

Executive Committee (FVC and LEDIC) Minutes; 6th August 2020
12:00-13:00

Item		Action																																																															
1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="233 701 1350 1552"> <tbody> <tr><td>Izzy Woodcock</td><td>Women's Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Carla Straw</td><td>Women's Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Fatima Lakhani</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business and Law</td><td>P</td></tr> <tr><td>Rohit Dhyani</td><td>International Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Abdullahi Idris</td><td>BME Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Avinash Miriyam</td><td>President (CHAIR)</td><td>P</td></tr> <tr><td>Olu Onasanya</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Aina Bashir</td><td>International Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>P</td></tr> <tr><td>Em Long</td><td>Vice President: Science & Engineering</td><td>P</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>AHSS Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Shubham Singh</td><td>Disabled Students Rep (Cambridge)</td><td>P</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="233 1637 1350 1767"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>P</td></tr> <tr><td>Rachel Wilkenson</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Rose Guy</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </tbody> </table> <p>1.2 Minutes of the last meeting AM / RW: Identified location on the website and purpose of the minutes</p> <p>1.3 Actions Arising RW: The actions from the previous team have been completed or are not relevant to the new Executive committee team.</p>	Izzy Woodcock	Women's Rep (Cambridge)	Ap	Carla Straw	Women's Rep (Chelmsford)	P	Fatima Lakhani	Vice President: Arts, Humanities and Social Sciences	P	Omkar Singh	Vice President: Business and Law	P	Rohit Dhyani	International Students' Rep (Cambridge)	P	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	P	Abdullahi Idris	BME Students' Rep (Cambridge)	P	Avinash Miriyam	President (CHAIR)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	P	Aina Bashir	International Students' Rep (Chelmsford)	A	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Moh Sufyaan	S&E Faculty Rep (Cambridge)	P	Riya Gadhavi	Vice President: Health, Education, Medicine and Social Care	P	Em Long	Vice President: Science & Engineering	P	Cristina Ionita	B&L Faculty Rep (Cambridge)	P	Bethany Miller	HEMS Faculty Rep (Cambridge)	P	Matt Hayes	AHSS Faculty Rep (Cambridge)	Ap	Shubham Singh	Disabled Students Rep (Cambridge)	P	Emma Howes	Engagement Manager	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Rose Guy	Education Enhancement and Campaigns Coordinator	P	
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	<p>1.4 Terms of Reference RW: noted the terms of reference for the Executive Committee</p>	
2.	<p>2. Items for Discussion 2.1 Election of the Deputy President / Chair AM: Noted the need for a deputy president to chair the meeting and deputise in the absence of the president. RW: Called for nominees EL nominated and was approved by vote of the committee. AM: Congratulations and thanks to EL</p>	
5.	<p>5 Executive Officer Reports AM introduced the expectation of Officers giving updates to the committee.</p> <p>5.1 VP: Business and Law OS: Faculty of B&L will be including OS updates in their monthly newsletter. OS is also providing updates via social media.</p> <p>5.2 VP: Science and Engineering EL: This update will usually be in the form of a paper via google docs (link shared in the chat). EL: Focussing on the Fresher's period and welcoming students. Currently seeking feedback on expectations and wants for Fresher's. Also looking for feedback and support to encourage students to nominate themselves for Course Rep roles and will assess progress over the nominations period.</p> <p>5.3 VP: Arts, Humanities and Social Sciences FL: Looking at events suitable for a new style of Fresher's. Gathering student feedback on Fresher's expectations and thoughts on BLM movement support during Fresher's and throughout the year. Will work with OS on this and would welcome ideas. OS: This also extends to a campaign to support students with academic offences particularly for international students. Al: We have been reaching out to current students to share messages of reassurance to new BME students joining ARU. Responses have been very low so far and we will need to give time to get a wider student group engaged. I would like to tag and mention Exec team members on line to show our unity as a team.</p> <p>5.4 VP: Health, Education, Medicine and Social Care RG: I will be working on accommodation and engage with the HEMS faculty</p> <p>5.1 President We will be working on mental health and sustainability as team campaigns. We have met with ARU sustainability teams. Also working on a project to improve communication with SU, course reps and university. Looking to give a thorough intro to new students at fresher's on all SU departments SS: Communication with students will be very important at fresher's CI: On my degree the title does not reflect the content and we have raised this for 3 years. It is very important for us to have a good course rep to help communicate these issues.</p>	

	<p>RG: The Rep Coordinators will be delivering tailored course rep promotion and hopefully this will get effective reps in roles. Please pass on course specific concerns to them to help support you.</p> <p>SS: As a course rep especially for January intake, students do not always give feedback on issues.</p> <p>RW: Rep Coordinators can help you with Course Rep specific concerns – these are not managed through the executive committee</p> <p>OS: There is a communication gap with some course reps and we can help to bridge this gap.</p>	
4.	<p>4. Faculty and Campaign Rep Updates:</p> <p>4.1 HEMS Faculty Rep Cambridge BM: I have been supporting faculty staff to plan for September intake and the COVID situation. I will be picking up a campaign from Emma Scriven (previous disabled student's rep) to continue her work on raising support and improving experiences for those with hidden disabilities. I hope to get some sunflower lanyards – these identify hidden disabilities for eg: extra support in supermarkets. RG: We have the sunflower lanyards in the SU offices and will be able to use them without spending any extra budget! Once we are able to access the office space we can help to distribute and signpost to these.</p> <p>4.2 B&L Faculty Rep Chelmsford SH: I support the sunflower lanyard project. I hope to organise on campus employability events, but may need to adapt these to online due to COVID. I have been using Instagram and have had questions from students. I have been signposting them where I can.</p> <p>AM: I will also support the sunflower lanyard project and would like to meet with those interested in being involved. Action: AM, SH, BM and EL to meet and discuss options for sunflower lanyard project</p> <p>4.3 B&L Faculty Rep Cambridge CI: Last year I worked on a money focussed festival to bring money education to students and want to continue this work. I am working with ARU to deliver workshops on this and with a friend will be developing an app to link campuses and share professional practices and job opportunities. I am available for fresher's meet ups to build engagement with the SU.</p> <p>4.4 HEMS Faculty Rep Chelmsford IL: Main campaigns will be support for parent students. New NHS bursaries should be helpful and I want to make sure students have knowledge of how to access these. I will also work with BM to push for increased inter-disciplinary learning through FPT meetings. I am keen to be 'present' (where possible) and hold meet ups with course reps and HEMS students.</p>	AM / SH / BM / EL
6.	<p>6. Team Campaigns AM: Our team campaigns are mental health and sustainability. EL: Our team campaigns will be developed in the campaign workshops later today</p>	

	<p>SH: The campaigns should be kept separate and not run as one – this might be confusing or less engaging for students.</p> <p>SS: I agreed, mental health is important</p> <p>IL: We need to push for more sustainability for both students and staff. I mentioned at the last group chat, university staff tend to use single use cups at meetings and maybe we need to talk to the university and ARUGreen about providing free or discounted ARU keep cups.</p> <p>FL: Just to clarify, mental health and sustainability will be run as two different campaigns</p> <p>MS: One of the wins from last year was a win of over 100 sheets of printing per week reduced in FSE – I would like to continue this work.</p> <p>With mental health it is important that we recognise the need to get students to actually engage in any mental health campaign, otherwise it is not effective.</p> <p>EL: The 2 ideas are separate campaigns. We will make suggestions for projects throughout the year then the campaigns workshop executive committee meetings is where we would collaborate on different projects</p> <p>SH: On campus mental health services are available and working with them and signposting will be important.</p>	
9.	<p>9. Budgets</p> <p>RW: As an Executive Committee you have a budget to spend on campaigns which you want to run. This is currently £4000 (which is slightly reduced from last year and may change).</p> <p>There is a proposal to allocate £920 – giving each campaign and faculty rep £40 to use without seeking approval from Executive committee.</p> <p>SH: What happens to the remaining budget?</p> <p>RW: This would be decided by bidding and Exec voting to allocate to campaigns.</p> <p>IL: To clarify: we get £40 no question, and if you want more, you put in a budget request that gets voted on.</p> <p>RG: Yes as long as it is spent in the interests of students – we can help you buy things or you can claim back (relevant) spending from your £40 allocation.</p> <p>SH: Is there a limit on budget requests and would this be a good idea to prevent one team member or campaign overspending.</p> <p>RW: There is no budget limit as one campaign may be supported by all members and may need to spend several thousand pounds. The request and voting process allows you to discuss / query and vote on budget requests.</p> <p>RG: Not all budget requests will pass.</p> <p>EH: Votes are also required to be quorate in order to pass</p> <p>BM: Please vote and attend as it is very frustrating when non-quorate votes happen.</p> <p>Members submitted votes to RW.</p> <p>The budget request for £920 was approved 12 votes (Y) to 1 vote (N).</p>	
10.	<p>10. AOB</p> <p>AM: Does anyone have any other business?</p> <p>10.1</p> <p>EL: Can we have an action point for every member to suggest an event or provision for Fresher's please?</p> <p>BM: Is this for online or on campus?</p> <p>EL: both if possible with accessibility in mind.</p> <p>SH: Can you give us some guidance as to what might be possible on campus?</p>	

