

Executive Committee Summary Report and Minutes 2021-2022

Over the past 12 months the Executive Committee has been involved in a number of activities and votes. The Executive Committee has:

- Voted to approve student trustees to the SU Trustee Board
- Approved 2 Lay Trustees to a new term on the SU Trustee Board
- Filled vacant university level committees
- Passed a bye law change to approve the new Vice President Healthcare Practice
- Passed by law changes to the elections complaints processes
- Engaged and provided feedback to the university on the Race Equality Charter
- Engaged and provided feedback to the university on the Education Strategy

Attendance

Following The Election 2021 there was only 22 members elected to the Executive Committee. In the Bye Election that took place in October 2022 a further 6 members were elected bringing the total to 28. 1 member of exec stood down at the end of November, 2 more members stood down at the end of January and a further member stood down at the end of February.

Here is a summary of attendees, sent apologies and absents from the Executive Committee.

April 2021 – 7 attendees, 6 apologies and 11 absents of 24 members
May 2021 – 7 attendees, 3 apologies and 14 absents of 24 members
Sept 2021 – 9 attendees, 5 apologies and 9 absents of 22 members
Oct 2021 – 10 attendees, 14 apologies and 4 absents of 28 members
Nov 2021 – 9 attendees, 2 apologies and 17 absents of 28 members
Jan 2022 – 2 attendees, 6 apologies and 20 absents of 27 members
Feb 2022 – 8 attendees, 4 apologies and 16 absents of 25 members
March 2022 – 6 attendees 5 apologies and 13 absents of 24 members

Executive Committee (FVC and LEDIC) Minutes; 27th April 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" style="width: 100%; border-collapse: collapse;"> <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>Ap</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business & Law</td><td>Ap</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>A</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>Ap</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>A</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Bennitta Benny</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Efua Taylor</td><td>S&E Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Olubenga Oluwatominyi</td><td>BME Students Rep (Chelmsford)</td><td>P</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>P</td></tr> <tr><td>Aina Bashir</td><td>International Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Rohit Dhyan</td><td>International Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Charlotte Fraser-Williams</td><td>LGBT+ Students Rep (Chelmsford)</td><td>Ap</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" style="width: 100%; border-collapse: collapse;"> <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>Ellie Robley</td><td>Education Enhancement and Campaigns Coordinator</td><td>Ap</td></tr> </tbody> </table> <p>1.2 Terms of Reference There have been no changes to the terms of reference</p> <p>1.3 Minutes of the last meeting The minutes were accepted as accurate.</p> <p>1.4 Actions Arising</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Owner</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Avinash Miriyam	President (CHAIR)	P	Fatima Lakhani	Vice President: Arts, Humanities, and Social Sciences	Ap	Omkar Singh	Vice President: Business & Law	Ap	Riya Gadhavi	Vice President: Health, Education, Medicine, and Social Care	P	Emily Long	Vice President: Science and Engineering	P	Matt Hayes	AHSS Faculty Rep	A	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	Ap	Cristina Ionita	B&L Faculty Rep (Cambridge)	A	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	A	Bethany Miller	HEMS Faculty Rep (Cambridge)	A	Lucy Barton	HEMS Faculty Rep (Cambridge)	Ap	Bennitta Benny	HEMS Faculty Rep (Peterborough)	A	Efua Taylor	S&E Faculty Rep (Chelmsford)	Ap	Moh Sufyaan	S&E Faculty Rep (Cambridge)	P	Olubenga Oluwatominyi	BME Students Rep (Chelmsford)	P	Abdullahi Idris	BME Students Rep (Cambridge)	A	Shubham Singh	Disabled Students Rep (Cambridge)	P	Aina Bashir	International Students Rep (Chelmsford)	A	Rohit Dhyan	International Students Rep (Cambridge)	A	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	Ap	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	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Ellie Robley	Education Enhancement and Campaigns Coordinator	Ap	Item	Action	Owner	Update					
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Carried Over Actions: August Campaigns Workshop			
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Taken to Student Sustainability Working Group to decide best place to take that. Adapted into sustainable canteen options rating system. Action to be removed.
	Collaborate with Cambridge on carbon footprint app.	MS	ARU looking into this. Action to be removed.
	Find out canteen plans for food waste.	RNG	Action to be removed.
	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	Weekly course rep catch ups in FSE, monthly dean catch ups in HEMS. Action to be removed.
	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	RW to check in with ER re. Hoodies.
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. Let RW know if you have any ideas for events/activities to spend this on before 31 July 2021.
	Contact RW with any ideas for policy for April Group Chat	All	COMPLETE
Carried Over Actions: March Campaigns Workshop			
	Contact JHH (or David Walmsley) for best contact for SafeZone App data	RW	COMPLETE
	Liaise with interested members of exec (MS, LB, IL) to consider workload of audit and next steps.	BM	COMPLETE
	Schedule a meeting with BM & ER to discuss and complete Campaign Project Plan	RW	COMPLETE
	Submit budget request for Give it A Grow.	EL	Ongoing – has more ideas on what to include in request.
	Discuss possible blended approach to events around Give it A Grow with Activities Team	EL	Ongoing – met with RD on project with a wider team.
	Consider external guest speakers for Give it A Grow.	EL	Ongoing – looking at collaboration with Botanical Gardens in Cambridge and Eden Project in Chelmsford.

