

Executive Committee Minutes; 14th November 2023 14:00 – 15:00

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| 1. | <p>1.1 Attendance P = Present, A = Absent</p> <p>1.1.1 Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Muneeb Iqbal – MI</td> <td style="width: 65%;">President (Chair)</td> <td style="width: 5%; text-align: center;">P</td> </tr> <tr> <td>Arya Shaji – ASH</td> <td>Vice President: Arts, Humanities, Education, and Social Sciences</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Neelima Muraleedharan Menon - NMM</td> <td>Vice President: Business & Law</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Nithin-Raj Govindan-Krishnan - NR</td> <td>Vice President: Health Education, Medicine, & Social Care</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Adora Siqueira - AS</td> <td>Vice President: Science and Engineering</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Sharmeen Jawad – SJ</td> <td>Vice President: Healthcare Practice</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Kanchana Jhonson – KJ</td> <td>B&L Faculty Rep (Cambridge)</td> <td style="text-align: center;">A *</td> </tr> <tr> <td>Evangel Onwuaso – EO</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Greeshma Sindhu Lalkumar - GSL</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Babatunde Bello - BB</td> <td>S&E Faculty Rep (Cambridge)</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Zayeem Sahib Mitayeegiri – ZSM</td> <td>S&E Faculty Rep (Chelmsford)</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Shell Meads - SM</td> <td>AHESS Faculty Rep (Cambridge)</td> <td style="text-align: center;">A</td> </tr> <tr> <td>VACANT</td> <td>AHESS Faculty Rep (Chelmsford)</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Henry Giles – HG</td> <td>HEMS Faculty Rep (Cambridge)</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Osama Saeed – OS</td> <td>HEMS Faculty Rep (Cambridge)</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Abhyuday Mahadeva - AM</td> <td>B&L Faculty Rep (Chelmsford)</td> <td style="text-align: center;">P</td> </tr> </table> <p>1.1.2 Observers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Demi Smith - DS</td> <td style="width: 65%;">Democracy and Campaigns Coordinator</td> <td style="width: 5%; text-align: center;">P</td> </tr> <tr> <td>Tom Heald - TH</td> <td>HEMS Representation Coordinator</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Rebecca Hinton - RH</td> <td>B&L/S&E Representation Coordinator</td> <td style="text-align: center;">P</td> </tr> </table> <p>1.2 Terms of Reference The Terms of Reference were shared by MI, and DS noted the change due to the removal of Campaign Reps from the Executive Committee.</p> <p>1.3 Minutes of the lasting meeting Noted.</p> | | | Muneeb Iqbal – MI | President (Chair) | P | Arya Shaji – ASH | Vice President: Arts, Humanities, Education, and Social Sciences | P | Neelima Muraleedharan Menon - NMM | Vice President: Business & Law | P | Nithin-Raj Govindan-Krishnan - NR | Vice President: Health Education, Medicine, & Social Care | P | Adora Siqueira - AS | Vice President: Science and Engineering | P | Sharmeen Jawad – SJ | Vice President: Healthcare Practice | P | Kanchana Jhonson – KJ | B&L Faculty Rep (Cambridge) | A * | Evangel Onwuaso – EO | HEMS Faculty Rep (Chelmsford) | P | Greeshma Sindhu Lalkumar - GSL | HEMS Faculty Rep (Chelmsford) | A | Babatunde Bello - BB | S&E Faculty Rep (Cambridge) | P | Zayeem Sahib Mitayeegiri – ZSM | S&E Faculty Rep (Chelmsford) | P | Shell Meads - SM | AHESS Faculty Rep (Cambridge) | A | VACANT | AHESS Faculty Rep (Chelmsford) | A | Henry Giles – HG | HEMS Faculty Rep (Cambridge) | A | Osama Saeed – OS | HEMS Faculty Rep (Cambridge) | P | Abhyuday Mahadeva - AM | B&L Faculty Rep (Chelmsford) | P | Demi Smith - DS | Democracy and Campaigns Coordinator | P | Tom Heald - TH | HEMS Representation Coordinator | P | Rebecca Hinton - RH | B&L/S&E Representation Coordinator | P |