	<p>EL: Current government guidelines would need to be adhered to eg: 2 meters distance, to let an event take place.</p> <p>Action: All members to suggest an event or provision for Fresher's – by email e.long@angliastudent.com.</p> <p>10.2</p> <p>AM: Thanks to all and we will wrap up the next meeting here. The next meeting will be scheduled soon.</p> <p>RW: Thanks all for voting and contributing.</p>	All
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Matters Arising: 06/08/20			
Minute	Action	Responsible	Update
4.2	Members to meet and discuss options for sunflower lanyard project	AM, SH, BM, EL	
10.1	All members to suggest an event or provision for Fresher's, by email to e.long@angliastudent.com	All	

August Exec Campaigns Workshop: Action Grid

02/09/2020

Sustainability Group	
Blog article about how to get to zero-waste/low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL (Cambridge) and IL (Chelmsford)
On-Campus Farmer's Markets evidence gathering (Do students want it?)	AM, RG
On-Campus Farmer's Markets Plan	IL, RG
Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH
Collaborating with Cambridge on carbon footprint app	MS
Sustainability Week plan	Officers, all exec input
Sustainability calendar (potentially using Monday.Com?)	Officers
Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL
Find out canteen plans for food waste	RNG
Propose a plan for compost in nature/wellbeing project	EL
Send GSI resources over to exec	RG
Find out about Monday licensing	RG
Compose proposal to prevent conflict of interest on Board of Governors	AM, RG, + BD
Mental Health Group	
Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space and were available outside normal hours)	IW
Updates from the Mental Health Steering Group	FL
Investigation into mental health resources for Chelmsford students for signposting	CS
Create timeline, format for receiving question, creating a database and video format for Mental Health Q&A Videos if determined to be viable	FL as lead RNG, IW, CS, RD, CI, OO, AI
Create team chat for this project	FL
EL to see if FIKA app available. Trial FIKA app in September and review to see if useful for ARU students	EL All

Executive Committee (FVC and LEDIC) Minutes; 1st October 2020
10:00-12:00

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1.4 Actions Arising

ITEM	ACTION	WHO?	UPDATE
4.2	Members to meet and discuss options for sunflower lanyard project	AM, SH, BM, EL	Complete: 250 lanyards delivered for distribution from the welcome desks
10.1	All members to suggest an event or provision for Fresher's, by email to e.long@angliastudent.com	All	COMPLETE
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	In progress: planning has started and some contacts have been made.
	On-Campus Farmer's Markets evidence gathering (Do students want it?)	AM, RG	On hold due to COVID restrictions
	On-Campus Farmer's Markets Plan	IL, RG	On hold due to COVID restrictions
	Short proposal for a 'hygiene rating' -style sustainability audit scheme	SH	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week plan	Officers	Ongoing
	Sustainability calendar; potentially using 'Monday'	Officers	Ongoing
	Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL	Ongoing
	Find out canteen plans for food waste	RNG	Ongoing: meeting scheduled
	Proposal for compost in nature/wellbeing project	EL	Complete - now awaiting funding info
	Send GSI resources over to exec	RG	Complete
	Find out about Monday licensing	RG	Complete
	Compose proposal to prevent conflict of interest on Board of Governors	AM, RG, BD	Complete: Board of governors staffing has changed
	Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space, available outside normal hours)	IW	Ongoing
	Updates from the Mental Health Steering Group	FL	Ongoing
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing
	Create timeline, format for receiving question, creating a database and video format for Mental Health Q&A Videos if determined to be viable	FL, RNG, IW, CS, RD, CI, OO, AI	Ongoing: working group created and research started

	<table border="1"> <tr> <td data-bbox="228 129 331 174"></td> <td data-bbox="331 129 935 174">Create team chat for this project (Mental Health)</td> <td data-bbox="935 129 1066 174">FL</td> <td data-bbox="1066 129 1353 174">Complete</td> </tr> <tr> <td data-bbox="228 174 331 302"></td> <td data-bbox="331 174 935 302">EL to see if FIKA app available. Trial FIKA app in Sept; review to see if useful for ARU students</td> <td data-bbox="935 174 1066 302">EL & all</td> <td data-bbox="1066 174 1353 302">Ongoing: App is available. Review and discussion needed.</td> </tr> </table>		Create team chat for this project (Mental Health)	FL	Complete		EL to see if FIKA app available. Trial FIKA app in Sept; review to see if useful for ARU students	EL & all	Ongoing: App is available. Review and discussion needed.	
	Create team chat for this project (Mental Health)	FL	Complete							
	EL to see if FIKA app available. Trial FIKA app in Sept; review to see if useful for ARU students	EL & all	Ongoing: App is available. Review and discussion needed.							
2.	<p>2. Items for Discussion</p> <p>2.1 Bye Law Change Proposal – Mental Health Rep RW introduced proposal – a request to modify exec structure in the bye-laws to include a ‘mental health rep’ from March 2021 election. MH: Concerns have been previously raised about the remit and a possible clash with the disabled student’s rep role and whether mental health is recognised as a disability or whether the current mental health crisis requires a dedicated role. EL: students have told us that they want this rep role and voted on it in the Group Chat IL: Is this a rep or officer role? EL: Campaign Rep part time Votes – The proposal passes. For: IL, EL, SS, FL, AM, OS, CI, RD, RG Against: MH, AI, Abstained:</p> <p>2.2 Bye Law Change Proposal – Subcommittees AM introduced the paper. EL: This is not to suggest that there are no officers on subcommittees – it is to remove the need for the president to be an additional attendee at every one of the meetings. MH: We tried to pass this last year but were not quorate. As the previous president I am aware that this is a very time consuming aspect of the role – around a week for each round of meeting spent in prep and meeting attendance and it would be more positive to use this time more effectively. AI: I think the president should receive all the papers, but not sit on all the committees. Votes – the proposal passes For: MH, AM, FL, EL, RNG, IM, SS, MS, AI, OS Against: Abstained: CI,</p>									
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 AHSS Faculty Rep (Cambridge) MH: We had a successful FPT last week and started to build partnerships in the faculty. There are a lot of new staff and we are in a good position to make an early impression and for staff to be ‘pro-SU’. I will be organising a meeting with the new head of creative industries and recruitment is happening for a new head of art. FL and MH aims are closely aligned and focus on employability and transitions from uni to working in the arts.</p> <p>3.2 HEMS Faculty Rep (Chelmsford) IL: Working with RNG and have been in a lot of meetings with faculty staff regarding timetabling; this has been resolved and is still being monitored. Attending meetings with course reps and met with RNG to discuss course level feedback.</p>									

	<p>Working on project plans for campaigns. Working with volunteering teams in Chelmsford. Considering how a Christmas event might be possible (despite COVID) following last year's success.</p> <p>3.3 B&L Faculty Rep (Cambridge) CI: Working with OS on timetabling issues – attending meeting with faculty and we think this is now resolved. Also changes to modules and IT issues affecting students engaging with learning. Have set up a project group for the money festival and considering a January event.</p> <p>3.4 S&E Faculty Rep (Cambridge) MS: Spoke to Cambridge Uni re: the carbon mapping app. We have made links between ARU and Cambridge Uni teams to move this forward. Noted some issues with lecturers not uploading materials on time and raising this with EL / faculty. Hoping to send a reminder to lecturers and students about online interactions and organisation of materials for student accessibility. Considering offering study skills advice to support students to access learning online.</p>	
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 BME Rep (Cambridge) AI: Currently trying to engage students with Black History Month which starts today! Also sustainability fashion week.</p> <p>4.2 Disabled Students Rep (Cambridge) SS: Update provided via google docs.</p> <p>4.3 International Rep (Cambridge) RD: Working on a chat bot with information about scholarships for international students and it is 50% complete.</p>	
5.	<p>5 Executive Officer Reports</p> <p>5.1 President AM: Working with RW on access to facilities and with EL to take this forward. Course rep communication project – I would like to attend faculty forums to help develop communication with reps. Thanks to RW helping with campaigns. We have successfully campaigned to support trans students to get their correct names on their documents / canvas etc. SS: How do you change your name through the SU? AM: I will share this information with you. RW: We will be communicating with all students for this.</p> <p>5.2 VP: Business and Law OS: Working on 'incubation centre' looking at placements, internships and start ups and hoping to create something separate / alongside the uni. First meeting is next week with faculty to discuss possible structures. I am also working with imperial college to understand how they delivered a similar project.</p>	

Plagiarism awareness project has a comms brief in place and is a priority for the university as well. Aiming to launch at the beginning of November.