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2.	<p>2. Items for Discussion</p> <p>2.1 Board of Trustee Terms of Reference Update</p> <p>AM: We do not have quoracy, should we move this to another time?</p> <p>RW: Exec should take time to discuss and review now and then the vote can be opened to the members that couldn't join later.</p> <p>AM: Two of our trustees are seeking a new term but require the approval of exec to do so. AM read through the points of the paper on the trustees. This is related to Appointments & Governance. Lay trustees tend to be from the same background which can be an area of particular concern.</p> <p>Returned to this point later.</p> <p>RW: We will put this online for a vote as we need 12 for quoracy and only have 7 members present.</p> <p>EL: What happens if we don't have quoracy even after the vote goes online?</p> <p>RW: Then the vote does not pass on that basis automatically.</p> <p>IL: How can we keep exec members accountable?</p> <p>RW: We understand that most of our exec members are volunteers, so we want to make participation as easy as possible. Students are meant to hold exec members accountable, but I am happy to have conversations about how we make this easier for students to do so.</p> <p>EH: Accountability is a consistent issue. We would appreciate if any members present can encourage those that aren't here to continue to be active Reps and participate in important exec responsibilities such as voting.</p> <p>IL: Yeah, I totally understand. It's just frustrating how regularly we are at this point, so yeah, we definitely need to have a sensitive and supportive conversation</p> <p>2.2 Marking & Feedback</p> <p>AM: OS has sent in his apologies</p> <p>RW: If anyone has feedback on marking/feedback if you can send to OS.</p>													
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 Imogen Lay – HEMS Chelmsford</p> <p>Editing HEMS Newsletter that should be progressing soon.</p> <p>Invited UNISON for Nursing/Midwifery Week – still in planning phases</p> <p>HEMS Coffee Chat tomorrow</p> <p>Potentially planning something for end of May and early June for students.</p> <p>3.2 Moh Sufyaan –S&E Cambridge</p> <p>Met with BM and IL re. the Sexual Misconduct Education Campaign, few actions arose. The consensus was that not much will move forward until the end of exams in mid-May.</p> <p>Blood Donation Campaign – met with RW, ER, and the LGBT+ Rep Kat to discuss. Has made contact with NHS Blood and Transport. They are looking into the feasibility of using the ARU campus as a centre or the church down the street so that staff/students can donate blood.</p>													