| Muneeb Iqbal – MI | President (Chair) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arya Shaji – ASH | Vice President: Arts, Humanities, Education, and Social Sciences | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neelima Muraleedharan Menon - NMM | Vice President: Business & Law | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nithin-Raj Govindan-Krishnan - NR | Vice President: Health Education, Medicine, & Social Care | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adora Siqueira - AS | Vice President: Science and Engineering | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sharmeen Jawad – SJ | Vice President: Healthcare Practice | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kanchana Jhonson – KJ | B&L Faculty Rep (Cambridge) | A * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evangel Onwuaso – EO | HEMS Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Babatunde Bello - BB | S&E Faculty Rep (Cambridge) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Shell Meads - SM | AHESS Faculty Rep (Cambridge) | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Osama Saeed – OS | HEMS Faculty Rep (Cambridge) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Rebecca Hinton - RH | B&L/S&E Representation Coordinator | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>1.4 Actions & matters arising from the last meeting Noted.</p> | |
| 2. | <p>2. Items for Discussion</p> <p>2.1 Introduction of Exec, Expectations for Meetings DS gave a verbal update on the expectations for Executive Committee meetings, including the filling out of Exec reports. Attendees were briefed on the documents that they would need to fill out and told that there would be deadlines given for doing so. AM asked a question about how to contact students within their faculty and were advised to do so through their Representation Coordinator. They also asked how the FR roles were advertised and were advised on this.</p> <p>2.2 Faculty Forums DS introduced the Faculty Forum responsibilities of the Faculty Rep role. Faculty Forums are held by Faculty Reps to meet large numbers of their constituents and gather faculty-wide feedback. DS advised that FRs can plan their forums alongside their VPs, and that they should work with their Rep Coordinators to do so. BB asked clarifying questions about the format of Faculty Forums. DS advised that Forums could take almost any format, including online or in person, and should focus on the campus of the FR running them. SJ offered to share some examples of previous Faculty Forums. OS asked if all students can attend Faculty Forums. DS advised that that yes they are able to, but that Forums are advertised to Course Reps in the first instance.</p> <p>2.3 Introduction to Policy DS introduced the Exec Committee to policy and how they can have a hand in developing and shaping it. DS explained that policy is voted in via the annual Student Members Meetings. DS sent the link to the existing policy page on the website for clarity. ZSM asked for clarity on the numbers of student votes needed to get a policy approved. DS advised that quoracy numbers change depending on the amount of votes for or against a policy.</p> | |
| 3. | <p>3. Faculty Rep Updates: No Faculty Rep updates were asked for this time.</p> | |
| 4. | <p>Executive Officer Updates:</p> <p>5.1 President MI updated about his food diversity campaign and shared the link to the accompanying survey with the Executive Committee.</p> <p>5.2 VP AHSS ASh updated on the Unsilenced campaign as well as the interfaculty competition campaign that she is co-leading with AS.</p> <p>5.3 VP B&L NMM updated on B&L placements campaign; she shared the CV and LinkedIn</p> | |

| | <p>sessions with Employability, and that she wants to set up a weekly session. NMM also updated on the class sizes campaign, which is still in the initial stages.</p> <p>5.4 VP S&E AS updated on her cost of living support campaign and inter-faculty competitions campaigns, as well as the remodelling of SCI and COM. AS also updated on the integration of Writtle into S&E. AS also updated on the Innovation Hub.</p> <p>5.5 VP HEMS NR updated on the Turn Up registration to vote campaign and Cultural Events campaign. NR noted that the Entrepreneur Fair received good feedback from students.</p> <p>5.6 VP Healthcare Practice SJ had to exit the meeting early due to a clashing lecture. SJ updated on the opening of the prayer space in Chelmsford which has been a resounding success.</p> | | |
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| 5. | <p>6. Budgets No budget requests were received. DS advised that they would look into the process for budget requests and update at the next meeting. ACTION - DEMI: Outline the budget request process and bring to the next Executive Committee meeting.</p> | | |
| 6. | <p>7. Any Other Business 7.1 Executive Committee Dates DS advised that dates will be picked by DoodlePoll again.</p> <p>7.2 Zayeem ZSM asked whether the Executive Committee could have hoodies. ACTION - DEMI: Check the stock of hoodies in Cambridge/Chelmsford and advise on how many can be distributed. ZSM brought up a STEM policy which will be added to the agenda for next meeting. ACTION - DEMI: Add STEM policy to next meeting agenda.</p> | | |
| ITEM | ACTION | OWNER | UPDATE |
| Actions Carried Over: | | | |