Prayer spaces project needs ongoing work to make sure that clean, adequate spaces are provided. I am working with ARU and societies to make this happen. COVID is impacting this project.

Cross campus communication project; I have created a page for community sharing in B&L and our comms team are helping to monitor and respond where needed. We also have my monthly updates on the faculty newsletter and my #omkarupdates online.

The Faculty Reps are collating student issues and we are working on raising them as soon as possible. The timetable problems are still ongoing and I have raised this with the VC as the uni have publically apologised to students.

I have worked with faculty to support late arrival students who have missed freshers and need a better intro to ARU; the faculty are now handling these enquiries and supporting them.

Issues are often being resolved in the 'rapid response' meeting which include OS, RNG and JV.

Employability project will be a focus and we have just created a linked in group for B&L reps.

I have been creating videos on sustainability.

There was an issue with international fees and we have worked to address this and a payment plan option has been created.

5.3 VP: Arts, Humanities and Social Sciences

FL: Working with OS and Oli (societies coordinator) to increase course based societies and show the clear link to employability.

Working to link up employability services and signpost (eg: ARU Temps / Employability).

Thinking about BAME employability – meeting with employability team this week to discuss and what we might be able to do, based on NUS data on employment rates.

Working on knowledge packs to guide students on their local area – Chelmsford and Cambridge. Currently collecting resources and will be working with societies and student groups to gather student led information.

Working on Black History Month and will use this as a base to gather feedback.

Late arrival inductions are happening in AHSS and I am attending. Also welcome week events, care leavers events etc.

We are developing the AHSS newsletter to give it a more community / student voice focus and bringing in student editors and I am part of the editorial team.

FPT meeting seemed a positive meeting and I meeting with staff to build relationships for campaigns support.

IW: When is interfaith week?

FL: not yet fixed but working towards this – I will update when possible

5.4 VP: Health, Education, Medicine and Social Care

RNG: Working on a journal for HEMS. Intended to highlight student work and research to share with the faculty. Should be an encouraging and collaborative project and the deputy dean is on board. Next month we should be ready to seek submissions.

Gathering data and feedback on accommodation issues for Jan intake students and in contact with the residential team.

Lobbied ARU catering to increase awareness of halal food on Chelmsford campus – I hope to expand the vegetarian and vegan options and encourage 92 as well as ARU to do this.

Working with IL on timetabling – IL has been patient and helpful gathering and sharing feedback.

Working with faculty and then establishing a rapid response meeting which has resolves a lot of issues.

	<p>HEMS have been ranked highly in the Guardian tables and we are proud of this. Visited Peterborough and engaged with students and want to increase activity and inclusion there (where COVID allows) Enjoyed Fresher's week! MH: The Journal sounds really good. I would just say, don't rush to have it ready by December. It sounds like a big piece of work that will be 10000x better if you take your time to perfect it.</p> <p>5.5 VP: Science and Engineering EL: Will be attending the NUS event for sustainability: Eventbrite is great for these type of activities and I would recommend all take a look. I am pushing staff including heads of schools to use our Recommend a Friend for the elections which are currently open. Athena Swan award for women in STEM – working with the faculty on this and am now part of the committee – there is an option for others to attend if interested. Sustainability strategy following on from FLY's work last year. CMT have not yet approved the new strategy and amendments were needed – it will be reviewed again on Monday and will push the university to make positive changes and collaborate with us. I will bring this to an exec workshop. Sustainability fashion week is next week and suggestions, top tips etc would be welcomed using our hashtag. Met with the operations officer in FSE to establish a calendar combining SU and faculty and ARU events in one place and share more widely. Our FPT will be restructured slightly to allow the VP to co-chair the meeting with the faculty Dean (alternating chair). We are also trialling a standing invite for course reps to attend if they wish, based on the agenda set by the VP and Dean. Setting up a town hall style event within the faculty for students to raise issues directly with their schools.</p> <p>(revisit) 4.4 Womens' Rep (Cambridge) IW: Met with CS and sexual violence officer to establish what processes currently exist. Planning to meet with David Walmsley to discuss further. An organisation called our streets now are seeking ambassadors to help run workshops and PSHE – I will be meeting with them to discuss their project. Working with RNG to work on an interfaith sharing project for women to share faiths. Working with EL to attend women in STEM meetings. IL: A good resource in Essex is CARA (Centre for Action on Rape and Abuse). They run workshops and training. IW: I have already met with them and have distributed leaflets on their work with CS.</p>	
6.	<p>6 Budgets RW: We have received no budget requests – Please contact RW if you need support with campaigns budgets. Update, the total budget for the year is £5000. As a reminder all faculty and campaign reps have £40 that can be spent without formal approval by the other executive committee members. You just need to send your request to me directly.</p>	
7.	<p>Campaign Ideas RW: No campaign idea were submitted to be discussed. As a reminder, please send r.wilkenson@angliastudent.com ideas you would like to be included in the campaigns workshop. I</p>	

	will send an email requesting this when I send out information about the date of the next workshop.	
8.	<p>Policy Implementation</p> <p>RW: No papers or updates were submitted. However, in this meeting, the vote to approve the addition of the Mental Health Rep that passed is an update to the Mental Health Rep Policy.</p>	
9.	<p>9. Any other business</p> <p>9.1 FIKA</p> <p>EL: Have exec downloaded the FIKA App and do you have any feedback? I have been using it myself – it is useful but takes commitment to use effectively.</p> <p>SS: noted in the chat that the app is excellent</p> <p>EL: Please could all exec email any further feedback</p> <p>9.2 Exec Committee</p> <p>EL: Considering Exec Campaign Workshops I think we should have the first 15 minutes for administrative work and that we should all be updating the google docs for all meetings.</p> <p>IL: It's a worry that you could wait 2 months for something that may be more urgent.</p> <p>EL: Updates should be written for each meeting</p> <p>EH: We will be including a review of actions in both workshop and administrative meetings but operationally going through each update would be very time consuming.</p> <p>RW: We do not need to wait for updates to be communicating, working on projects or asking questions. We will move to put a short admin section at the beginning of workshop style meetings.</p> <p>9.3 Course Approval Event</p> <p>RW: We have a course approval event and need a rep to read the new course info and be part of the panel discussing and approving the course. It pays £100 and takes a full day. The course in question is: BSc (Hons) Embedded Computing and Machine Learning (top-up, L6) and MSc Applied Data Science. Priority will go to whoever is in a course most similar but please let me know if you're interested as soon as possible.</p> <p>9.4 Staff Update</p> <p>RW: RG will be moving to a new role in the SU. As a result, please come to me if you have any campaigns questions or projects you want to work on. We are currently seeking her replacement and I will update you all as soon as I can as to who will be working with us this year.</p> <p>EH: Please use the wider staff team and mentors to support you in the interim.</p> <p>9.5</p> <p>AM: We will send a doodle poll for the October Workshop meeting next week to set the date of the next meeting.</p> <p>Thanks to all for attending and updating.</p>	All

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Carried Over Actions: August Campaigns Workshop			
	EL to see if FIKA app available. Trial FIKA app in Sept; review to see if useful for ARU students	EL & all	Complete: Positive feedback so far, but only 150 student uptake. Please continue to use.
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: There is a student led project on this and an article will be produced.
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week plan	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected.
	Sustainability calendar	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected.
	Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL	Ongoing: Will be completed in November
	Find out canteen plans for food waste	RNG	Ongoing: Meeting scheduled
	Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space, available outside normal hours)	IW	Ongoing: meetings have been rescheduled and access to the student what's on page has been granted.
	Updates from the Mental Health Steering Group	FL	Ongoing
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing: reviewing pathways available. MIND is referenced on our website

	Create timeline, format for receiving question, creating a database and video format for Mental Health Q&A Videos if determined to be viable	FL, RNG, IW, CS, RD, CI, OO, AI	Complete: project aims reconsidered
Carried Over Actions: September Administrative Exec			
	FIKA app now available, Exec members to send EL any feedback they have regarding the app.	All	Complete.
New Actions: October Campaigns Workshop			
	EL to share with exec; paper sent to Parliament re: Mental Health	EL	
	To establish a sustainability working group to further the campaign and allow executive members and other students to input.	EL / All	
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	
	Attend Group Chat if possible and be ready to present your updates on work you have been doing – email if you will not be able to attend	All	
	Attend the SU strategy launch if you wish to hear updates and network with senior staff	All	
	EH to email committee vacancies please email expressions of interest	EH / All	
	Please vote on budget request if you have not already	All	
	Please email RW with your hoody size requests	All	

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Executive Committee (FVC and LEDIC) Minutes; 24th November 2020

13:00-15:00

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Ellie Robley	Education Enhancement and Campaigns Coordinator	P
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1.2 Terms of Reference

There have been no changes to the terms of reference

1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: August Campaigns Workshop			
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: Maps of these locations are being produced for each campus and then a video will be made
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week plan	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected.
	Sustainability calendar	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected. (Action can be removed in further meetings- could potentially be a regular item for discussion)
	Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL	Complete
	Find out canteen plans for food waste	RNG	Ongoing: Meeting scheduled
	Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space, available outside normal hours)	IW	Complete.