	<p>Made contact Sustainability Team to discuss provision of biohazard waste. If anybody has a relevant contact that would be greatly appreciated.</p> <p>IL: I also mentioned the bins to Victoria Tait on Thursday.</p> <p>AM: When are you planning for this blood donation campaign?</p> <p>MH: Late September to give key stakeholders sufficient time. Gives the NHS time to figure this out and us time to let people know about the accessible changes and to raise awareness.</p> <p>MH: Also working on a May Ball for May 2022. Have contacted the Cambridge City Council</p> <p>As I mentioned earlier, I am also interested in planning events/activities for students over the summer, especially for EU students that may not be able to return home until after June.</p>	
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 Shubham – Disabled Students’ Rep Cambridge No updates at this time.</p> <p>4.2 Olugbenga – BME Rep Chelmsford From me at the moment, I don’t have much update. Work almost done on the feasibility studies i am doing on the project. Hopefully it would come on, early in the next academic term. I would like to work with MS on his project for students.</p>	
5.	<p>5 Executive Officer Reports</p> <p>5.1 President AM: Reviewed items in written update (FVCLEDIC 17/21). No new updates on Committees for BAME Students or Course Rep Communication. On Access to Facilities, if students are having issues with Canvas or e-vision, they should be signposted to IT.</p> <p>5.2 VP: Business and Law Updates taken as read.</p> <p>5.3 VP: Arts, Humanities and Social Sciences Updates taken as read.</p> <p>5.4 VP: Health, Education, Medicine and Social Care RNG: As IL said, we are working on the Nursing and Midwifery Week and Newsletter. We’ve collaborated with Comms and Activities on this project. I spoke with TB about creating a profile similar to Global Week. You can also read my updates on accommodation in my paper (FVCLEDIC 20/21). EL: What were the outcomes of the accommodation audit? And updates on the newsletter? I am not sure what is done and what is not from your updates. RNG: We are still working out the events of the week and they will be decided tomorrow. IL has been gathering updates from the SU and I have been gathering updates from the faculty for the newsletter. The audit went well, there was one issues with cleanliness that I raised. I can share the audit. RW: Is there an action to share the audit with exec? ACTION AM: We can set an action for RNG to share the accommodation audit with exec.</p> <p>5.5 VP: Science and Engineering</p> <p>From earlier discussion on actions - EL: I will be submitting a project approval request to involve three-four staff members in the project for Give it a Grow (working title).</p> <p>EL: Community – this campaign is about making people feel like they belonged and rewarding student leaders. The SU awards falls into this. SU awards take place this Friday, tickets are free so make sure you attend. Had 121s with different societies about nominating themselves, had 300 nominations overall which is great.</p>	

	<p>Sit on Sports Awards committees, motivating to see the quality of nominations for all of these awards ceremonies.</p> <p>Safety Around Campus – Went to Citizens Assembly Essex and got them to agree that within 6 weeks they will be working on recommendations for lighting in Chelmsford. Will be ending my commitment there but am still available for support.</p> <p>Accessibility – Met with staff member Chantelle from Hidden Disabilities re. Give Me Space. Do not feel like it's very relevant at this time and not sure if it needs to be invested in with current social distancing measures. I will include it in my handover. We have 70 Sunflower Lanyards, started with 150. So, there has been uptake. My goal is for Student Services to manage this for students, keep track of numbers, etc. We had verbal commitment from the University Student Wellbeing Working Group for this provision.</p> <p>Communication - Student Town Halls have been well-received. One school, Computer and Information Science, did this really well and are creating a guide for the other schools.</p> <p>Sustainability – This has gone really well. Setting up a Goal 1 Strategy Group. Did the Sustainability Summit, everything is online. Lots of people signed up continuously and saw growth in attendance. Saw more sign ups to ARU Green and installation to Ecosia. I want to create a written proposal for the use of Ecosia but need data.</p> <p>ACTION Can everyone on Exec trial Ecosia and provide any feedback on how your user experience goes? If there are any negative or positive impacts, etc.</p> <p>Wanted to raise something from my recent catch up with ARU Green. Troubling news, only 60 students have signed up in total. Of that, only 36 students consistently log and are engaged on a regular basis. Any suggestions or feedback would be much appreciated.</p> <p>IL: I'll be honest, ARU Green I've found is super tricky to find and log in and how it's laid out</p> <p>ACTION EL: I'll send out a message or email to request more feedback</p> <p>De-stress Fest artwork is now done and branding complete. Now I just need to run some events, let me know if you have any ideas.</p>	
7.	<p>7 Policy Implementation</p> <p>RW: All policies submitted at Group Chat passed.</p> <p>Hidden Disability Mental Health and Wellbeing NUS Affiliation Sustainability</p> <p>These will be implemented by the 2021/2022 Executive Committee and be taken to Trustees in the summer for approval.</p>	
8.	<p>8 Budgets</p> <p>RW: We still have the majority of the budget unspent, any ideas for events/activities for students as part of campaigns are welcome.</p>	
9.	<p>9. Any other business</p> <p>9.1 MAD Nominations</p> <p>RW: The Made a Difference Awards will be held online Tuesday the 29th of June. This event is student-led and is the opportunity for students to recognise outstanding members of Anglia Ruskin Staff who have really made a difference in their lives. Awards categories include:</p> <p>Excellent Module Award Excellent Teaching Award Inclusivity Award Outstanding Personal Tutor Award Outstanding Supervisor Award Professional Services Award Special Recognition Award Student and Staff Collaboration Award</p> <p>If you have a staff member in mind for one of the categories, you are highly encouraged to submit a nominations.</p>	

