**Executive Meeting**

**Minutes**

**14 February 2018**

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

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 VPS.

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|  |  | **Agenda Item** | **Action and/or Outcome** |
| 1. |  | **Group Membership - EC/1/2/18**   * VPS noted the completed list of Executive Membership for the committee to be aware of |  |
| 2. |  | **Action List - EC/2/2/18**   * VPS updated the committee on actions noted from the previous Executive Meeting held 10.01.18. Minutes from this meeting were agreed via email 15.01.18.   + No Platform – VPK and VPS have discussed the policy with the Union Chief Executive and are to use the NUS no platform policy as a reference.   + MyUCA – VPK and VPS have been made aware of a MyUCA committee within UCA and have requested a seat to enable student feedback. Currently awaiting approval of this request.   + Improvement of warden training – VPK and VPS are currently in discussion with Lesley Balaam to arrange a meeting concerning the matter. | **Action:**  VPK and VPS to finalise meeting with Lesley Balaam concerning warden training. |
| 3. |  | **Sabbatical Officer Reports - EC/3/2/18 and EC/4/2/18**   * VPS Presented their January report.   + Mental Health Survey – Canterbury has a high response rate however overall participation is low. The survey is to be completed by Friday after which a report will be written and presented to the University at a later date.   + Ally Guide – Complete. To be publicly realised within the next month.   + Private Renting Guide – Not scheduled to start yet however the structure is being worked on currently.   + LGBTQ+ Training – Have completed Canterbury, Epsom, and Rochester. Farnham to take place 22.02.18. Epsom training had no attendees. Plans are in place to hold the training during the day next time around.   + Global Opportunities Week – A University organised event however the Union has secured seats within the UCA Equality, Diversity, and Inclusivity Committee.   + Inclusive Curriculum – Met with the Quality Assurance Enhancement Committee and the subject has been discussed in the Equality, Diversity, and Inclusivity Committee.   + Transport – Decision has been made not to carry out this campaign as it was picked up at a late stage. VPS would like to focus on the quality of current campaigns. LH asked VPS for clarifications of the campaign was.   + Less Is More – Looking to collaborate with Roehampton University and SU throughout Green Month.   + VPS has secured representation on the Equality, Diversity, and Inclusivity Committee for all Liberation and Section groups giving a better represented student voice. * VPK presented their January report.   + 100 days of Vegan – In contact with Lesley Balaam concerning feedback on how realistic and sustainable the campaign was. To discuss food and diet options available at UCA.   + Safe Taxi – Updated on response from the University who are wanting to back the idea however, concerned for financial and legal reasons.   + Canterbury Hospital – Have conducted a small survey on Canterbury campus relating to location of students’ registered doctors. Research to be taken to external council committee.   + Housemate Speed Dating – Event was small but productive. Homestamp (an accredited system available in Canterbury) ran the event. Positive feedback.   + Fair Assessment – The Chief Executive is currently writing a report to submit to the University.   + Sanitary Products – VPK has spoken to estates concerning current provisions and is in conversations with Roni Brown on the next steps of the campaign.   + Coming up – Meeting organised with Medway Council to potentially establish community connections and a local student voice. | **Vote:**  In favour: 8 (Kaya currently absent)  Opposed: 0  Report passes.  **Kaya entered the meeting. Apologies given and accepted.**  **Vote:**  In favour: 9  Opposed: 0  Report passes. |
| 4. |  | **Student Forum Updates – Oral**   * Canterbury   + VPK informed the committee of student feedback including a desire for the bar to be open later and signs to be put up to discourage litter. VPK has fed back to Lesley Balaam.   + LH fed back to the committee that students would like to see non-alcohol-based events being held as well as more day time events. * Epsom   + VPS informed the group this forum did not go ahead due to no participants. * Farnham   + VPS fed back to the committee the two main topics discussed; Fair Assessment, and sustainability.   + KC explained projects planned to run during Green Month in line with sustainability including the promotion of consciousness over single use items – VPS has discussed with the Students’ Union Head of Business Development the opportunity to create and promote reusable cups, bottles, and other merchandise.   + MS suggested an incentive stamp card for the use of reusable cups from the catering department – KC informed the committee of a plan to advertise the price difference between reusable and non-reusable cups and altering the wording of current discounts to become more sustainable product positive.   + ZS agreed courses have hidden costs and suggested supply packs be issued to new all students relating to their chosen course in the future to minimise spending costs.   + BR noted foundation courses provide packs for a cost and suggested a swap shop / return policy incentive for future students.   + VPS suggested this feedback go towards the final Fair Assessment report as a recommendation for improvement. * Rochester   + VPK praised BR for how well the forum was structured and run.   + Positive feedback was received for UCA Gateway Services in Rochester – VPK to take forward.   + Students have noted that within the local community there is a sense of security in certain areas which provides reassurance concerning safety – VPK to arrange a meeting with local services to discuss what else could be put into place.   + Students suggested better lighting within the immediate vicinity to the University at night – VPK to organise and discuss with local Council.   + Students agree facebook is a good way to advertise however they are still unaware of events – VPK to investigate.   + Feedback concerning the high costs relating to printing was bought to the forum – VPK to feed back to the leadership team. | **Sofia excused herself due to University course commitments. Apologies given and accepted.**  **Action:**  VPS and VPK to discuss the Fair Assessment recommendation and take forward to the Chief Executive.  **Action:**  VPK to contact Gateway Services and relay positive feedback.  VPK to arrange a meeting with local services concerning safety provisions in less safe areas.  VPK to schedule meeting with the local Council to discuss lighting provisions.  VPK to research how students would prefer advertisement for events to provided.  VPK to discuss printing costs with the Leadership team. |
|  | 4.1. | **Any Other Business**   * VPS – Motion to support UCU strikes.   + VPS proposed the Union support the actions of UCA staff who strike in unison with UCU (University College Union). UCA are not actively striking as a group however, individual members have the prospect to strike.   + MS asked for clarification concerning the reasoning of the strikes – VPS explained and informed the committee about stats concerning pension cuts – VPS aims the proposed motion to push ‘anger’ towards the people making the cuts and NOT the tutors striking.   + MS, KC, and AR voice concern for students who will suffer as a result of staff strikes and asked for potential numbers of staff planning to strike – VPS has enquired to the UCU rep, no numbers were provided.   + MS concerned for student needs and would like assurance classes will be covered if strikes happen – VPS to clarify.   + VPS suggested more information should be given with time for all execs to research. Information will be sent out by 16.02.18.   + An email vote will take place by 21.02.18 concerning the Union’s support. * EMAIL VOTE | **Action:**  VPS to clarify classes will be covered or provisions in place should staff chose to strike.  VPS to ask UCU to investigate potential strike numbers.  VPS to email information to all execs concerning UCU strikes by 16.02.18.  VPS to ensure a vote has taken place by 21.02.18 concerning the motion.  **Vote:**  In favour: 5  Opposed: 0  Abstained: 5  Motion passes. |