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| New Actions: | | | |
| 6 | Outline the budget request process and bring to the next Executive Committee meeting. | DS | |
| 7.2 | Check the stock of hoodies in Cambridge/Chelmsford and advise on how many can be distributed. | DS | |
| 7.2 | Add STEM policy to next meeting agenda. | DS | |
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Executive Committee Minutes; 8th December 2023 13:00 – 15:30

| | | PAPER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Executive Committee Minutes; 19th February 2024 15:00 – 16:30

| | | PAPER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | <p>1.1 Attendance P = Present, A = Absent, A* = Absent with apologies</p> <p>1.1.1 Members</p> <table border="1" data-bbox="204 631 1321 1532"> <tr> <td>Muneeb Iqbal – MI</td> <td>President (Chair)</td> <td>P</td> </tr> <tr> <td>Arya Shaji – ASh</td> <td>Vice President: Arts, Humanities, Education, and Social Sciences</td> <td>P</td> </tr> <tr> <td>Neelima Muraleedharan Menon - NMM</td> <td>Vice President: Business & Law</td> <td>P</td> </tr> <tr> <td>Nithin-Raj Govindan-Krishnan - NR</td> <td>Vice President: Health Education, Medicine, & Social Care</td> <td>P</td> </tr> <tr> <td>Adora Siqueira - AS</td> <td>Vice President: Science and Engineering</td> <td>P</td> </tr> <tr> <td>Sharmeen Jawad – SJ</td> <td>Vice President: Healthcare Practice</td> <td>P</td> </tr> <tr> <td>Kanchana Jhonson – KJ</td> <td>B&L Faculty Rep (Cambridge)</td> <td>P</td> </tr> <tr> <td>Evangel Onwuaso – EO</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td>P</td> </tr> <tr> <td>Greeshma Sindhu Lalkumar - GSL</td> <td>HEMS Faculty Rep (Chelmsford)</td> <td>A</td> </tr> <tr> <td>Babatunde Bello - BB</td> <td>S&E Faculty Rep (Cambridge)</td> <td>P</td> </tr> <tr> <td>Zayeem Sahib Mitayegiri – ZSM</td> <td>S&E Faculty Rep (Chelmsford)</td> <td>P</td> </tr> <tr> <td>Shell Meads - SM</td> <td>AHESS Faculty Rep (Cambridge)</td> <td>A*</td> </tr> <tr> <td>VACANT</td> <td>AHESS Faculty Rep (Chelmsford)</td> <td></td> </tr> <tr> <td>Henry Giles – HG</td> <td>HEMS Faculty Rep (Cambridge)</td> <td>A</td> </tr> <tr> <td>Osama Saeed – OS</td> <td>HEMS Faculty Rep (Cambridge)</td> <td>A</td> </tr> <tr> <td>Abhyuday Mahadeva - AM</td> <td>B&L Faculty Rep (Chelmsford)</td> <td>P</td> </tr> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="204 1617 1332 1747"> <tr> <td>Demi Smith - DS</td> <td>Democracy and Campaigns Coordinator</td> <td>P</td> </tr> <tr> <td>Rebecca Hinton – RH</td> <td>S&E/FBL Representation Coordinator</td> <td>A*</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>1.2 Terms of Reference The Terms of Reference were noted; the ToR remain unchanged.</p> <p>1.3 Minutes of the lasting meeting Noted and approved.</p> | Muneeb Iqbal – MI | President (Chair) | P | Arya Shaji – ASh | Vice President: Arts, Humanities, Education, and Social Sciences | P | Neelima Muraleedharan Menon - NMM | Vice President: Business & Law | P | Nithin-Raj Govindan-Krishnan - NR | Vice President: Health Education, Medicine, & Social Care | P | Adora Siqueira - AS | Vice President: Science and Engineering | P | Sharmeen Jawad – SJ | Vice President: Healthcare Practice | P | Kanchana Jhonson – KJ | B&L Faculty Rep (Cambridge) | P | Evangel Onwuaso – EO | HEMS Faculty Rep (Chelmsford) | P | Greeshma Sindhu Lalkumar - GSL | HEMS Faculty Rep (Chelmsford) | A | Babatunde Bello - BB | S&E Faculty Rep (Cambridge) | P | Zayeem Sahib Mitayegiri – ZSM | S&E Faculty Rep (Chelmsford) | P | Shell Meads - SM | AHESS Faculty Rep (Cambridge) | A* | VACANT | AHESS Faculty Rep (Chelmsford) | | Henry Giles – HG | HEMS Faculty Rep (Cambridge) | A | Osama Saeed – OS | HEMS Faculty Rep (Cambridge) | A | Abhyuday Mahadeva - AM | B&L Faculty Rep (Chelmsford) | P | Demi Smith - DS | Democracy and Campaigns Coordinator | P | Rebecca Hinton – RH | S&E/FBL Representation Coordinator | A* | | | | |
| Muneeb Iqbal – MI | President (Chair) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arya Shaji – ASh | Vice President: Arts, Humanities, Education, and Social Sciences | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neelima Muraleedharan Menon - NMM | Vice President: Business & Law | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nithin-Raj Govindan-Krishnan - NR | Vice President: Health Education, Medicine, & Social Care | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adora Siqueira - AS | Vice President: Science and Engineering | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sharmeen Jawad – SJ | Vice President: Healthcare Practice | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kanchana