	Updates from the Mental Health Steering Group	FL	Ongoing	
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing: reviewing pathways available. MIND is referenced on our website	
New Actions: October Campaigns Workshop				
	EL to share with exec; paper sent to Parliament re: Mental Health	EL	Complete: awaiting response	
	To establish a sustainability working group to further the campaign and allow executive members and other students to input.	EL / All	Complete: First meeting will be held on 27/11/2020	
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Ongoing: Has been sent to working group for approval	
	Attend Group Chat if possible and be ready to present your updates on work you have been doing – email if you will not be able to attend	All	Ongoing	
	Attend the SU strategy launch if you wish to hear updates and network with senior staff	All	Complete	
	EH to email committee vacancies please email expressions of interest	EH / All	Complete	
	Please vote on budget request if you have not already	All	Complete	
	Please email RW with your hoody size requests	All	Ongoing	
2.	2. Items for Discussion 2.1 Non-Anonymised Assessment- EH EH introduced paper that had been circulated including 18 suggestions to ensure fairness in non-anon assessment			
	1.	Clearly explaining to students which assessment tasks will not be marked anonymously	Many assessments will be marked anonymously – e.g. an exam or an essay. Where it cannot, this should be made clear to students in the assessment description / brief so that they know the assessment is not anonymous and why?	
	IW: What kind of assessments can't be anonymous? EH: Anything that can't be anonymous, like presentations, art-based projects, journal entries, performances or practical exams.			
	2.	Clarifying what measures are being employed to	Once a Marking & Moderation strategy is agreed, this should be described to students so that they understand clearly how they are being assessed	All

	ensure fairness in the assessment process	
3.	Constructing relevant intended learning outcomes	The course and module learning outcomes identify what is expected to be learned. This helps to see the assessment in context, and often will help explain why an assessment cannot be undertaken anonymously.
4.	Providing detailed and robust assessment briefs/descriptions	Clearly describing the assessment task is important anyway. As with learning outcomes, understanding this can help clarify why an assessment cannot be assessed anonymously.
5.	Using clear and transparent marking criteria (e.g. including rubrics)	This naturally follows on from the 3 & 4. What will be learned, what task will you undertake to show that this has been learned, and then what criteria will be used to assess the performance of that task?
6.	Submitting proposed assessment tasks to verification / validation processes	Having a committee or group oversee the Marking & Moderation strategy provides confidence that it has been independently considered and approved.
7.	Having assessment teams engage in standardisation / calibration processes to ensure a common and shared understanding exists	It is natural for different markers to have different interests and perspectives. Standardisation / calibration is a process that helps the marking team to 'be on the same page' in terms of what the assessment is and what the criteria are. In essence, what is a good piece of work and why?
EH: If there are no comments or objections on those strategies, then we'll move on to how to go about employing those strategies.		
8	Single Marker with simultaneous student Peer Marking	One academic marks all work allocated to them – students in the group mark each other's work using the same criteria as the academic
MH: Peer marking would not remove any potential bias. Students could still feel as though they are being marked down because they don't feel well liked by their peers/teachers EL seconds MH		
9	Single Marker with simultaneous student Self-Assessment	One academic marks all work allocated to them – students in the group mark their own work using the same criteria as the academic
MH: I think in certain circumstances it could work EL: There could be an issue if there isn't enough clarification when self-marking. Would need support throughout the trimester, rather than just asking the student to self-assess only at the very end of assessment		
10	Sampled Moderation	One academic marks all work allocated to them – another academic (the internal moderator) reviews and moderates a defined sample of student work (e.g. a minimum of eight items or 10%, whichever is greater, and including FVCLEDIC 80/20 V1 the range of marks awarded by the marker). The internal moderator has access to the assessment criteria / marking scheme, knows the mark awarded by the first marker, and also has access to any written feedback given to the student by the first marker. The purpose of Internal Moderation is to check the consistent application

		by the first marker of the assessment criteria and marking standards for the assessment task.
11	Cohort Moderation (100% Sample)	One academic marks all work allocated to them – another academic (the internal moderator) reviews and moderates all work assessed by the first marker. The purpose of Cohort Moderation is the same as Sampled Moderation, in that it is checking the consistent application of university standards.
<p>EL: Any moderation when there is no anonymity needs to be very clear and needs to suit the type of course</p>		
12	Sampled Double Marking (seen or unseen)	Double Marking is sometimes known as “Second Marking”. One academic marks all work allocated to them – another academic (the second marker) independently marks a defined sample of student work allocated to the first marker. As with Moderation processes, both markers have access to the assessment criteria and marking scheme for the assessment task. In Seen Double Marking, the second marker knows the mark awarded by the first marker, in Unseen Double Marking, they do not. The purpose of the Double Marking process is to independently assess and agree a mark for each sampled student.
<p>EL: The second marker is usually someone who works on your course, so it doesn’t eliminate the potential for bias. EH: This is also true for the moderation BM: It really depends on the assessment and the situation. I would argue that even formative assessment isn’t anonymous for the first reader, but it could be for second reader. EH: It would be very specific for each module/assignment.</p>		
13	Cohort Double Marking (Seen or Unseen - 100% sample)	In Cohort Double Marking one academic marks all work allocated to them – another academic (the second marker) also independently marks all work submitted or undertaken by the students. In Seen Double Marking, the second marker knows the mark awarded by the first marker, in Unseen Double Marking, they do not. As above, the purpose of the Double Marking process is to independently assess and agree a mark for each student.
14	Recording of assessment task for subsequent Moderation or Double Marking at a later stage	Where the moderator or second marker cannot be present during the assessment, the task or performance is recorded so that they can view and moderate or mark (as appropriate) at a later time
<p>EL: I think in terms of longer projects, recording that isn’t feasible for students who are assessed on the work put into the presentation, etc. EH: This would be more for a drama performance or a practical where they would only be assessed on the actual event, rather than the other work BM: This has happened previously. Three markers combined their scores after an assessment last year EH: There is a possibility of combining the recording and then having a team or a panel mark the work</p>		

	15	Panel / Team Marking	This may involve 3 or more assessors involved in the marking of the assessment task. It is common for this approach to be used in creative disciplines when assessing the performance of an assessment task. It might include university staff and external specialists as part of the marking panel (e.g. a subject or discipline expert from practice). The process can be useful to obtain consensus from different markers. The Panel/Team could undertake Sampled or Cohort Marking (see 12 & 13).	
	16	Panel / Team Moderation	Again, this may involve 3 or more individuals moderating work that has been assessed by the markers. It might include university staff and external specialists as part of the marking panel (e.g. a subject or discipline expert from practice). The process can be useful to obtain consensus from different moderators. The Panel/Team could undertake Sampled or Cohort Moderation (see 10 & 11).	
	17	Involvement of External Examiner in the Marking & Moderation cycle (e.g. attending on the day)	The External Examiner reviews and Moderates the assessed student work for a module, during the process of assessment. Commonly this would be limited to a defined sample of assessed work, but this could also include all work, if that was the agreed Marking & Moderation strategy.	
	18	Involvement of External Specialist in the Marking process (e.g. practice based representative / employer).	As noted in 15 & 16, it can be very effective to include people outside of the university, who are specialists in the subject or discipline. This could be practising health care professionals for a health-related course, lawyers or Judges for a legal course, or practising musicians, producers or artistic directors for performing arts courses. Their involvement underpins the authenticity of the assessment, enhances the credibility of the process, and keeps it in touch with work-based expectations.	
	<p>EH: Do we have any suggestions on how it could be made fairer that haven't already been covered?</p> <p>Action: get in touch with Emma Howes regarding any additional ideas so we can send this paper back to the Assessment review group and we will feed back any updates to you.</p> <p>EL: How will they review these options to ensure success if we implement these points?</p> <p>EH: This will be reflected in the NSS and I'm sure there will be another review</p>			
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 AHSS Faculty Rep Cambridge</p> <p>MH: I've met with FL and ER to discuss Faculty Forum/ the use of course leader funds. Very quiet otherwise. Faculty Forum will take place early trimester 1 we're still deciding the exact date but its on the cards.</p> <p>3.2 HEMS Faculty Rep (Cambridge)</p> <p>BM: Not much to update on, discussions with HEMS for forums. Students are now in the headspace of leaving so its difficult to get feedback but there is a lot in the works for tri2 so hopefully we'll have more updates then.</p>			

