

# minutes

## Student Officer Committee 25 September 18

|                                  |  |
|----------------------------------|--|
| <b>Committee Members Present</b> | <b>Liam Deary</b> LGBT+ Officer (Open place)<br><b>Martin Marko</b> Postgraduate Education Officer<br><b>Mohaned Alhasan</b> International Officer (non-EU)<br><b>Hannah Murgatroyd</b> Students with Disabilities<br><b>Harry Bowen</b> Non-Portfolio Officer<br><b>Zoe Freeman</b> Non-Portfolio Officer<br><b>Thai Braddick</b> Non-Portfolio Officer<br><b>Rob Klim</b> Ethical Issues Officer<br><b>Connor Bell</b> Environment Officer<br><br><b>Georgina Burchell</b> Welfare, Community & Diversity Officer<br><i>present until 6:20pm</i><br><b>Jenna Chapman</b> Undergraduate Education Officer <i>present from 5:30pm</i><br><b>Sophie Atherton</b> Campaigns & Democracy Officer <i>present from 6:15pm</i> |
| <b>Apologies received from</b>   | <b>Oli Gray</b> Activities & Opportunities Officer<br><b>Amy Atkinson</b> Womens' Officer<br><b>Chloe Crowther</b> Non-Portfolio Officer<br><b>Jim Read</b> LGBT+ (Trans & Non-binary Place)<br><b>Diem-Sylvan Von-Pratt</b> Mature Students' Officer  |
| <b>Absent</b>                    | <b>Ryan Jordan</b> Ethnic Minorities Officer<br><b>Borja Martin Simon</b> International Students' Officer (EU)   |
| <b>Chair</b>                     | <b>Liam Deary</b> LGBT+ Officer (Open Place)   |
| <b>Staff support</b>             | <b>Josh Clare</b> Head of Campaigns & Policy   |

**SOC01 Statements from Chair**

**1.1** The Chair welcomed at the Committee members to the first meeting of the year.

**SOC02 Terms of Reference of the Committee**

**2.1** The Chair introduce the item and confirmed to the committee that the Terms of Reference set out the purpose of the committee, its responsibilities, remit and define the scope of its work. The committee was invited to review the Terms of Reference annually.

**2.2** The Chair opened the discussion and asked the Committee for any comments or queries.

**2.3** The Committee confirmed they were satisfied with the Terms of Reference and feel that they are appropriate.

**SOC03 Minutes of Last Meeting**

**3.1** The Chair identified that normally the minutes from the previous meeting would be reviewed at this point during the meeting.

**3.2** The pending minutes from the final meeting of the previous academic year held on 15 May 2018 minutes would be distributed to the committee via email outside of the meeting.

**AP 1** The Committee secretary to distribute the minutes from the previous meeting on 15 May 2018 to the SOC members.

*Staff Support*

**SOC04 Matters Arising and Action Log**

**4.1** Chair noted that normally at this point in the meeting the committee would be invited to review any Matters Arising from the previous minutes and consider the status of any Action Points.

**AP 2** The committee secretary to distribute the Action Log, identifying all the Matters Arising from the previous meeting 15 May 2018 to the SOC members.

*Staff Support*

**SOC05 Cycle of Business**

**5.1** The Chair introduced the item and noted that the Cycle of Business details the core items of business to be discussed by the Committee throughout the year and the meetings they would be on the agenda.

**5.2** All members confirmed they were happy with the Cycle of Business and approved the paper.

**AP 3** *During the discussion of Any Other Business later in the meeting, a discussion of the Student Officer Committee's budget was requested.*

It was agreed that the Student Officer Committee Budget allocation will be added to the Cycle of Business and discussed at the next meeting.

*Chair & Staff support*

**5:30pm Jenna Chapman** Undergraduate Education Officer joined the meeting

**SOC06 Election of Part Time Officer Trustee**

**6.1** The Chair introduced the election and asked Part Time Officers to indicate if they would like to nominate themselves for the position.

The Chair noted that only Part Time Officers could vote in this election as the position is reserved for a Part Time Officer.

**6.2** The Chair clarified that Trustees of uea(su) cannot be beneficiaries of the SU and therefore any Part Time Officers in paid employment were ineligible for the position.

**6.3** The Chair invited the Head of Campaigns & Policy to clarify Charity Law and why this was the case.

**6.4** The candidates for the election were

**Harry Bowen** Non-portfolio Officer

**Re-Open Nominations**

Candidates were invited to make a one-minute speech.

**6.5** All Part Time Officers could vote in this election; those in the room were issued with ballot papers. A digital voting system would be made available for those not present.

**6.6** The election was carried out using the Single Transferable Voting System and results would be declared via email.

**AP 4** Notification of appointment to be circulated to Committee members via email.

*SOC Secretary*

**SOC07 Election of Deputy Chair of the Student Officer Committee**

**7.1** The Chair explained the next role for election and asked Part Time Officers to indicate if they would like to nominate themselves for the position.

