

minutes

Meeting	Student Officer Committee
Date	22 November 2018
Time	5pm - 7pm
Location	Bookable Room 4
Author	Xenia Levantis, Campaigns & Democracy Coordinator
Committee Members Present	Harry Bowen <i>Non-Portfolio Officer</i> Martin Marko <i>Postgraduate Education Officer</i> Georgina Burchell <i>Welfare, Community & Diversity Officer</i> Jenna Chapman <i>Undergraduate Education Officer</i> Ryan Jordan <i>Ethnic Minorities Officer</i> Hannah Murgatroyd <i>Students with Disabilities Officer</i> Liam Deary <i>LGBT+ Officer (Open Place)</i> Sophie Atherton <i>Campaigns & Democracy Officer</i> Borja Martin Simon <i>International Students Officer (EU place)</i> Mohaned Alhasan <i>International Students Officer (non-EU place)</i> Jim Read <i>LGBT+ Officer (Trans and Non-Binary Place)</i> Thai Braddick <i>Non-Portfolio Officer (present from 6:20pm)</i> Oli Gray <i>Activities and Opportunities Officer (present from 6:30pm)</i> Rob Klim <i>Ethical Issues Officer (present from 6:15pm)</i>
Apologies	Chloe Crowther <i>Non-Portfolio Officer</i> Amy Atkinson <i>Womens Officer</i>
Chair	Harry Bowen <i>Non-Portfolio Officer</i>
Staff support	Josh Clare <i>Head of Campaigns and Policy</i> Xenia Levantis <i>Democracy and Campaigns Coordinator</i>

SOC01 **Chair's report**

- 1.1 The Deputy Chair opened the meeting with a verbal update thanking Officers for attending during a period they knew many Committee member had academic pressures.
- 1.2 The Deputy-Chair reminded the Committee of the importance of their role and recapped on the issues faced in the previous meeting, not being able to meet quorum for the majority of the meeting.

SOC02 Minutes

- 2.1 The Committee approved the minutes of the previous meeting subject to one amendment. The attendance list where Thai Braddick Non-Portfolio Officer had been listed twice.

SOC03 Matters Arising

- 3.1 Committee members were invited to consider the matters arising from the SOC meeting on Tue 6 Nov 18 and provide verbal updates on the progress of actions.
- 3.2 The Deputy Chair reviewed the action log and gave updates on the status of each point.

25/09/2018

Action Points 1 & 2: are still outstanding and will rollover to the next meeting.
Action Points 12, 13, 14 & 16: have been acted on and are to be marked as complete.

9/10/2018

Action Point 2: Although acted on will remain under review.
Action Points 14, 16 & 20: All have been acted on and are to be marked as complete.

6/11/2018

Action Point 1: *Gig Buddies* project has been discussed, action to be kept under review.
Action Point 2: Update to be given later in the meeting.
Action Point 3: Assets have been requested, the action to be kept under review.
Action Point 4: To be marked as complete
Action Point 5: Yet to be enacted, action to be kept under review.
Action Point 6: To be marked as complete
Action Point 7: A meeting due to be had with staff support, action to be kept under review.
Action Point 9: To be marked as complete.
Action Point 10: No update, action to be kept under review.
Action Point 11: To be marked as complete.
Action Point 12: To be marked as complete.
Action Point 13: No update, to be kept under review.

SOC 11 International students sub-committee

- 11.1** The Committee was invited to discuss the potential creation of an International Students sub-committee and the process required to achieve this.
- 11.2** The International Officer (non-EU place) introduced the item outlining that they have discussed the proposal with the International Assembly who unanimously agrees with change. The Officer notified the Committee that if there are no objections they will submit the motion to the next Union Council.
- 11.3** The Officer went on to state that the aim of creating the sub-committee was not solely for financial reasons. Their aim is to understand the committees proposed expenditure for the remainder of the academic year.
- 11.4** The Committee would like to have greater influence over the planning of Go Global and that they and their fellow International Officer would like to shape the event.
- 11.5** The Officer highlighted to the Committee that an International sub-committee will increase the accountability that the International Officers will receive and that both Officers are looking forward to working with a strong group of students.
- 11.6** The motion in the SOC papers has since been updated for Union Council to give further clarity to the amendments to the Bye-Laws and Articles of Association to give Union Council a fuller picture of their objectives.