	<p>3.3 HEMS Faculty Rep (Chelmsford) IL- Researched the waste lifecycle for Essex- food waste gets changed into biofuel and stuff that isn't turned into biofuel is turned into soil. We won't be calling it faculty forums; they will be Course Rep Meetups as Faculty Forums seem too formal for reps. I've put all placements on one spreadsheet. I have a meeting with Abi Dickinson scheduled to discuss Christmas events. Working with RNG about the HEMS student newsletter- looking for news to include in it. 40 volunteer hours last month and won volunteer of the month.</p> <p>3.4 HEMS Faculty Rep (Chelmsford) OOn- Discussing faculty forum and how to get in touch with reps to get things moving. Working on the newsletter. Representing the nurses in front of the chief nurse next week.</p> <p>3.5 FSE Faculty Rep (Chelmsford) ET-EL, MS and Toby Pallatt, are meeting with Course Reps every week and gathering their feedback. They have tackled a mitigation issue, and are working on a timetabling issue, as well as a library issue. Working for a no detriment policy to be applied to this trimester.</p>	
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 Disabled Students Rep (Cambridge) SS: No update as of now.</p> <p>4.2 International Rep (Chelmsford) AB: Recently interacted with many international students; their main concern currently is placement. Extremely anxious about finding placements. RW and ER to schedule meeting with AB to discuss next steps.</p> <p>4.3 Women's Rep (Cambridge) IW: Refer to recording. IW to communicate with Officer team to coordinate timelines for campaign weeks to avoid potential clash</p>	<p>RW</p> <p>EL</p>

	<p>little activities. I should be receiving the funding for this from the university tomorrow, but I am confident it will happen. I am hoping to have these boxes ready before students start leaving for the break.</p> <p>I have revisited my campaigns because I felt like I was doing a lot, so I have condensed a few things and the rewards for student leaders idea that I have been working on will now be a part of the ARU Community Campaign</p> <p>I am working with Citizens UK on introducing student opportunities within the local community in Chelmsford</p> <p>Athena Swan-I hosted a panel discussion on the inclusion of LGBTQ+ into STEM subjects and I am part of the steering group for that moving forward.</p> <p>IW: Can I be a part of that?</p> <p>EL: You should have been contacted about that already, but I will look into it. EL to follow up on IW involvement</p> <p>For the Accessibility Campaign, we are about 60% complete in the action plans that came from that report. I have been working with the Disability Centre to improve the training given to staff to support students with hidden disabilities. Nov 22nd-Dec 22nd is Disability Awareness month. We do not have anything planned for this month, but it will be worked on this week.</p> <p>I completed all school level town halls- overall feedback was positive. It gave senior staff the opportunity to speak with students themselves rather than us relaying that information up. FSE has started weekly Course Rep catchups. Alternating Tuesdays and Thursdays to ensure students can attend.</p> <p>Bridging Communication Gaps- SU Town halls, trying to open communication between the SU and the Uni. VC will be hosting.</p> <p>Student Support Campaign (reactive from FEC.) We will be providing tutorials for specific things required for courses. EL will be creating these tutorials and getting them posted up on the website in collaboration with the SU Comms Team. Exec Members are welcome to record their own tutorials. If any members would like to take part, please contact EL</p> <p>Sustainability- going well, moving on to more long-term projects such as getting shops to stop selling single-use plastics, etc.</p>	<p>EL</p> <p>All</p>
6.	<p>Campaign Ideas</p> <p>AM: No campaign ideas were submitted to be discussed</p> <p>RW: As a reminder, please send RW/ER ideas you would like to be included in the agenda or to set up 1:1 meetings to discuss</p>	

	<p>EL: I am happy to lead on the sustainability campaign. I do not feel like we have the same system with the mental health campaign, and it feels like we need to revisit the aims for that campaign. I sometimes take on things that are not necessarily mine to work on. I think we could be clearer to exec in the team campaigns and we need to take a step back and re-evaluate</p> <p>MH: Thanks for your comments- sounds like you might need to have a sit down as a team with ER and RW to nail down some more details on the mental health campaign</p> <p>9.6 NSS Charities</p> <p>RW: It's time to pick our NSS Charities- you can pick one charity for each campus. We have funds to donate for Chelmsford, Cambridge, and Peterborough. More details to follow via email</p> <p>IW: Would like to submit the Cambridge Rape Crisis Centre and Centre 33</p> <p>MH: Would like to submit Kite trust</p> <p>9.7 Update on the Mental Health Rep Role (requested by IW)</p> <p>RW: Mental health rep role has been added ready for exec elections. There is currently no written role outline, but it will be in line with the other campaign rep roles. I can communicate further details via email.</p> <p>9.8 Date of Next Meeting</p> <p>Typically, we have not had December Exec, but would you be interested in having a campaigns workshop in December or just skipping to an Admin Exec in Jan?</p> <p>Votes- No Exec Committee meeting in December</p> <p>For: EL, MH, BM, IW, ET</p> <p>Against:</p> <p>Abstained: AM, OS, AB, OO</p> <p>Administrative Exec in January. RW will send out doodle poll soon.</p> <p>9.9 Closure</p> <p>AM: Thank you all for attending and updating</p>	<p>All</p> <p>RW</p>	
Item	Action	Owner	Update
Carried over from August Campaigns Workshop			
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: Maps of these locations are being produced for each campus and then a video will be made
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week Plan / Sustainability Calendar	Officers	Ongoing: Sustainability Working Group has been created and can become a regular update on the agenda for future exec meetings
	Find out canteen plans for food waste	RNG	Ongoing: Meeting scheduled

	Updates from the Mental Health Steering Group	FL	Ongoing
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing: reviewing pathways available. MIND is referenced on our website
Carried over from October Campaigns Workshop			
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Ongoing: Has been sent to working group for approval
	Attend Group Chat if possible and be ready to present your updates on work you have been doing - email RW if you will not be able to attend	All	Ongoing
	Please email RW with your hoody size requests	All	Ongoing
New Actions: November Administrative Exec			
2.1	Get in touch with EH with any ideas around non-anonymous assessment solutions	All	
2.1	EH to feedback any updates from the Assessment Review Panel	EH	
4.2	Schedule a meeting with AB to discuss next steps regarding possible campaign around placements for international students	RW/ER	
4.3	Communicate with the Officer team to coordinate timelines for campaign weeks in Feb to avoid a potential clash	IW/Officers	
5.2	Contact OS if interested in participating in focus group (held on Dec 10 th from 11:00-13:00) for Incubation Centre	All	
5.5	Contact EL if interested in hosting any events during the virtual challenge series in December	All	
5.5	Investigate IW involvement with Athena Swan and confirm membership to appropriate committees/groups	EL	
5.5	Contact EL if interested in filming a tutorial in support of the accessibility campaign	All	
9.3	Communicate with Exec Committee via email or Facebook group regarding No Detriment Policy to ask for opinions on the matter	RW	
9.6	Contact RW/ER to nominate charities to donate the NSS funds to	All	
9.7	Communicate details of Mental Health Rep role as they become available	RW	

Item	Action	Owner	Update
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	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: Maps of these locations are being produced for each campus and then a video will be made
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2.1	EH to feedback any updates from the Assessment Review Panel	EH	
4.2	Schedule a meeting with AB to discuss next steps regarding possible campaign around placements for international students	RW/ER	COMPLETE
4.3	Communicate with the Officer team to coordinate timelines for campaign weeks in Feb to avoid a potential clash	IW/Officers	

5.2	Contact OS if interested in participating in focus group (held on Dec 10 th from 11:00-13:00) for Incubation Centre	All	COMPLETE
5.5	Contact EL if interested in hosting any events during the virtual challenge series in December	All	COMPLETE
5.5	Investigate IW involvement with Athena Swan and confirm membership to appropriate committees/groups	EL	
5.5	Contact EL if interested in filming a tutorial in support of the accessibility campaign	All	
9.3	Communicate with Exec Committee via email or Facebook group regarding No Detriment Policy to ask for opinions on the matter	RW	Discussing during the January Workshop as there were no relevant updates previously - COMPLETE
9.6	Contact RW/ER to nominate charities to donate the NSS funds to	All	COMPLETE
9.7	Communicate details of Mental Health Rep role as they become available	RW	COMPLETE