Jhonson – KJ | B&L Faculty Rep (Cambridge) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evangel Onwuaso – EO | HEMS Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Greeshma Sindhu Lalkumar - GSL | HEMS Faculty Rep (Chelmsford) | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Babatunde Bello - BB | S&E Faculty Rep (Cambridge) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zayeem Sahib Mitayegiri – ZSM | S&E Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Abhyuday Mahadeva - AM | B&L Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>1.4 Actions & matters arising from the last meeting Action 7.2.2 was discussed outside of Executive Committee and actions created beyond the scope of Exec. Complete.</p> | |
| 2. | <p>2. Items for Discussion</p> <p>2.1 Student Summit & Policy DS gave a verbal update on the upcoming Student Summit, describing how policy could be submitted and what policy is for, and what it is not for. Deadline for policy ideas to be submitted is 15th March 2024. ZSM asked about an existing campaign that could result in a policy; DS clarified that this item is more of a campaign than it is a policy, so would not be presented at Summit.</p> | |
| 3. | <p>3. Faculty Rep Updates:</p> <p>SM provided a written update.</p> <p>ZSM updated that an S&E Faculty Forum was upcoming and that he, RH, and BB are looking into the furthering of the STEM Policy document that he has created. ZSM also updated that some feedback regarding examinations was taken to the faculty in order to find a productive resolution to some issues that students were facing. ZSM is looking to move forward with some campaigns in collaboration with the S&E faculty, especially regarding student rep engagement with the SU.</p> <p>EO updated that the HEMS Faculty Forum is upcoming and that they hope to get in contact with student reps regarding issues with learning and teaching spaces on the Chelmsford campus, as well as accessibility for those students with hidden disabilities in L&T environments. DS updated that HeMS have 91% of their rep spaces filled which is the highest percentage of all four faculties. EO asked how she would go about having refreshments at Faculty Forum, and NR confirmed that this had been arranged.</p> <p>BB confirmed the report from ZSM, including the hopes for their upcoming Faculty Forum. BB also updated that he and ZSM are hoping to host a guest speaker event before the end of the trimester. AS asked about the format of the planned guest speaker event and BB confirmed that each school within FSE would have a key guest speaker to focus on them. BB confirmed that this event was still in the planning stages so items such as locations and dates were not yet confirmed.</p> | EXEC 11 2024 |

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| 4. | <p>Executive Officer Updates:</p> <p>4.1 President – provided written update MI updated on all campaigns listed in his written update (included below). ZSM commented that the introduction of halal food into the cafeterias is a positive, but the grab-and-go halal options seem to have reduced in number. MI said that he would check in with Susie Cullen (ACTION: MI to check halal sandwich stock with SC). MI confirmed to ZSM that advertising for the Friends of ARU SU opportunity would be on the website soon and therefore available for advertising among students after this. EO asked if the Friends of ARU SU campaign could be shared in HeMS Faculty Forum. MI asked for all present to wait before sharing.</p> <p>4.2 VP AHSS – provided written update ASh updated on all campaigns listed in her written update (included below). ASh updated that AHSS employability will be a focus in employability events this Trimester. EO asked for clarification on the Interdepartmental Competitions. ASh updated on the ongoing photography and poetry competitions, as well as the upcoming quiz and karaoke events. ASh offered to send the comms for the events when they are ready.</p> <p>4.3 VP B&L – provided written update NMM updated on all campaigns listed in her written update (included below). NMM confirmed that approx. 