	<p>Nominations are currently open until this Friday the 30th at https://www.angliastudent.com/mad/</p> <p>The SU is also looking for volunteers from exec to come onto the Cambridge campus sometime in June to record videos announcing winners. These pre-recorded videos will then be featured in the live event. ACTION Let RW know if you are interested in volunteering.</p>	
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	Investigation into mental health resources for Chelmsford students for signposting	OS	Ongoing
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	Consider external guest speakers for Give it A Grow.	EL	Ongoing – looking at collaboration with Botanical Gardens in Cambridge and Eden Project in Chelmsford.
News Actions: April Administrative Exec			
	RNG to share the accommodation audit with the wider executive committee for review	RNG	
	Members to install and trial Ecosia and let EL know about their user experience.	ALL	
	EL to contact exec members about their feedback on ARU Green	EL	

	Let RW know if you would like to volunteer to announce winners for the Made a Difference Awards in June	ALL	
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Executive Committee (FVC and LEDIC) Minutes; 24 May 2021, 10:00-12:00

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1.	1.1 Attendance P = Present, Ap = Apologies, A = Absent 1.1.1 Members <table border="1" data-bbox="233 595 1353 1520"> <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>AP</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>A</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>AP</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>AP</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>A</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>A</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 Oluwatominyi</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>P</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> </table> 1.1.2 Observers <table border="1" data-bbox="233 1592 1353 1700"> <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>Ellie Robley</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> </table>		Avinash Miriyam	President (CHAIR)	P	Fatima Lakhani	Vice President: Arts, Humanities, and Social Sciences	AP	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	A	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	AP	Cristina Ionita	B&L Faculty Rep (Cambridge)	AP	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	A	Bethany Miller	HEMS Faculty Rep (Cambridge)	A	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 Oluwatominyi	BME Students Rep (Chelmsford)	A	Abdullahi Idris	BME Students Rep (Cambridge)	A	Shubham Singh	Disabled Students Rep (Cambridge)	P	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	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Ellie Robley	Education Enhancement and Campaigns Coordinator	P	
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2.	<p>2. Verbal Updates</p> <p>2.1 Officer Updates</p> <p>2.1.1 Avinash Miriyam, President AM: I have been working around representation within various BME groups across the University. I have also been working with the International Office and have just had a meeting with them regarding that.</p> <p>2.1.2 Riya Gadhavi, Vice President for Health, Education, Medicine, and Social Care RG: I just want to talk about the CB1 Housing Issue, which we will discuss later.</p> <p>2.1.3 Omkar Singh, Vice President for Business and Law OS: No updates at this time, just currently working on handover stuff</p> <p>2.2 Faculty Rep Updates</p> <p>2.2.1 Imogen Lay, HEMS Faculty Rep IL: No updates, just handover and finishing my degree</p> <p>2.2.2 Lucy Barton, HEMS Faculty Rep LB: Nothing to update on, just little bits here and there with Student Feedback</p> <p>2.3 Campaign Reps</p> <p>2.3.1 Shubham Singh, Disabled Students Rep SS: Good morning. All feedback seems to be positive and students are busy with assessment and Omkar raised an Essay Mills issue for the faculty that should be resolved soon. RW: I know a lot of people are working on handover, campaign reps and faculty reps are in post until July 31st so if you want Exec budget to spend on events over the summer or that sort of thing, you do still have access to that We can chat more about that later in the meeting.</p>	
3.	<p>Items for Discussion</p> <p>3.1 CB1 Housing Issues</p> <p>RG: Students were still required to pay rent in January when they couldn't live in the nominated halls. I wanted to have a discussion and hear people's thoughts on this issue. The issue is how unresponsive they were when we tried to raise the issue.</p> <p>EH: Do we have any legal obligations or contracts with them?</p> <p>RG: There isn't a contract between the SU and CB1, just the University and CB1. There are a few things to consider before a boycott- there would be less opportunity for Student Staff and heroes during move-in and we could potentially sour the relationship with the university and the residential team within the uni.</p> <p>RW: It would be very important to consider the working relationships, particularly for our activities team and the residential service. It could affect things like Freshers and if we're doing Christmas parties, etc.</p> <p>EH: I understand that you're trying to consider the use of the halls due to their treatment of the students, but if we just stop supporting students within CB1 then would we be effecting student experience rather than CB1? Will this stop students from partnering with them or will it just mean students are getting less support from us?</p> <p>EL: I think we need more data, as this currently stands, we have two students who have had issues with CB1 but there are hundreds of students in those halls so we need more feedback to back this up. It needs to be much more detailed before we consider any actions.</p> <p>IL: I don't understand why we aren't kicking up more of a fuss to get equal treatment from last year. It's the exact same situation but last year there was more understanding around rent and we're in the exact same place again this year, but without any of the security.</p> <p>RG: We're still providing hardship funds so we don't have to do anything I am just looking for comments or ideas from exec.</p>	

