2018/19

6.1 The committee is asked to consider the Student Officer Committee expenditure and review the approved 2018/19 SOC budgets.

6.2 The committee reviewed the expenditure to date – the chair explained how the funds had been “ring-fenced”
In future the international sub-committee budget will have to be removed from other budget lines

6.3 The committee discussed the reserves line and if it was necessary to have in the budget as such a small amount of money has been spent.

6.4 There was a discussion on whether the money for reserves can be used for the international sub-committee budget.

SOC07 International Subcommittee Budget

AP 4 As neither of the International Officers were present at the meeting the Chair moved the discussion to next SOC.

Chair and staff support

7.1 The Chair noted that the Committee would need to consider where the budget would for the International sub-committee would come from.

7.2 The Committee discussed the reserves budget line and the need to “protect” £1,000 for reserves, when the budget is being used so prudently to date. The Committee agreed that this may be an area that could be reallocated.

SOC08 Recommendations for Officer Elections 2019

8.1 The *Head of Campaigns & Policy* introduced the *Charity Outcomes Project Manager* as the proposed Deputy Returning Officer and explained that Michael Wigg, CEO of Westminster Students’ Union is the Returning Officer who oversees the election.

8.2 The Deputy Returning Officer explained that this year the rules will be looked after by the DRO, continue from last year and that the candidates welfare will be looked after by another staff member.

8.3 The DRO issues a reminder about the *No to Endorsements Culture* policy, highlighting that no officer can offer advice to any candidate or endorse any candidate. Officers are able to endorse themselves. Candidates will sign a document stating that they felt the election was carried out fairly before the election count.

8.4 The DRO explained that they will oversee the election with an *open door* policy:
Candidates can engage with all opportunities that the SU provides. The DRO explained that it is candidates’ responsibility to come up with ideas and policies and candidates should attend support session on their own accord.

8.5 The DRO asked for any comments from the Committee, the recommendations from the officers were:

- To have a dedicated room for candidates on campus at all time if they needed to “step-out”
- Officers would like to see guidance on how not to obstruct access when campaigning
- Make it clear that no campaign material can be affixed the officer wall

AP 5 The DRO’s email to be shared with the group and Committee members were asked to contact staff with any questions about elections.

All Committee members & Staff Support

The committee took an access break

SOC09 Executive Team Expenses statement

9.1 The Committee reviewed the draft statement and were asked for comments. Thai Braddick *Non-Portfolio Officer* introduced the statement that has been generated following the policy. The statement has been redrafted in a number of forms and the core of the statement is to encourage only necessary expenditure. The final paragraph is to be removed.

9.2 The final feedback about the statement was positive and it was agreed that it was good to have referred to the Concrete article in the statement.

9.3 A vote was taken and the statement was approved to be released.

SOC10 EDGE Conference

The Activities & Opportunities Officer updated the Committee with details of the upcoming EDGE Conference taking place on Sat 2 Feb 19 in Union House, outlining how students can sign up for the event and be involved in delivering sessions. The Officer requested that Committee members promote the event to students.

AP 6 Directly message 3 people who will benefit from attending EDGE conference by the end of this week.

All SOC members

SOC11 Officer Blog Schedule

11.1 The Committee was asked to consider the proposed schedule for blog topics and the Officer author for the term ahead.

11.2 The committee considered the schedule and requested adding the following:

- Rob Klim *Ethical Issues Officer* University of Sanctuary Blog to be released on 23rd January.
- Thai Braddick *Non-Portfolio Officer* to write a How to be an Ally blog
- Liam Deary *LGBT+ Officer*, Jim Deary *LGBT+ Officer* and Ryan Jordan *Ethnic Minorities Officer* to meet to coordinate a blog for LGBT+ History Month to be released in February.
- Hannah Murgatroyd *Students with Disabilities Officer* to write a What is Accessibility blog for the 1st March to coincide with Disability Day of Mourning.

AP 7 Officer to add information on blogs to be published, to the master spreadsheet and contact staff support to confirm.

All Committee members

AP 8 Holocaust Memorial Day blog to be agreed between Officers.

Campaigns & Democracy Officer and Ethical Issues Officer

AP 9 Master spreadsheet to be circulated again to the Committee.

Chair & Staff Support

SOC12 Priority Campaigns

12.1 The *Welfare, Diversity & Community Officer* gave a brief update about the *Your Home from Home* Priority Campaign.

SOC13 Priority Campaign Working Group

13.1 The Committee moved on to discuss the Priority Campaign Working Groups that took place in Term 1. The lead Officers from each campaign asked for feedback about how Part Time Officers would like to engage with the Priority Campaigns.

13.2 There was consensus that the Working Groups had lost momentum and some groups had only met once.

13.3 Officers confirmed that they wanted to maintain engagement in the campaigns, however the time commitment for Working Groups was too great.

13.4 The Committee agreed to create Facebook chats for each priority campaign as it is more accessible for the students involved. Physical meetings will be called as and when required, rather than being fixed to a schedule.

AP 10 Lead Officers to create the groups to keep Part Time Officer information about campaign activity.

Each Priority Campaign Lead Officer

SOC14 Funding Requests

14.1 The committee was asked to approve a series of funding requests from Committee members.

14.2 Thai Braddick *Non-Portfolio Officer* requested funding for cost incurred attending the National Union of Students Black Students Winter Conference. A question was raised about the retrospective funding requests and it was confirmed that they are not encouraged.

14.3 The Chair moved the Committee to a vote. The funding request was approved.

14.4 Thai Braddick *Non-Portfolio Officer* requested funds to run BAME Skills Workshops as part of the Do Something Different festival. Majority of funding is to pay the fees for the external facilitator.

14.5 The Chair moved the Committee to a vote. The funding request was approved.

14.6 Thai Braddick *Non-Portfolio Officer* requested funding for PRIDE MONTH: Letter Writing to Incarcerated LGTBQ+ People & Book Drive. Funds would pay for materials for sessions.

14.7 The Chair moved the Committee to a vote. The funding request was approved.

SOC15 **Any other business**

15.1 The Chair noted that the Changing the Culture taskforce was meeting the following week and there is space for two Part Time Officers to attend.

It was agreed that Rob Klim *Ethical Issues Officer* and Jim Read *LGBT+ Officer* would attend the next meeting and Jim Read *LGBT+ Officer* and Ryan Jordan *Ethnic Minorities Officer* would attend all further meetings this year.

15.2 Ryan Jordan *Ethnic Minorities Officer* noted that Decolonising the Curriculum steering group would meeting during the following week and the Officer requested that all those available, attend the event.

SOC16 **Time, Date & Place of next meeting**

5pm – 7pm, Tuesday 31 January, Bookable Room 1