SOC04 Reports from sub-committees

- 4.1** The Deputy Chair asked that Officers who hold positions on Sub-Committees give reports on the activity of the sub-committees to inform the wider work of SOC.

Postgraduate Committee

The Postgraduate Education Officer provided the update, highlighting that the Postgraduate Committee’s work creating a bespoke Winter events program. As well as being in the process of completing a Sports survey to understand Postgraduate Students’ experience with sport. The Officer noted that this piece of work is being led by Oli Gray Activities and Opportunities Officer.

The Officer went on to state that discussions about the work had taken place and the committee was currently focusing on a confidential item relating to Postgraduate Research students. More information will be provided about this soon.

Education Sub-Committee

The Undergraduate Education Officer provided the update highlighting the current work of the Education Sub-Committee. In particular the success of managing the SOC education budget to support Course Reps.

The Committee was in the process of discussing the ideal Induction Week to support students when integrating into UEA. This is something that the Committee would like to take to Union Council, to form a universal opinion from the SU on this matter. The Committee felt that consultation with students is key to the success of this project and where looking at ways to integrate a broader reach of student opinion in the project.

The Committee had also Discussed the TEF subject level implantation with School Conveners to give them the skills to engage with any evidence submissions that may be submitted in the future.

Welfare Sub-Committee

The Welfare, Community and Diversity Officer gave the report on the Welfare Committee's work. The Committee is launching a campaign named Winter Warmers for students with Seasonal Affective Disorder to support them in the Winter months. As well as researching initiatives to improve student safety walking between campus and home. Some ideas being researched are: personal safety alarms and torch keyrings.

The Officer had made sure that students who stay on campus during Christmas could celebrate with other students in the SU. Unio will be distributing freebies on Christmas Day to create a sense of community on campus. As well as this, creating initiative to provide Mental Health support for HSC and Medical students.

It was also confirmed that uea(su) have a Safer Taxi Scheme for all student members to use. This service can be accessed through ABC, Courtesy and Five Star taxis across Norwich.

Ethical and Environment Committee

The Campaigns and Democracy Officer gave a report on the committee's work. They raised some concern over the attendance of the committee from one of the Officers, however they confirmed that they would be pursuing this further.

The date of Go Green week was confirmed to be 12 - 16 February 2019 and preparation for this event is the focus of the Committee's work.

Other projects that Committee is pursuing are Palm Oil Awareness and Period Poverty. The aim of both of these campaigns would be to raise awareness of their prevalence to students and increase understanding of how it affects students.

SOC05 Review of Union Council

5.1 The Committee is asked to give feedback about the successes and limitations of Union Council throughout the term. The Deputy Chair highlighted the following three areas where they would like to receive feedback.

- Observation of the Code of Conduct
- Attendance of meetings
- Union Councillors participation and understanding

5.2 Thai Braddick *Non-Portfolio Officer* stated that they felt that Union Council attendance is low and enquired if the order of items being heard in the meeting could be changed as the policies are the most important aspect of the meeting. And the long meeting following a long day on campus, feels unnecessarily long due to the housekeeping section of the meeting.

5.3 The Deputy Chair asked if attendance is deemed to be poor are there ways to encourage Union Councillors to attend. The Committee discussed the option of Free Food or potential food vouchers. The Committee agreed that to encourage Councillors to attend there needed to be more carrots and less sticks.

The discussion moved on to question if there are there too many Union Councillors. The Committee agreed that there needs to be cross campus representation and removing positions from Union Council would need to be carefully considered.

