**Executive Meeting**

**Minutes**

**09 March 2018**

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| In attendance: | Riley Clowes  | Arran Rodgers |
|  | Kaya Cohen | Beckie Ryan |
|  | Phill Dowler  | Michael Serrano |
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| Absent: | Lily Madigan (NO APOLOGIES OR COMMUNICATION RECEIVED) |  |
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| Apologies:  | Lou Hardy | Zunera Siraj |
|  | Sofia Teles da Silva |  |

For the purpose of this document attendees shall be referenced as their initials excluding the following; Riley Clowes to be known as VPK, and Phill Dowler to be known as VPS.

Due to the elected chair of the committee being absent, the role fell to VPK.

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|  | **Agenda Item** | **Action and/or Outcome** |
| 1. | **Action List - EC/1/3/18*** VPS updated on previous actions and the progress.
	+ No Platform – written and to be taken to the Board of Trustees to implement.
	+ myUCA – VPS sits on the committee for myUCA discussions and improvement. Previous meeting was attended by the Union Chief Executive. VPS and CE to meet and discuss meeting.
	+ Warden Training – VPS and VPK have communicated with Lesley Balaam who believes the training to be already adequate.
* Warden Training Discussion
	+ BR relates that with experience as a warden and situations that have arisen, training surrounding mental health needs improvement.
	+ BR, VPK, VPS to push forward and gather research concerning current warden training and experiences.
	+ MS raises concern regarding mental health training of wardens and what that would involve. BR suggest training on how to prevent as well as deal with escalating mental health issues especially out of hours. Not to counsel, but to know what to do in possible situations.
 | **Action:**VPS and Union CE to meet and discuss myUCA committee meeting.BR, VPK, VPS to contact all wardens, creating a forum concerning future warden training – then discuss outcome with Lesley Balaam and ensure training surrounding mental health is addressed.  |
| 2. | **Sabbatical Officer Reports - EC/2/3/18 and EC/3/3/18*** VPK Presented their February report.
	+ Safe Taxi Scheme – has been delayed due to possible safeguarding.
	+ Speed Date Housing Canterbury - successful event. Reviewing feedback and pencilling in similar events for next year with more campuses.
	+ Canterbury Hospital – research has shown that many UCA Canterbury students are registered locally. Information to be feedback into local committee. Looking into working with local Unions concerning advertisement and awareness.
	+ Fair Assessment – Union CE is formatting the report.
	+ Sanitary Products – exploring and researching different avenues for provisions. Researching other Unions and institutions. Working with Canterbury LSS who have come to UCASU with suggested ideas.
* VPS presented their February report.
	+ Mental Health Forums – to be discussed later in the meeting. Have been unsuccessful.
	+ Ally Guide – Complete, awaiting publishing date.
	+ Private Renting Guide – researching information student wish they had known / want to know about renting. Have started the guide and is filling in all relevant information.
	+ LGBTQ+ Training – Have completed first sessions, will be holding second sessions due to varied engagement and feedback. Wanting to look into making sessions compulsory for University staff.
	+ Safe Drug Testing – has been put on hold until April 2018.
 | **Vote:**In favour: 6Opposed: 0Report passes.**Vote:**In favour: 6Opposed: 0Report passes. |
| 4. | **Office Accountability – Oral*** VPS notes that full-time officers have a level of accountability democratically documented and believes the Executive Officers should meet a similar level of accountability for their roles. Within an academic year, Execs are required to attend 8 events (5x Executive Committee Meetings, 3x campus forums). VPS opens discussion as to penalties and how accountability should be recorded.
	+ MS asks for a breakdown of Sabbatical Officer accountability. VPS explains and clarifies.
	+ KC raises concern relating to studies potentially clashing with required attendance events. VPS explains acceptable apologies and they supply of notes for the event will not affect accountability.
	+ KC suggests after 1 obligation is missed with no communication a nominated Sabbatical Officer should conduct a meeting to discuss reasons why responsibilities have been missed and reiterate elected commitment of the Executive Officer role. BR would like to see more emphasise on accountability when advertising for elected roles
	+ MS agrees that to ensure quorum is met and Execs fulfil their role, penalties should be in place however ‘no confidence’ (relating to Sabbatical officer accountability) is too forceful. Suggests 1 missed duty without apologies or communication should result in a verbal caution, 2 missed shall result in a writing warning, 3 missed shall be bought to the Executive Committee with evidence of interactions for final penalty to be discussed and voted on.