30 students attended the first CV building session on 19/02 in Cambridge. NMM also asked for a call for volunteers to participate in the Entrepreneurship Week student marketplace. NR updated on further information about the Entrepreneurship Week events. MI asked that NR shared this information with the EC once it was ready. EO asked for further information re: Entrepreneurship Week. NMM updated about alumni involved in the planning, the movie night, and skills sessions that will be available to students throughout the week, as well as the student marketplace which is planned to promote student-led businesses. A pitching competition will also take place in Chelmsford in the 92 café (TIN). Promotional material will be launched soon. EO asked whether the events would be hybrid or separate events in Cambridge and Chelmsford; NMM confirmed separate events will be occurring. BB asked for clarification around the rules for international students regarding businesses. MI clarified that the events are planned to build skills and experience, not to violate the rules around student visas. NR confirmed he will be discussing further particulars of the event with the AREA team.</p> <p>4.4 VP S&E – provided written update AS updated on all campaigns listed in her written update (included below). AS confirmed that the International Office is working on her fees campaign with her. Further information can be found in the minutes for Student Experience Committee. BB extended his support to Adora’s campaign regarding the cost of accommodation for international students and added that the costs and quality of accommodation affects students academically and affects their mental health as well. MI updated that there were Accommodation Working Groups for both January and September admissions and that ARU has a process in place called the Emergency Fund which can be accessed by students in need. AS further clarified that the Emergency Fund is different to the Hardship Fund. SJ suggested the iCentre and Money Advice Service for further help, as well as the Renter’s Guide from the Students’ Union.</p> <p>4.5 VP HeMS</p> | <p>EXEC 9 24</p> <p>EXEC 8 24</p> <p>EXEC 6 24</p> <p>EXEC 7 24</p> |
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| | <p>NR updated on the opt-in voter registration campaign; this is currently facing issues due to access to student data and GDPR, but NR also has data from NUS that could help to implement this. NR is also planning to work with Chelmsford City and Cambridge County Councils on this campaign. NR will also be attending Milton Keynes for training about the voter drive from NUS.</p> <p>The International Events campaign is continuing, and a date has yet to be picked. The next planned night is a Bollywood Night with a DJ in 92.</p> <p>Drop-In Sessions continue across all campuses; most issues brought up by students are about their healthcare placements; this seems to be typical across the sector according to HeMS faculty staff.</p> <p>4.6 VP Healthcare Practice – provided written update</p> <p>SJ updated on all campaigns listed in her written update (included below).</p> <p>SJ called the committee to action to ensure they are responding to communication in a timely manner so that progress on campaigns such as the Placement Hub are not stalled.</p> | <p>EXEC 10 24</p> |
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| 5. | <p>Budgets: No budget requests received.</p> | |
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| 6. | <p>Any Other Business:</p> <p>ZSM asked if there could be a separate budget for course-based societies, and if certain societies could be accredited towards modules in university courses. DS suggested taking this point to the societies team.</p> <p>ZSM also complained about the lack of knowledge in the Students’ Union. DS answered that certain members of staff are new and still learning, and while the SU understands that this can be frustrating unfortunately this will happen while people are still learning their jobs.</p> <p>SJ suggested a guide to signposting within the Students’ Union.</p> <p>ZSM said that there should be more communication around the SU. DS updated that the communications team are working on this for the coming academic year; MI elaborated on this and confirmed that this is something the SU is looking to improve.</p> <p>ZSM asked if other members of the Executive Committee were interested in helping to create a university-wide app for students.</p> | |
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| ITEM | ACTION | OWNER | UPDATE |
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| Actions Carried Over: | | | |
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| New Actions: | | | |
| 4.1 | MI to speak with SC re: halal sandwich stock in CHM. | MI | |
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Executive Committee Minutes; 19th April 2024 15:00 – 16:30