The Committee touched on the need to improve the credibility of Council by demonstrating to Councillors how to make change. Which in turn will encourage

Councillors to take the role seriously. It was reported that the Student Group representative roles on Council are sometimes used as an additional seat on Student Group's Committees.

The Campaigns and Democracy Officer confirmed that they are aware of these issues and will investigate them.

5.4 The Committee received information from Staff Support: who clarified that although the Housekeeping section of Union Council may seem tenuous, there is a need to pass minutes at the beginning of a meeting before any further business is taken. It was also confirmed that there is training available for all Union Councillors.

5.5 The Staff Support gave further context that Union Council motions historically come from Officers. As officers have a leadership and influence role and responsibility to implement good practice.

5.6 The Committee discussed the need for an improved approach to cascading information about Union Council's successes. The Committee debated if there is a way to show everything Union Council has achieved.

5.7 It was confirmed that the SU would be in breach of Data Protection laws if it added Union Councillors to the Union Council Facebook page on their behalf.

AP 1 Any thoughts or suggestion of initiatives to increase Union Council attendance forward to the Campaigns and Democracy Officer.

All committee members

AP 2 Opportunities for Union Councillors to learn how to write motions to be investigated.

Campaigns & Democracy Officer

AP 3 Emails to be sent to Union Councillors on the day of Council.

Staff Support

Access Break

The committee went to an access break for 15 minutes

SOC06 Open Discussion topic debriefs: Accessibility 15 NOV 18

6.1 The committee was asked to discuss the feedback from the Union Council open discussion on 15 Nov 18.

6.2 The Committee noted that there were only two submissions from the feedback and reflected that the problem tree activity had not achieved the initial objectives.

6.3 The Committee considered why this discussion took place and why it was structured the way it was. The committee went on to debate what could be done to improve the Open Discussion section of Union Council.

6.4 Suggestions from Committee members were:

- To hold a discussion for all of Union Council to take part in, in a similar way to the policy debates.
- To cease using paper and asking Councillors to discuss in small groups and

give written feedback.

- To use more specific questions and narrower topic to ask Councillors about relatable issues.
- To feedback on feedback received in discussions, demonstrating the change this has shaped.

6.5 It was confirmed that Open Discussions has taken place in previous years however the Committee were not setting the topics. Committee members who were re-elected from the previous year stated they had no knowledge where the information from these discussions went and if anything had been acted on.

6.6 The Committee agreed that they would make an effort to support the Open Discussions at Union Council, and resist sitting together and isolating themselves from Councillors. The Committee also agreed that in future the Access Break and Open Discussion needed to be two separate items

SOC07 Agree Open Discussion topic for 29 Nov 18

7.1 The Committee was asked to agree the Open Discussion topic for the Union Council meeting on Thu 29 Nov 18.

7.2 The Campaigns and Democracy Officer proposed forgoing the Open Discussion section of the next Union Council meeting to give more time to Policy Making. This is due to the following meeting having a long agenda featuring policy lapse.

7.3 The Committee agreed not to hold an Open Discussion at Union Council on 29 Nov 18.

AP 4 Open Discussion to be removed from the next Union Council agenda.

Staff Support

SOC08 Policy Lapse

8.1 The Committee was asked to consider the process of Policy Lapse by the Campaigns and Democracy Officer.

8.2 The Campaigns and Democracy Officer introduced the item and explained the 4 options. The Officer explained that there would be a policy book for Union Councillors' reference. The Officer noted that there are 7 policies recommended for debate.

8.3 The Committee discussed policy precedent affirming that the SU would still have the belief of the policy, however they would not actively campaign on it further.

8.4 The Campaigns and Democracy Officer explained that the order of taking policies will be as listed in the document, and noted that any Councillor can ask for policies to lapse whenever they wish.

AP 5 Investigate the effect of LED lighting and Students with Disabilities experience.

