

AGENDA 15 JANUARY 2025

1. Introduction and welcome from Chair (Joshua Singh-Hill) and approval of minutes
 1. Actions from previous meeting
 2. President Reports;
 1. Canterbury - Verbal, not submitted due to annual leave
 2. Farnham
 3. Campus Officer Reports
 1. Canterbury
 2. Epsom – Verbal, not submitted
 3. Farnham – Verbal, not submitted
 4. Motions and Ideas - none submitted
 5. Budget
 1. Proposals - none submitted
 2. Tracking - none submitted
 6. AOB
 1. By-Law discussion
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1. APPROVAL OF MINUTES

In Attendance:

- Alex, Ethan, Quinn, Runchen, Maddie, Charlie, Cassie, Josh
 - Kyley (non-voting member)
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1. Approval of Previous Meeting Minutes

- Minutes from October 23, 2024: Approved unanimously.
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2. Reports

2.1. President's Report (Cassie)

- **Attended/participated in various meetings and activities, including:**
 - Turnaround boards, student staff interviews (welcome Bucky!), UCA/SU partnership board meeting, and PVC interviews.
 - Academic appeal boards: Expressed concern over university's rare upholding of appeals, particularly affecting international and disabled students. Advocated for policy change.
 - Trustee board updates: Improvement in finances.
 - Town hall meeting: Discussions on restructuring schools, closing 53 courses, and addressing financial challenges.
 - Meetings with timetabling: Identified a culture issue rather than a system issue with room bookings.
 - Networking and updates with NUS, LCTA, and UCU on student and staff welfare.
- **Key Outcomes:**
 - University restructuring and financial challenges noted; student support strategies to be considered.
 - **Approval of report: Unanimous.**

2.2. Vice President's Report (Charlie)

- **Key activities:**
 - Continued partnership meetings, attended PVC Academic Partnerships interview, and participated in open days.
 - Engaged in course rep feedback sessions and discussed feedback about the union shop.
 - Observations from Board of Governors: Insights into university finances and operations.
- **Key Outcomes:**

- **Report approved unanimously.**
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3. Campus Officer Reports

3.1. Canterbury Campus

3.1.1. Quinn

- **Reports include:**
 - Issues with red emergency cords in bathrooms being inaccessible.
 - Feedback from fine art course reps; emphasized the need for detailed and serious input at forums.

3.1.2. Josh

- **Feedback themes from course rep forums:**
 - Issues with noticeboards, cafeteria crowding, food waste, and communication gaps.
 - Architecture students' reluctance to engage socially.
 - Successful course rep training sessions with diverse feedback.
- **Questions/Comments (Cassie):**
 - Suggested using campaign budgets for noticeboards.
 - **ACTION: Organize a meeting with campus officers regarding campaigns.**
 - **ACTION: Investigate email notifications for course reps.**
- **Outcome: Approved unanimously.**

3.2. Farnham Campus

3.2.1. Maddie

- **Written report provided:**
 - Noted fee concerns similar to Canterbury.
 - Observations on the popularity of "See U Next Tuesday" events and requests for more creative activities.
 - Issues with course rep engagement and incomplete Teams channels.
 - Lecturer working hours misaligned with teaching schedules.

3.2.2. Ethan

- **Student concerns:**
 - Poor food quality and hygiene in the canteen.
 - Lack of visibility of authority figures within the Union.

3.2.3. Alex

- **Issues identified:**
 - Students unaware of resource locations or borrowing options.
 - Limited access to water fountains across campuses.
- **Questions/Comments (Cassie):**
 - Suggested an impact assessment for events like MYU to measure effectiveness.
 - Highlighted the need for increased officer presence and improved communication with Campus Officers.
- **Outcome: Approved unanimously.**

3.3. Epsom Campus

3.3.1. Runchen

- Canteen cleanliness concerns raised.
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1.1 Action Items:

- 1. Cassie: Organize a meeting with campus officers regarding campaigns.**
- 2. Cassie: Look into email notification systems for course reps.**
- 3. Officers: Increase presence at campus events and improve communication with Campus Officers.**

2.2 PRESIDENT REPORT FARNHAM

N.B. formatting differently from original document

Name: Charlie Skinner Position:

President Farnham

UC Date: 15/01/25

UNION COUNCIL REPORT

SUMMARY

Started attending monthly 1-2-1s with Pro Vice Chancellor Student Experience, Sarah Clark - good method to catch up and discuss campaigns, what she can do to support the SU and potential for collaboration.

Had a 1on1 session with Steve from Coole Insight, nice catch-up with updates from me regarding how the role is going and if there's anything I need support with in the role. Attended Nandos Wings and Art Night in Farnham! A nice way to invite the union + students to visit the restaurant before it officially opened. Free food + custom nandos sketchbooks.