**7.2** The candidates for the election were

**Harry Bowen** Non-portfolio Officer

**Re-Open Nominations**

Candidates were invited to make a one-minute speech.

**7.3** All officers could vote in this election, those in the room were issued with paper ballot and

a digital voting system would set up for those not present.

**7.4** The election was carried out using the Single Transferable Voting System and results would be declared via email.

**AP 5** Notification of appointment to be circulated to Committee members via email.

*SOC Secretary*

### **SOC08 Student Officer Agreement**

**8.1** The Chair introduced the student agreement and drew particular attention to the use of the SOC Facebook group.

**8.2** The chair clarified that the agreement was drawn up at a training day that not everyone attended before the summer. Some discussion about amendments took place at the SOC residential that not all committee members could attend.

**8.3** The Chair invited the Committee to reflect on the Agreement and make any suggestions for amendments or additions.

**8.4** It was agreed that a statement should be incorporated about inclusive learning and affirm the Committee's position on supporting each other to contribute to discussion.

**8.5** The Committee discussed cases of extenuating circumstance when Officers may struggle to attend all meetings prepared; this was agreed to be considered on a case-by-case basis.

**8.5** Outside of the meeting it had been raised that the Facebook chat was not being used for its original intention as officers were using it to discuss work matters.

Some officers reported feeling that they could not "switch off". However it was felt that written rules were not needed to combat this. The Committee considered generating a second Facebook chat: one for work matters and one for informal conversation. This was considered to be burdensome and not to be pursued.

The Committee reaffirmed that work should not be conducted in the Facebook group as was decided when the agreement was first drafted.

**AP 6** A statement about inclusive learning to be added to the Student Officer Agreement.

*Chair & Staff Support*

**AP 7** Amend agreement that of no one should be expected to respond within a particular timeframe as a result of the timeframe.

*Chair & Staff Support*

### **SOC09 Priority Campaigns for the year ahead**

**9.1** Some queries were raised about the document and where it came from.

**9.2** The Chair invited the Staff Support to give additional information. It was stated that these were notes from discussions about the Priority Campaigns that had taken place across the summer. Clarification was given that Costs on Campus Campaign was still going ahead and its omission from the paper was due to a pasting error.

- 9.3** The Committee highlighted that some actions were vague and that they may be misinterpreted as a result.
- 9.4** Clarification was given about specific projects relating to promoting positive wellbeing and sports funding that could be utilised for to enable this. It was highlighted that all activities to would work together.
- Part Time Officers was invited to contribute ideas, and make suggestions for the events and activities they would like to see become part of the Priority Campaign work for the year.
- Suggestions for the Mental Health Matters campaign were:
- A *Movember* campaign with uea(su) backing
  - An Awareness Raising campaign to promote the services that SSS provide to UEA students. It was noted that SSS has less interaction with male students.
  - Activity to promote World Mental Health day. Suggestion of a social media campaign accompanied by an interactive event in the Hive. A board that students could write on (in an anonymised way) was suggested.
- 9.5** Georgina Burchell gave an update on the Homes not Houses campaign and highlighted that there was a delay on Good Neighbour Scheme postcards. However, these would be arriving soon and would be distributed to students to help them settle into the local community.
- 9.6** The Part Time Officers were asked if they had any items from their manifestos that they did not feel had been incorporated into the Priority Campaigns.
- 9.7** The Part Time Officers identified the following campaign areas
- Sustainability
  - Phone signal across campus
  - Access Breaks – students in receipt of the Disabled Students Allowance are not receiving the breaks they are entitled to.
  - The exam arrangements that students with disabilities are entitled to are not being communicated to lecturers and therefore students are not receiving the support they are entitled to.
  - There are several accommodation accessibility issues, where UEA is breaking the law. An example reported was problems in Wolfson and Orwell accommodation where the emergency alarm cords do not reach the floor
- 9.8** An update about Lecture Capture was given by Jenna Chapman Undergraduate Education officer, it was reported that they had been actively engaged in a learning and technology committee and is liaising with the Chair of the Committee about Lecture Capture.
- 9.9** The Chair asked the Education Officers to add the issues, identified by the Committee, relating education to the Accessible Education for All Priority Campaign.
- 9.10** The Committee asked that the statement about Campus Kitchen sustainability point into another area and update document.
- 9.11** A Committee member questioned the aim of the work to challenge the Yellow Sticker System. The Undergraduate Education Officer provided clarification about the inclusive education work that they are carrying out. Explaining that uea(su) had submitted recommendations to UEA in previous years regarding Reasonable Adjustment practices.

These recommendations had come from focus groups with UEA students.

**9.12** A question was asked about the Guarantor scheme as part of Homes not Houses Campaign and status of the work.

**AP 8** All suggestions for the Mental Health Matters campaign would be passed on to Oli Gray (Activities & Opportunities Officer) as the campaign lead.