Executive Committee (FVC and LEDIC) Minutes; 22nd February 2021

15:00-17:00

Item			Action																																																																																	
1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="229 701 1353 1778"> <tbody> <tr><td>Avinash Miriyam</td><td>President (CHAIR)</td><td>Ap</td></tr> <tr><td>Fatima Lakhani</td><td>Vice President: Arts, Humanities, and Social Sciences</td><td>P</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Vice President: Health, Education, Medicine, and Social Care</td><td>P</td></tr> <tr><td>Emily Long</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>AHSS Faculty Rep</td><td>P</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Olu Onasanya</td><td>HEMS Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Bennitta Benny</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Eufa Taylor</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Olubenga Oluwatominiyi</td><td>BME Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Abdullahi Idris</td><td>BME Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Shubham Singh</td><td>Disabled Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Aina Bashir</td><td>International Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Rohit Dhyani</td><td>International Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Charlotte Fraser-Williams</td><td>LGBT+ Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Kat Persaud</td><td>LGBT+ Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Calli Dale</td><td>Trans Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Izzy Woodcock</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="229 1865 1353 1995"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>Ap</td></tr> <tr><td>Rachel Wilkenon</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Ellie Robley</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </tbody> </table> <p>1.2 Terms of Reference There have been no changes to the terms of reference</p>		Avinash Miriyam	President (CHAIR)	Ap	Fatima Lakhani	Vice President: Arts, Humanities, and Social Sciences	P	Omkar Singh	Vice President: Business & Law	P	Riya Gadhavi	Vice President: Health, Education, Medicine, and Social Care	P	Emily Long	Vice President: Science and Engineering	P	Matt Hayes	AHSS Faculty Rep	P	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	A	Cristina Ionita	B&L Faculty Rep (Cambridge)	P	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	Ap	Bethany Miller	HEMS Faculty Rep (Cambridge)	Ap	Lucy Barton	HEMS Faculty Rep (Cambridge)	P	Bennitta Benny	HEMS Faculty Rep (Peterborough)	A	Eufa Taylor	S&E Faculty Rep (Chelmsford)	A	Moh Sufyaan	S&E Faculty Rep (Cambridge)	A	Olubenga Oluwatominiyi	BME Students Rep (Chelmsford)	A	Abdullahi Idris	BME Students Rep (Cambridge)	A	Shubham Singh	Disabled Students Rep (Cambridge)	A	Aina Bashir	International Students Rep (Chelmsford)	A	Rohit Dhyani	International Students Rep (Cambridge)	A	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	A	Kat Persaud	LGBT+ Students Rep (Cambridge)	P	Calli Dale	Trans Students Rep (Cambridge)	A	Izzy Woodcock	Women's Rep (Cambridge)	A	Emma Howes	Engagement Manager	Ap	Rachel Wilkenon	Democracy & Campaigns Coordinator	P	Ellie Robley	Education Enhancement and Campaigns Coordinator	P	
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1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: August Campaigns Workshop			
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing- moved to sustainability working group with IL
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing- has been postponed for the time being but moving forward with Cambridge City Council.
	Find out canteen plans for food waste	RNG	ON HOLD.
	Updates from the Mental Health Steering Group	FL	Ongoing- will circulate outcomes of strategy meeting first week of March
	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
Carried Over Actions: October Campaigns Workshop			
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Complete.
New Actions: January Campaigns Workshop			
	OS to investigate options for collecting data on the reasons students access Counselling appointments at the University	OS	Ongoing. Waiting for response from University.
	Review resources available to students for their Mental Health and Wellbeing on Canvas	Officers	Ongoing on a faculty level
	OS to ask David Walmsley about how FIKA is being utilised	OS	Complete
	IL and OS to investigate if there will be events for University Mental Health Day on 4 th March or if they should consider hosting one	IL/OS	Complete

	Let RW know if you're interested in participating in the NUS Liberation Conference	All	Ongoing	
	If you are interested in running for re-election or want to chat about the election, contact RW	All	Ongoing	
	If you did not receive your hoody yet, email your preferred address to ER so we can send them when we return to the office.	All	Ongoing	
2.	<p>2. Items for Discussion</p> <p>2.1 NUS Liberation Conference</p> <p>RW: NUS Liberation Conference is coming up and we still have spaces to fill so I'm looking for volunteers again. We are still looking for a volunteer to fill each of these positions:</p> <ol style="list-style-type: none"> 1. A student who identifies as a BMA woman. 2. A student who identifies as a woman. 3. A student who identifies as Trans. 4. A student who identifies as a disabled student. <p>You don't have to be a campaign rep for that population, you can be a faculty rep, or a campaign rep for a different population- you just have to self-define into one of those groups. If you're interested in volunteering for this great opportunity to network and represent students at a national level, please contact RW.</p>			
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 Lucy Barton- HEMS Chelmsford Rep LB: Focusing on yr1 Bioscience so I've met with a lecturer and we're sorting that out but everything is running smoothly other than that so no real update.</p> <p>3.2 Matt Hayes- AHSS Faculty Rep MH: We had faculty forum earlier this month, low turnout but good engagement with those who did show up. People generally feel like the uni and SU response to all COVID related changes are good. Nothing hugely contentious coming up at FPT. That's the only update I have.</p> <p>3.3 Cristina Ionita- B&L Cambridge Rep CI: Meeting with Course Reps every 2 weeks, we've had a few course specific issues come up that we've handled. We have all Course Rep roles filled now that we've had another election. We've met with the faculty about communication and timely responses. First year students are happy with how things are running. Sara and I are focused on reactive student issues and in May we'll focus on the issues we've raised in the past and ensure a higher quality of teaching. We're organising a campaign where we're praising teachers and lecturers every month.</p> <p>EL: In terms of response times, is it that students aren't responding within 5 working days, or that the 5 working days is too long for students?</p> <p>CI: A combination of issues around timeliness of materials uploaded to Canvas and when students ask for it, it takes another week and then it overlaps with the next week's course.</p>			

	<p>EL: So materials aren't uploaded 48 hours in advance?</p> <p>CI: Yes.</p> <p>EL: Ensure Omkar is included in those conversations with the faculty, if he's not already.</p> <p>3.4 Imogen Lay- HEMS Chelmsford Rep</p> <p>IL: This month has been a bit slow. I had a chat with Demi about arranging student meetings, but students are on placement now which makes things harder. I've been meeting with EL a lot about sustainability but my focus is making sure I'm in touch with Course Reps as they go on placement to make sure they know they can raise issues as they arise.</p>	CI/OS
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 Kat Persaud- LGBTQ Campaign Rep. (Cambridge)</p> <p>I've been organizing a seminar series on LGBT in academia. I've also been talking to students about how to tell staff about their preferred pronouns.</p>	
5.	<p>5 Executive Officer Reports</p> <p>5.1 President</p> <p>N/A- AM has provided a written update which can be found here. If any members have any questions, please contact AM directly.</p> <p>5.2 VP: Business and Law</p> <p>OS: Incubation Centre- The university has approved plans to move forward with the incubation centre. We have a board with 13 members and we're looking to expand into AHSS and HEMS as well. We have support from alumni and all sabb officers. The SU comms team is gearing up for the marketing aspect of this project. We have hired on 4 placement students to focus on different areas of research for this project. We are currently working on creating modules and new curriculum to promote more entrepreneurship throughout the uni.</p> <p>Prayer Spaces- Happy to report that we've seen success here in securing a larger space in Chelmsford and ensuring that prayer spaces on both campuses are clean and accessible. This is an ongoing project, and I'm continuing to push for a larger space on Cambridge's campus.</p> <p>Mental Health- I've taken over the team mental health campaign, I've already briefly updated on this during the actions and matters arising, but it is going well. We're working with the university to find a more effective way to communicate and signpost services for students and evaluating the FIKA app and its effectiveness.</p> <p>5.3 VP: Arts, Humanities and Social Sciences</p> <p>FL: Employability- I had been looking into the possibility of having paid internships within the faculty. We've identified 12 areas where we could have interns. We're still in talks about this and getting it up and running for Tri 1 21/22. I'm also working with the libraries to provide more guidance so that students can use the opportunity to showcase their work on the website and appeal to prospective employers.</p> <p>BLM- I've been thinking a lot about this. Initially my thoughts were around a more specific campaign and its evolved now and I'm looking at inclusivity in a more general term. So making our students feel included. I've been attending BME workshops, I lead these along with a BME</p>	

advocate. It is open to all students but it provides a safe space for BME students to talk. These conversations are fed back to the attainment gap working group within AHSS. I'm also hoping to be a part of an inclusive project happening within the HR department at the SU. If you have any ideas about this- please let me know.

Faculty specific- The faculty have been cooperative with the SU. I continue to be a part of the AHSS Newsletter and the AHSS Heart Community and making sure student voices are heard. I met with senior staff and I'm maintaining relationships with all the staff.

5.4 VP: Health, Education, Medicine and Social Care

RNG: I've been working on accommodation. One of my manifesto points is now delivered and January starters will have one year flexible contracts. Written a joint letter to all private accommodation to discuss what they can do for students. I'm meeting with MPs to discuss what stance private landlords should take during this time.

I'm working on a newsletter, which has been drafted and is waiting for approval.

We had a networking event but there were no students, so we made it a staff networking event.

MH: Which MP?