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| Muneeb Iqbal – MI | President (Chair) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arya Shaji – ASh | Vice President: Arts, Humanities, Education, and Social Sciences | A* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neelima Muraleedharan Menon - NMM | Vice President: Business & Law | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nithin-Raj Govindan-Krishnan - NR | Vice President: Health Education, Medicine, & Social Care | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adora Siqueira - AS | Vice President: Science and Engineering | A* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sharmeen Jawad – SJ | Vice President: Healthcare Practice | A* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kanchana Jhonson – KJ | B&L Faculty Rep (Cambridge) | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evangel Onwuaso – EO | HEMS Faculty Rep (Chelmsford) | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Zayeem Sahib Mitayeeegiri – ZSM | S&E Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| VACANT | AHESS Faculty Rep (Chelmsford) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Abhyuday Mahadeva - AM | B&L Faculty Rep (Chelmsford) | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Emma Howes - EH | Engagement Manager | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>4.1 MI to speak with SC re: halal sandwich stock in CHM. – Done, halal sandwiches are now available in Chelmsford.</p> | |
| 2. | <p>2. Items for Discussion</p> <p>2.1 Student Summit DS spoke about the Student Summit and encouraged Exec to attend as part of their role and to be held accountable by students. The roles of policy, voting, and accountability were explained, and the dates and times of Exec were shared. ZSM asked if Chelmsford students can join online. DS confirmed that yes they can. MI expressed interest and excitement about the Summit and encouraged FRs to attend and to vote on policy.</p> <p>2.2. Byelaw Changes DS invited EH to the meeting. EH explained that the bye-law changes are to facilitate the submission of policy and accountability of the Executive Committee through the Student Summit/AGM events. The complications of the current byelaw are to do with setting policy; currently the byelaw allows a process for setting policy to be set for the next council. The new byelaw would set the process itself, and keep the process simple and flexible, allowing policy to be set by any student or trustee, to provide students with 48 hours of voting, and setting a quoracy of 50 voters for policy approval or dismissal. DS asked a question about the quoracy of the Executive Committee. EH confirmed that email voting would have to take place. MI asked for clarification on 2 aspects of the changes to the byelaws. EH confirmed that one change was a statement relocated to another point of the paper. The second question was around the process of submitting policy; EH confirmed that the byelaw was now focused on the act of submitting policy rather than focusing on the way policy can be submitted. EH further updated that section 3 of the byelaw was proposed to change; currently the byelaw states that a Student Chair must be elected. This can be problematic if a first meeting does not take place, or if no students are engaged. The new byelaw would allow for the chair of Summit to be the CEO or their nominee. The aim of this would be for the chair to still be a student, but with a plan for the CEO or staff nominee to chair if a student cannot. MI expressed that we should aim to have a student chair in the first instance, and that the wording of the byelaw should reflect this. SM supported MI's statement, as explicitly stating that a student chair would be preferable would help to drive engagement.</p> <p>2.3 Faculty Rep extensions and handovers DS introduced the FR extensions; continuing Faculty Reps are invited to extend their roles until the next election, so we do not have a lapse in representation over the summer. This will only be open to those who are still going to be studying in the 24/25 academic year. DS also asked Faculty Reps to begin thinking about their handovers. Further information will be available about this next week. MI asked if there would be another Exec meeting before the end of the year. DS confirmed one final Exec would likely take place in early June.</p> <p>2.4 SU Awards DS corrected themselves to SU Fest and SU Festival.</p> | |

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| | <p>These events are being held in May and are an end of year celebration for students; SU Awards will be part of this event, and separate events will be held for Writtle/Chelmsford and Cambridge/Peterborough.</p> <p>DS encouraged the students to nominate themselves and their peers for an award, and to book tickets for the events.</p> <p>https://www.angliastudent.com/awards/</p> <p>2.5 VC Meeting</p> <p>NMM updated the Exec Committee on the Meet the VC event happening in Chelmsford on April 24th. NMM stressed that the Exec Committee should attend and that this was a rare chance to interact directly with the VC.</p> <p>MI encouraged students to attend with ‘spicy’ questions and ‘give the VC a taste of reality’.</p> <p>https://www.angliastudent.com/ents/event/14802/</p> | |