**AP 9** The statement about Campus Kitchen sustainability point into another area and update document.

*Staff Support*

**AP 10** Accommodation items to be added to the Homes not Houses campaign.

*Staff Support*

**AP 11** The original document with the Priority Campaign notes to be circulated to the SOC via teams.

*Chair & Staff Support*

## **5:55pm Access Break**

### **SOC10 Review of Summer Training**

**10.1** The Chair opened discussion to invite the committee members to give a short review of summer training and asked each officer to identify their favourite and least favourite aspects of the training they received.

**10.2** Comments from the Officers were

- The training was improved from the previous year in response to feedback
- The overall training was enjoyable however did not enjoy the "compliment activity" on the Tuesday evening.
- Would have enjoyed the training further had more officers had been able to attend. Could the timing of the event to be reconsidered for next year.
- Really enjoyed learning more about the SU, did not like the activity that required building a tower as a group in silence.
- The pre summer training was enjoyable, and looking forward to the campaign planning and support opportunities throughout the year
- All the training was enjoyable, no least favourite part
- The residential was fun a good opportunity to meet everyone, recommends using the location and a similar time of year.
- Found the training really effective, did not appreciate the police being there however no complaints.

**10.3** Some officers reported difficulty with attendance due to moving accommodation and being away from Norwich during this period.

**10.4** The Chair asked if the Officers would like to see anything added to the training program. No suggestions were made from the committee members.

**10.5** It was highlighted that there is still plenty of time for further training and all committee members are encouraged to request any further opportunities. It was agreed that further learning opportunities would be valuable and all members would consider what they would like.

**AP 13** Time of event to be reconsidered for next year.

*Staff Support*

**AP 14** Further training requirements and suggestions to be forwarded to the Campaigns & Democracy Coordinator.

All SOC members

**6:15pm Sophie Atherton** (Campaigns & Democracy Officer) arrived

### **SOC11 Union Council Policy Adoptions**

**11.1** The Chair noted that at this point in the agenda there would be an update from Union Council, the Chair also clarified that the Student Officer Committee is responsible for the implementation of Union policy.

The Union Council had not met since the previous meeting of the Student Officer Committee; therefore there were not Union policies to update on.

**11.2** The Committee discussed how they would agree Union Council motions as a Committee as a Committee in the future.

It was agreed that motions would be brought to meetings for discussion before submitted to the Chair of Union Council.

**11.3** Staff clarified that all motions must be submitted 8 working days before Union Council meetings.

### **SOC12 Any Other Business**

**12.1** The Chair noted an item of Any Other Business agreed prior to the meeting. The Chair invited the Head of Campaigns & Policy to give information about a Student Representative vacancy on the SU's Student Conduct Committee.

**12.2** The Head of Campaigns & Policy gave further detail about the role, remit and responsibilities of the position. Training will be provided to support students in their role as well as having support from SU staff to fulfil duties.

**12.3** The Committee asked for more information about the time commitment involved. It was explained that the time commitment would vary between cases, but Officers interested in the position should expect to spend time in training for the role, preparing for a Committee reading papers and meeting with staff, the time for the meeting itself and any follow up work.

**AP 15** Committee members who would like to express an interest in the position should contact the Head of Campaigns & Policy for more information.

*All committee members*

- 12.4** The Chair invited the Head of Campaigns & Policy support to give an update on the Election of the Deputy Chair of the SOC and Part Time Officer Trustee of the Students' Union.

It was explained that as the meeting was quorate and the votes cast were unanimous and therefore the election results could be declared.

Harry Bowen was elected as Deputy Chair of SOC and as a Part Time Officer Trustee of uea(su).

**6:20pm Georgina Burchell Welfare, Community & Diversity Officer left the meeting**

- 12.5** Question about if SOC meetings would only take place on a Tuesday evening every meeting.

The Chair clarified that 3 of the 6 meetings this term would take place on a Tuesday.

- 12.6** An item was raised about sustainable infrastructure and the potential to utilise kinetic energy to help power the SU building. The potential funding implications of the project would be approximately £25,000. The technology has been applied in Stockholm; the Committee were invited to consider the potential of capturing the kinetic energy from the dance floor of the LCR.

- 12.7** A question was asked about the SOC budget and when details of this would be given to the Committee. It was decided that an item would be added to the next meeting's agenda to discuss the SOC budget. The Committee requested the papers from the previous year to be recirculated.

- AP 16** SOC budget to be added to the agenda of next meeting and budget papers from the previous year be circulated with the agenda.

*Chair & Staff Support*

- 12.7** Committee members raised concern about the inaccessible events taking place during Freshers, hosted by the SU.

- 12.8** It was reported that the poster sale was inaccessible for some students as it was held in the pit of the LCR, which does not have ramp access. It was also reported that the cabling cover between Union House and the tent is too large and creates problems for students who use wheelchairs.

It was agreed that these issues create a poor impression of the SU when new students are arriving at UEA for the first time.

- AP 17** Better planning for the location of events and activities considering access requirements.

**SOC13 Time, Date and Place of next meeting**

5pm – 7pm, 9 October 2018, Bookable Room 6, Union House