RNG: Cambridge MP Daniel Zeichner

MH: Be sure to try and get in touch with Vicky Ford, to make sure you're doing things for students in Chelmsford as well.

RNG: I've really only heard from Cambridge students but I will investigate this.

5.5 VP: Science and Engineering

EL: I worked to try a lot of new things in Tri 1 so I'm in a phase of review and seeing how things can be improved or if they should be scrapped. In terms of individual campaigns:

Community- I did the holiday boxes, they worked quite well but weren't as far reaching as I wanted and they felt very last minute so I'm working with Aletta to investigate what works to build community so I'm providing a list of recommendations for the university. I'm also doing research and creating Spring Packs, similar to the Holiday Boxes, which will fit in to the De-Stress idea as well as community building. They will be inclusive of a number of Spring Holidays as well as Exam time.

I've changed De-Stress, and what that means to us, so instead of just one week or a festival, I want the idea to be more embedded in everything we do, so I will be hosting De-Stress events regularly, with a particular focus on exam times.

Another thing I've been able to do recently is meet with societies to get to know the members and their missions a bit better. I would like to do the same with exec members, and set up 1:1 meetings so I can get to know you all a bit better and learn more about your campaigns.

Accessibility- AM has been leading on this campaign, particularly with getting closed captions for video/audio lectures. That has been accomplished but if you hear of any issues with that, please let us know so we can address it.

Communication- We did school level Town Halls and received both positive and negative feedback so I'm reviewing how that works and how to implement those moving forward. SU Town Hall went really well, that was an event for uni staff to learn more about what the SU does. I've just completed a proposal on how Course Leaders work with Course Reps to be implemented within FSE and then hopefully passed along to other faculties. I've also started having weekly catch ups with students, one evening a week, so I can take feedback to the university.

Reactive Campaigns- I've also worked on the Graduation 2020 issue, the university has now reversed their decision about online only ceremonies.

	Sustainability- I've done a lot of work around sustainability, we had our sustainability week earlier this month and we're working on a number of other projects around sustainability and our sustainability policy. The SU Comms team will work to publish my Monday boards on the website when we have our sustainability web page up and running. Fatima and I are also researching a possible podcast and we're figuring out who we would want to interview and how it would work.	
6.	Campaign Ideas N/A	
7.	Policy Implementation N/A	
8.	8 Budgets RW: We have received no budget requests since August. We gave you a set amount you could use on events for students, I will double check how much that is. But we have £5,000 to spend this year and I would really like to see you use it. It's been set aside for your use for students, if we don't use it then it just goes away and it's a waste. It's up to you all to decide how it is spent so I would strongly suggest you consider some ways to use it.	RW All
9.	<p>9. Any other business</p> <p>9.1 The April Group Chat We've set a date for the April Group Chat- it will be the 21st of April. For those who don't remember what that is, it's your opportunity to update students and it's in our Bye-Laws as a chance for students to hold their elected officials to account. It's basically just a place to update students and have those open conversations about what work you're doing for them. April Group Chat is also when we receive policy, so if you have any policy questions or ideas, please contact RW to book in an appointment to discuss.</p> <p>9.2 The Election 2021 RW: Applications close on Wednesday. If you would like to seek re-election and you haven't completed an application, please do that before midday on Wednesday. Voting week is March 6th-12th, I encourage you to at least vote. It's incredibly important to vote and give your input on who sits in this meeting and represents students. If you have questions, please let RW know. We are electing our Officers, Faculty Reps, and Campaign Reps.</p> <p>9.3 Date of Next Meeting The next meeting will be a campaigns workshop in March, and then another admin meeting in April. It will be towards the end of the month as usual, a doodle poll will be circulated soon to determine the exact date and time.</p> <p>9.4 Closure EL thanked members for coming.</p>	All

Item	Action	Owner	Update
Carried Over Actions: August Campaigns Workshop			

	Short proposal for a 'hygiene rating'- style sustainability audit scheme	SH, EL	Ongoing- moved to sustainability working group with IL
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing- has been postponed for the time being but moving forward with Cambridge City Council.
	Find out canteen plans for food waste	RNG	ON HOLD. Awaiting gov announcement (22/2) to determine how/if to move forward.
	Updates from Mental Health Steering Group	FL	Ongoing- will circulate outcomes of strategy meeting first week of March
	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
Carried Over Actions: January Campaigns Workshop			
	OS to investigate options for collecting data on the reasons students access Counselling appointments at the University	OS	Ongoing. Waiting for response from University.
	Review resources available to students for their Mental Health and Wellbeing on Canvas	Officers	Ongoing on a faculty level
	Let RW know if you're interested in participating in the NUS Liberation Conference	All	Ongoing- still looking to fill 4 spaces. <ol style="list-style-type: none"> 1. A student who identifies as a BMA woman. 2. A student who identifies as a woman. 3. A student who identifies as Trans. 4. A student who identifies as a disabled student.
	If you are interested in running for re-election or want to chat about the election, contact RW	All	Ongoing. Note: Applications close on 24/2. Voting week will take place March 6 th -12 th .
	If you did not receive your hoody yet, email your preferred address to ER so we can send them when we return to the office.	All	Ongoing.
New Actions: February Administrative Exec			
	Contact OS about issues surrounding timeliness of materials posted to canvas.	CI	
	Confirm money available to individual members of exec and report back via TEAMS channel	RW	
	Consider ways to spend budget to improve student experience	All	
	Contact RW with any ideas for policy for April Group Chat	All	

Executive Committee (FVC and LEDIC) Minutes; 22nd March 2021

10:00-12:00

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1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="233 701 1350 1778"> <tbody> <tr><td>Avinash Miriyam</td><td>President (CHAIR)</td><td>P</td></tr> <tr><td>Fatima Lakhani</td><td>Vice President: Arts, Humanities, and Social Sciences</td><td>P</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Vice President: Health, Education, Medicine, and Social Care</td><td>A</td></tr> <tr><td>Emily Long</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>AHSS Faculty Rep</td><td>A</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Olu Onasanya</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Bennitta Benny</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Eufa Taylor</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Olubenga Oluwatominiyi</td><td>BME Students Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Abdullahi Idris</td><td>BME Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Shubham Singh</td><td>Disabled Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Aina Bashir</td><td>International Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Rohit Dhyani</td><td>International Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Charlotte Fraser-Williams</td><td>LGBT+ Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Kat Persaud</td><td>LGBT+ Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Calli Dale</td><td>Trans Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Izzy Woodcock</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="233 1865 1350 1995"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>Ap</td></tr> <tr><td>Rachel Wilkenson</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Ellie Robley</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </tbody> </table> <p>1.2 Terms of Reference There have been no changes to the terms of reference.</p>		Avinash Miriyam	President (CHAIR)	P	Fatima Lakhani	Vice President: Arts, Humanities, and Social Sciences	P	Omkar Singh	Vice President: Business & Law	P	Riya Gadhavi	Vice President: Health, Education, Medicine, and Social Care	A	Emily Long	Vice President: Science and Engineering	P	Matt Hayes	AHSS Faculty Rep	A	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	A	Cristina Ionita	B&L Faculty Rep (Cambridge)	A	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	P	Bethany Miller	HEMS Faculty Rep (Cambridge)	P	Lucy Barton	HEMS Faculty Rep (Cambridge)	P	Bennitta Benny	HEMS Faculty Rep (Peterborough)	A	Eufa Taylor	S&E Faculty Rep (Chelmsford)	A	Moh Sufyaan	S&E Faculty Rep (Cambridge)	A	Olubenga Oluwatominiyi	BME Students Rep (Chelmsford)	Ap	Abdullahi Idris	BME Students Rep (Cambridge)	A	Shubham Singh	Disabled Students Rep (Cambridge)	A	Aina Bashir	International Students Rep (Chelmsford)	A	Rohit Dhyani	International Students Rep (Cambridge)	A	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	A	Kat Persaud	LGBT+ Students Rep (Cambridge)	A	Calli Dale	Trans Students Rep (Cambridge)	A	Izzy Woodcock	Women's Rep (Cambridge)	A	Emma Howes	Engagement Manager	Ap	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Ellie Robley	Education Enhancement and Campaigns Coordinator	P	
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1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: August Campaigns Workshop			
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing- moved to sustainability working group with IL.
	Collaborate with Cambridge on carbon footprint app.	MS	Ongoing- has been postponed for the time being but moving forward with Cambridge City Council.
	Find out canteen plans for food waste.	RNG	ON HOLD.
	Updates from the Mental Health Steering Group	FL	Ongoing- will circulate outcomes of strategy meeting first week of March.
	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
Carried Over Actions: October Campaigns Workshop			
	EL to share proposal and timeline for sustainability campaign / sustainability working group.	EL	Complete.
New Actions: January Campaigns Workshop			
	OS to investigate options for collecting data on the reasons students access Counselling appointments at the University.	OS	Ongoing. Waiting for response from University.
	Review resources available to students for their Mental Health and Wellbeing on Canvas	Officers	Ongoing on a faculty level
	OS to ask David Walmsley about how FIKA is being utilised.	OS	Complete
	IL and OS to investigate if there will be events for University Mental Health Day on 4 th March or if they should consider hosting one.	IL/OS	Complete