Thai Braddick Non-Portfolio Officer & Hannah Murgatroyd Students with Disabilities Officer

SOC09 Funding Requests

- 9.1** The committee was asked to approve the following funding requests from members.
- 9.2** **Burst the Bubble** presented by Rob Klim Ethical Issues Officer
- The Officer introduced their funding request and stated that the resources requested would help them to build a relationship between students and the local community particularly with working class people who do not have the same social mobility opportunities that students do.
- They would do this by creating sharable digital content, they felt that resources requested would enable them to improve the visual output and achieve greater traction, which would ultimately increase the reach of the project.
- The Committee scrutinised the request and enquired who would own the package. The Officer confirmed that the asset would be installed on an SU machine and they would be open for it to be used by the media collective also.
- The Deputy Chair moved the committee to a vote on the request. The Committee unanimously approved the funding request.
- 9.3** **Movember Event Funding** presented by Rob Klim Ethical Issues Officer
- The Officer introduced the funding request highlighting that they had worked with Oli Gray Activities and Opportunities Officer on this and that the funds would pay for the shave off event to conclude the Movember campaign.
- The Deputy Chair moved the committee to a vote on the request. The Committee unanimously approved the funding request.
- 9.4** **Transitioning at UEA booklets** from Liam Deary LGBT+ Officer (Open Place)
- The Officer introduced the item and explained the content of the guide had been updated, as the previous version was no longer accurate.
- The Deputy Chair moved the committee to a vote on the request. The Committee unanimously approved the funding request.
- 9.5** **Your Money Counts** from Sophie Atherton Campaigns & Democracy Officer
- The Officer introduced the request and outlined that the funding would be used for the Costs on Campus Priority Campaign launch event. The funds requested would pay for resources for the event. The aim is for the information gathered from students to form a report to be presented to the UEA Student Experience Committee.
- The Deputy Chair moved the committee to a vote on the request. The Committee unanimously approved the funding request.
- SOC10** **Union Council Policy adoptions**
- 10.1** The Committee was asked to note the SU policy adopted at Union Council on Thu 15 Nov 18. The Deputy Chair confirmed that only one policy had been adopted at the previous Union Council and that was the Censure of the Postgraduate Education Officer.
- SOC12** **Any other Business**
- 12.1** **Updated Media Protocol**
- The Activities and Opportunities Officer confirmed that this item has been circulated to

all Officers. They reiterated that if an Officer is ever in any doubt that they should ask Staff Support for further information. The Officer noted that the Media Protocol is to support and protect Officers so they feel comfortable and confident in their work.

12.2 SU Survey

Staff Support encouraged Officers to complete the SU Survey and share the link with their networks. The staff member stated that participation in the survey has slowed and that the information gathered is an essential resource.

12.3 Week Zero

The Activities and Opportunities Officer explained that the SU was working in partnership with UEA to investigate the possibility of having a Week Zero for all students when they enroll at UEA.

The Officer explained that the proposal is for no teaching to take place during the first week, instead it would be an opportunity for students to settle at University and become accustomed to university life. They highlighted that some courses have a Week Zero already and that this proposal would standardize the approach across the University. The Officer asked for feedback on the proposal.

The Students with disabilities officer stated that they felt it would be a really good offer for students with disabilities, as moving to a new place and settling into a new routine is particularly difficult for students with disabilities.

Some questions were raised, the Committee, about the potential additional costs faced by students if they were required to be on campus for an additional week. The committee enquired if UEA would consider giving students an additional week of accommodation for no extra cost.

AP 6 Positive perceptions of the project and information to support the project to be passed to Oli Gray Activities and Opportunities Officer.

All committee members

AP 7 Survey questions about the topic to be circulated to the Committee.

Oli Gray Activities and Opportunities Officer & Staff Support

12.4 Update from Chair

NUS Liberation Conference elections will be taking place soon, the Chair requested that committee members promote them to their networks.

SOC13 Time, Date & Place of next meeting

5pm – 7pm, Thursday 6 December, Bookable Room 1, Union House