	+ VPK reiterates order of accountability penalties.
 | **Vote:**In favour: 6Opposed: 0 Motion passes. |
| 5. | **Mental Health at UCA - Oral*** VPS presents feedback concerning recent research taken place around Mental Health at UCA. Forums were exceptionally poor in response. VPS opens discussion to the Executive Committee to be used in report presented to the University. Discussion: what provisions are you aware of currently? How could UCA and UACSU improve upon the work undertaken?
	+ KC discusses their awareness counselling as believes this is down to promotion and advertisement of the services.
	+ MS commends tutor involvement and awareness of student mental health they have experienced throughout helping with research. Hopes this is accommodated for across all campuses. If not, staff training should be a focus to enable detection of potential difficulties.
	+ BR advices that, similar to wardens in student accommodation, staff can only do so much. Services within the Union and institution need better awareness to motivate students to be proactive in seeking help.
	+ AR agrees that LSS need to remind students regularly and define gateway and LSS services clearly.
	+ VPS agrees that they can report back need for better advertisement and need for awareness reminders. Warns that positive feedback will be more productive and intends to focus on what the institution provides instead of what they are doing wrong.
	+ KC asks for greater awareness of both mental health and representation events from the Union. VPS suggests upcoming event to be discussed within Executive Committee meetings and Execs to aid publicity.
 | **Action:**VPK and VPs to ensure advertisement for mental health, representation, and feedback is advertised more regularly and well in advance.Executive Committee members to advertise the above advents to encourage engagement. |
| 6.  | **Campus Exec Support - Oral*** VPS opens discussion to the committee for feedback on Executive roles.
	+ BR notes that training was beneficial and positive. Comments that Execs should be responsible for self-advertising and proactive when seeking feedback.
	+ KC agrees with BR and explains student engagement is difficult to improve.
	+ VPS reminds the committee that policy was passed and actions to update the Union website to aid Exec advertisement.
	+ MS and AR suggest visible notice boards with images and information surrounding the committee and Union. VPS agrees to action.
	+ KC notes that more information concerning the role and responsibilities would be valuable before running for election to not only raise awareness of the committee but ensure Execs understand their positions thoroughly.
	+ MS agrees with KC. Advocates this for more transparency and accountability.
 | **Action:**VPS and VPK to check on update of website concerning Exec committee information with Andy Squire and Josh Jordan.VPS to confirm notice board areas for Exec awareness. |
| 7. | **Any Other Business – Oral*** VPS notes that the Union does not currently have recorded documentation surrounding policy length. Commonly it is 3 years due to the average length of study within Higher Education. VPS opens discussion to the committee with advice to note our student population (therefore study lengths differ from the average).
	+ KC notes they are happy for policy to run for 3 years.
	+ VPS notes for the committee that policy requires 75% of the elected Executive Committee to pass.
	+ BR suggests policy can be amended after 1 year to ensure policy is continuously relevant to the student body.
	+ VPS questions the suggestions and enquires if the suggestion is proposing the ability to revoke policy which could entail no end date for policy.
	+ VPK and MS agree that no expiry date could have a negative effect on the policies of the Union (too many similar constantly live if there is not a dedicated member to watch over them).
	+ MS desires an expiry date to ensure review of policy regularly.
	+ VPK suggests a renewal date of policy.
	+ VPK summarises discussion; policy to be reviewed with a renewal date of 3 years from policy passing. Within the first-year policy can be amended. After the first-year policy can be challenged or revoked with 75% agreement of the executive committee or referendum (as per policy agreement in the by-laws.)
* Committee agreement to cast email vote as soon as possible to add policy agreement to the by-laws. Email vote to take place due to less than 75% elected members present.

**UPDATE*** Email vote concerning the addition of the above into the by-laws.
 | **Vote:**In favour: 6Opposed: 0Motion passes.**UPDATE****Vote**In favour: 7Opposed: 0 Abstained: 3Motion passes. |