	Let RW know if you are interested in participating in the NUS Liberation Conference	All	Complete
	If you are interested in running for re-election or want to chat about the election, contact RW.	All	Complete
	If you did not receive your hoody yet, email your preferred address to ER so we can send them when we return to the office.	All	Ongoing
Carried Over Actions: February Administrative Workshop			
	Contact OS about issues surrounding timeliness of materials posted to canvas.	CI	Ongoing
	Confirm money available to individual members of exec and report back via TEAMS channel.	RW	Complete. £48 for each rep without approval from exec, there is more money in the pot that can go through the exec approval process.
	Consider ways to spend budget to improve student experience.	All	Ongoing
	Contact RW with any ideas for policy for April Group Chat	All	Ongoing- Policy due by April 1 st and you must meet with Rachel before submitting.
<p>3. Items for Discussion</p> <p>3.1 Return to Campus</p> <p>EL: I just want to discuss what your expectations are for returning to campus, from the university, from the SU, etc. What would be encouraging you to return to your studies, or what would be discouraging you from returning? Particularly around Welcome Week.</p> <p>IL: Chelmsford is commuter heavy; people are concerned around transport. IL has a badge to park on campus, other students may have to take public transportation and they may not be comfortable doing so, so they will stay online.</p> <p>EL: Aside from that, what would bring you in and what would you expect?</p> <p>IL: The library, I suppose. I think the uni needs to be more in control of what is happening. The campus sees a lot of traffic from non-students (i.e.: people walking dogs, going for social walks, etc.) but there are times when there is no social distancing and I think that is a concern and needs a little bit more enforcement.</p> <p>EL: The Uni is relying on the Student News Blog to spread information about this. Is that working?</p> <p>IL: No. It does not work. Canvas is the only platform that students HAVE to use, so the most students see it because they do not have to go out of their way to see things.</p>			

	<p>BM: I agree with Imogen, I spend all my time on Canvas. It differs for different people, but I think My.Anglia is good for anyone logging on to a uni computer, but is anyone using a uni computer, is anyone on campus?</p> <p>OO: Yeah, Canvas.</p> <p>EL: I can take that back to the uni comms team. What do you want to see on your return to campus? Any other ideas?</p> <p>IL: Free food! The best event the uni has ever done was the winter festival, where they had free pancakes, and pizza, and mulled wine. Students will come for free food.</p> <p>BM: One expectation would be for students to actually wear their masks. I've been to the library and literally no one had their mask on properly. I think some students are still very anxious about this. It needs to be enforced more.</p> <p>EL: Has anyone heard of the Student Safety Ambassadors? They are students employed by ARU who are supposed to be monitoring safe behaviours on campus.</p> <p>IL: Should this be taken to a wider student audience?</p> <p>ER: There is a new process to determine the best way to approach these things, so we can look at that.</p> <p>IL: Can you buy masks on Campus if you forget one?</p> <p>EL: You can get a one-use mask for free at the welcome desks, and receptions. Are there any other ideas? Thanks everyone.</p>	
2.	<p>2. Campaign Ideas</p> <p>2.1 Violence Against Women</p> <p>BM: With what has happened recently in the news there has been a lot of questions raised as to what we are doing and backlash on social media. There is an Instagram account that has been started that challenges the normalcy of sexual violence. There was one post a few days ago around sexual harassment at universities and the city of Cambridge was 6th on the list of UK University towns. 88% of female students in Cambridge have been sexually harassed during their time here. I think we need to raise awareness, are people aware of what to do? Do they know how to get help? They are not going to sit there googling options, so I have a few ideas and I would love to discuss it. Some examples I have found from other universities:</p> <p>St. Andrews in Scotland have started a pilot scheme of compulsory classes on consent.</p> <ul style="list-style-type: none"> - We have too many students for this, but we could have something on My.Anglia around consent. <p>Harsher punishments for attackers.</p> <ul style="list-style-type: none"> - I think ARU has quite a strict policy but not a lot of people are reporting. 10% are reporting to university OR police. So why aren't people reporting it? <p>More resources</p> <ul style="list-style-type: none"> - We have a good counselling service at ARU, but you have to let them know what the issue is before you can have an appointment. 	

Do students know how to report things? Or do they have to root through the website to find it?

- Poster reminders on campus that explains things.

Things to consider from discussion:

- These things are great to have in place but if students do not feel comfortable reporting, then there is no point.
- Consider all narratives that are being pushed on students, including the narrative that attackers are rarely punished.
- An article, web banner- including the various platforms/channels but not having the confidence to raise those concerns.
- Safezone app is not effective.
- Safety is not a priority on the ARU app, we can get a campus map with one click but it takes 4 or 5 to get to the phone number for 24-hour security.
- Audit of the information on safety features of the app. One page paper with recommendations.
- Lighting issues around Campus- particularly Chelmsford. There was a successful campaign by a Women's Rep a few years ago in Cams to get more lighting around Campus.
- Safezone app- space and battery issues for some people.
- Would be worth communicating with uni and asking how many times the app is used, how many people have it, where is the boundary? (i.e.: Will the uni respond if someone is in town?)
- Safezone app alternatives for off-campus 'Where you at'

2.2 Give it a Grow.

EL: I just wanted to gauge Exec's opinions on a sustainability/distress project before I put in a formal budget request. It was one session during Sustainability Week, but it started as a research project in the beginning of the academic year. It is beneficial for students so I would like to put together little packs of seeds, pots, etc. I want to investigate the cost of sending out boxes so students can grow their own plants.

IL: This idea was really lovely in person during De Stress Fest a few years ago. I think it works best in person because you can decorate your own pot, have chats, and be able to pick your own seeds, etc.

Things to consider:

A blended approach to any events- contact Activities Team to discuss.

Guest speakers who are experts- Cambridge botanical garden, etc.

	<p>4. Updates</p> <p>4.1 Emily Long VPFSE I just wanted to update on the new Counsellor for the counselling and wellbeing service- so availability should be improved. They are hiring someone from a BME background so that they can help students from all backgrounds more effectively.</p> <p>Let's Destress has now been brought out into the rest of the year. The artwork for all those events are done so when anyone from the SU runs a Destress event, they can be advertised under the same idea so it will be easier for students to find.</p> <p>4.2 Imogen Lay Faculty Rep HEMS Chelmsford International Nurse's day is May 12th so we can give our student nurses some real appreciation. We're working to figure out the events, but they will all be blended on and off campus. If anyone has any good, fun ideas, to give our nurses the support they need, please let us know. There will be a budget request coming for this.</p>	
9.	<p>9. Any other business</p> <p>9.1 The April Group Chat April Group Chat is April 21st! It is expected that all of exec will be in attendance for this so please let RW know ASAP if you will be in attendance. Any policy ideas you want to submit must go through Rachel and be submitted by April 1st. There is a policy outline on our website, but you should book in time with Rachel or Emma to go over it before it is submitted.</p> <p>9.2 Date of Next Meeting The next meeting will be a Administrative Exec Committee in April. It will be towards the end of the month as usual; a doodle poll will be circulated soon to determine the exact date and time.</p> <p>9.3 Global Week Global Week is this week, there is a free rice competition going, winner gets an Amazon voucher. There are lots of online activities to get involved in. Global Showcase is also happening, dance, singing, fashion, art forms.</p> <p>9.4 Closure RW thanked everyone for coming.</p>	All

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Carried Over Actions: February Administrative Exec			
	Contact OS about issues surrounding timeliness of materials posted to canvas.	CI	Ongoing
	Consider ways to spend budget to improve student experience.	All	Ongoing
	Contact RW with any ideas for policy for April Group Chat	All	Ongoing- Policy due by April 1 st and you must meet with Rachel before submitting.
New Actions: March Campaigns Workshop			
	Contact JHH (or David Walmsley) for best contact for SafeZone App data	RW	
	Liaise with interested members of exec (MS, LB, IL) to consider workload of audit and next steps.	BM	
	Schedule a meeting with BM & ER to discuss and complete Campaign Project Plan	RW	COMPLETE
	Submit budget request for Give it A Grow.	EL	
	Discuss possible blended approach to events around Give it A Grow with Activities Team	EL	
	Consider external guest speakers for Give it A Grow.	EL	
	Contact IL with ideas for International Nurse Appreciation Day	All	
	Confirm attendance for Group Chat with RW	All	
	Contact RW with any policy proposals before submission deadline of April 1 st .	All	