| 3. | <p>3. Faculty Rep Updates:</p> <p>FSE Cambridge</p> <p>BB expressed hope that the Executive Committee can still make meaningful progress on their plans throughout their last few weeks in the role. BB spoke about plans that he and ZSM had brought to FSE over the academic year. BB expressed frustration with the role of Faculty Rep as it felt like there was no progress being made on the feedback that he was sharing with the faculty.</p> <p>MI expressed sympathy for the issues that BB was experiencing and asked for some specific examples of items that BB would like help with; BB referred to the policy developed alongside ZSM. MI encouraged BB to take this conversation offline in order to better facilitate the conversation around this.</p> <p>FSE Chelmsford</p> <p>ZSM had a meeting with Engineering and the DHoS for Engineering wherein they began work on the STEM Policy that he developed over TRI1, including discussing the development of an app and some work on societies alongside the university. ZSM is also working on a series of guest speaker sessions with AREA, where they are currently in the discussion and planning phase.</p> <p>ZSM also explained the development of his Spirit of Accountability policy that will be coming to Student Summit.</p> <p>DS informed ZSM that any feedback about SU processes and services needs to come to the Students’ Union directly.</p> <p>MI encouraged the FRs to update their forms prior to the meeting in order to keep to time.</p> <p>FBL Chelmsford</p> <p>Did not respond when questioned. Tech issues suspected.</p> <p>AHESS Cambridge</p> <p>SM expressed that she has been working closely with students to encourage their participation in democratic and feedback processes such as MES, NSS, and becoming student representatives. SM discussed that the student voice needs to be encouraged and brought to the forefront, and that this was something reflected nationally at NUS National Conference. A push to get student reps engaged is something that SM would like the SU and the next AHESS FR to focus on.</p> | |

| | MI explained that student engagement has always been a problem and that the SU is in a period of experimentation with structures of representation. | | |
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| 4. | <p>Executive Officer Updates:</p> <p>President – Muneeb Iqbal Has been on A/L and at National Conference; MI expressed that there should have been some training for delegates beforehand. DS explained that this would be at the forefront of the political and campaigning training of the SU Officers next year. SM would like some time to meet fellow delegates before the conference next time. DS assured her that this would happen next time and explained why it did not happen last time.</p> <p>VP HeMS – Nithin-Raj Govindan Krishnan Also attended NUS National Conference and echoed the comments from MI and SM. NR discussed the Turn Up campaign with the team behind the national branch of the campaign at NUS. NR continues to push the Academic Registry office to get auto-enrolment in place for the next academic year. The Cultural Events campaign resulted in an event at 92 in Chelmsford that had overwhelmingly good feedback from students but failed to perform commercially. The next event is planned to go ahead in September. March also held 2 Faculty Forums in HeMS, one on each core campus, with online hybrid options. Online, the event was busier. Students offered feedback on OSCEs and timetable changes. 2 more will be happening in May (22nd in Chelmsford, 29th in Cambridge).</p> | | |
| 5. | <p>Budgets: No budget requests received.</p> | | |
| 6. | <p>Any Other Business: ZSM questioned when the next Exec Committee would be. DS recommended early June to allow for Student Summit to happen. BB asked how he could attend National Conference. DS explained the process of running to be a National Conference Delegate. ZSM asked how he could contact the Writtle Executive Committee. DS recommended their website.</p> | | |
| ITEM | ACTION | OWNER | UPDATE |
| Actions Carried Over: | | | |
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| New Actions: | | | |
| 2.2 | Arrange the email voting on the byelaw changes. | DS | COMPLETE |
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