Supported DoC&O Jackie Crossman + CDM Ben Robinson with stock checks for the art shops on both Farnham and Epsom campuses. Attended the Union's staff social event in Canterbury. Nice to meet almost all of the SU staff in one place and catch up. Also did Secret Santa which was a nice addition to the day.

Went to an all staff breakfast on Farnham campus, a good opportunity to catch up with a variety of staff in multiple areas of the University. Assisted with our Christmas Cheer activity, delivering goodie bags to students staying in accommodation over the winter break. Helped out with packing the bags, and also with delivery on both Farnham and Epsom campuses. Have joined multiple Task & Finish groups for the university, for Retention, Open Days and Starting Well to further ensure that students are getting the best experience during their time at the University.

Attended Coole Insight's Festival of Training. Networking + discussing key issues for the next 6 months in this role. Discussions about what the future may hold in my role, considerations for next steps etc.

After discussions with SU staff, and due to Rajon's departure, will be visiting Epsom campus once a week so that there is some form of sabbatical officer presence.

MEETINGS AND OUTCOMES

SU Senior Leadership Team Meetings (11th December 2024, 8th January 2025)

- Discussions about the Union and if there's anything we need to be doing
- Discussions re: MYU and January intake

Task & Finish Group - Retention (12th December 2024, 10th January 2025)

- Talks about retaining our student numbers, what the SU / University can collaborate and work on
- Talks about how effectively the university communicates the processes of dropping out, doing an academic interrupt etc.
- Focus on factors that might be unlinked to the university that may cause students to leave their studies i.e. personal reasons

SU Timetabling Support (17th December 2024, 14th January 2025)

- Discussions on what the SU can do help voice feedback to the timetabling team
- Gaining a further understanding of what factors may cause timetables to be delayed for students, incorrect etc that are out of the timetabling teams control

CAMPAIGNS AND PROJECTS

Cost of Living Information about local food banks in Farnham, Epsom, Canterbury and how students can utilise them was posted out in the WWO. Currently in the process of having posters / flyers made to be put across all three campuses alongside a social media post. Have compiled a list of funding schemes that International students are able to apply for, within certain criterias. Will be used to determine what areas I can focus on to further support international students who may be struggling with the cost of living crisis. Union Visibility I have had talks with Graeme Bowerbank, Events Manager, on how to fully optimise the SU's visibility during the universities Open days & Applicant days. Discussions to follow on the Task & Finish Open Days group to see what specific actions in particular would be most effective. Linking this, I have collected feedback from student ambassadors to see what changes / optimisations they believe can be most effective for both the university and the Union during these days. Student Engagement Assisted with the Christmas Cheer activity; further increasing student awareness of what the Students' Union is and what we can assist students with. Conversations with Sarah Clark have followed on what engagement activities we can potentially do throughout the Easter break period.

Conversations to follow regarding if there's any engagement activities we can put on during open days, by showcasing to the potential students we might have join the university 25/26 what the Union is and what they can get involved with.

Title	Status	Budget Spent
Cost of Living	In Progress	£0.00
Union Visibility	In Progress	£0.00
Student Engagement	In Progress	£0.00

3.1 CANTERBURY OFFICER REPORT

N.B. Formatted differently from original document

Quinn Walker Campus Officer Report UC: January 15th 2024

UNION COUNCIL REPORT – CAMPUS OFFICER CANTERBURY

SUMMARY

Since the last Union Council meeting, there haven't been any major updates as most students have been away for Winter Break.

STUDENT FEEDBACK

At the last UC, I raised some issues on behalf of the BA Fine Art students. I have spoken to several students to see if any of the issues that were raised last semester have been actioned but there hasn't been enough in-class time between last UC and today to have seen a change. The Fine Art reps are going to keep me in the loop following their next course board meeting which should be in early March.

Some progress has been made towards the extension of studio hours. The committee would like proof that implementing longer hours would be beneficial to a large amount of students, so I have started a petition to gather signatures from students who would like to see this change made.

CAMPAIGNS AND PROJECTS

The Campus Officers have no updates on campaigns/projects.

6.1 AOB BY-LAW MEETING

Taylor Kane - Student Engagement Manager

As discussed during training sessions, the Union will be undertaking a review of its By-Laws. This process requires agreement and approval by the Union Council before the revised By-Laws can be forwarded to the Board of Trustees for final consideration.

Due to the short timeline for this process, we are seeking individuals who are interested in contributing to the review alongside Taylor (Student Engagement Manager).

If you would like to participate in this important work, please email Taylor by **Friday 17th at 12pm** to confirm your interest.