RW: Does anyone have any ideas for lobbying activities or anything like that to get CB1 to listen to us. From your perspective, Riya, what do you want to accomplish?
 RG: My main intention as to make CB1 realise that what they're doing is wrong and that we don't agree with it and change their outlook on this sort of thing in the future.
 RW: Just picking up on comments here, Emily says she thinks you may need to go into much more detail before people can consider this appropriately and Imogen has agreed with that. Do you think you have time to do that research and is this something you want to move forward with? I think you need to decide the priority of this, because this work will need to be done before students decide where they would like to live next year. So think about that and please update wider exec through this TEAMS channel.
Action: RG to update Exec on the outcome of CB1 Housing Campaign.

3.2 Summer Events

RW: We still have budget for events over the summer, so we can discuss any ideas for events over the summer. We can find exact budgets by the end of the day but money shouldn't be an issue for any event ideas.
 IL: Can we have an exec meetup? It's sad that this meeting might just be the end.
 RW: We can look into this more, we can look for dates and look into leftover budget from training to have something like this. Would you want to do this in person or online, considering there are some people not in the UK. I will send out a doodlepoll, and Ellie and I will start planning this. **Action- RW & ER to investigate Exec meet up**
 EL: Update on Destress Fest- I'm working to rebrand this as 'Let's Destress' and making it more regular than just the last 2 weeks of the year. I've worked with the SU comms team to rebrand this. There is still time to host these events, and I can show you the new branding. We're meeting in the first week of June to go over what things may look like for the next year. EL shared new artwork for 'Lets Destress' Anyone can request this branding when setting up events.
 RW: Do you have any ideas for Destress events?
 IL: Cocktail Making
 RW: Is that something you want to run or the SU?
 IL: The SU
 EL: The events will be paired with Give it a Go, we want the Destress things to be considered and informed as to how they help students distress and practice good mental health and learn how to cope with stress rather than just masking it.
 RW: Does anyone have any ideas on events that they would like to lead on? This can be for officers or reps, and you can do whatever you might be interested in.
 EL: I don't need to know today, just please be in touch with me by early June so I can take it to our meeting. **Action: All to send ideas for events to Emily Long by 9am June 3rd.**
 RW: The reason that we're having this conversation is that in the last meeting it was raised that international students may not be able to go home so it would be nice to talk about how the executive committee could be doing to help those students.
 IL: Mental Wellbeing Society would be a helpful resource that I can reach out to. We could potentially partner with them as we have the budget and they have the ideas.
Action: IL to reach out to Mental Wellbeing Society

3.3 Executive Committee Feedback

RW: For this part of the meeting I would love to get your views on what went really well and what could have gone better this year and any suggestions that you have to improve the experience for the future. I've put in a whiteboard in our TEAMS channel so you can put in sticky notes to put in anonymous comments but we're really happy to have an honest conversation about your experience. We're always hoping to improve not only the service that we provide, but also in the ways we support you to do your role. What went well? What could've gone better? What would you do differently?
 EL: I enjoyed the Campaigns workshops as it was a good place to bring campaign ideas, etc. but I think they could've been run better and had more resources we could utilise. I

think more interactivity would've been helpful. If it was more engaging, that might have helped with attendance. Updates during admin exec were too long since we had to wait 2 months to do them and I think this exec waited until Admin Committee to raise any important issues. Rachel chairing was really useful so that Avinash could be more involved in the campaign brainstorming.

IL: I agree with Emily. Having it called a workshop made it so people didn't feel like that they didn't have to show up. It felt like ideas would be floating around but nothing was being done, like budget requests, etc. I preferred the layout from last year, maybe the first hour should be Admin and updates then the second hour could be a workshop so you could do a lot more stuff.

RW: What about the online format? Do you think online only is the way to go?

IL: I think blended would be better. In term time when you can be on campus, it would work but during breaks or summertime then online is easier. Before the lockdown I would come onto campus for the meetings but the options during other times would be helpful.

EL: From an accessibility perspective, online is better but it feels more collaborative in person and you can read body language and get everyone more involved in the conversation. There are always going to be pros and cons for online, in person, and online.

RG: I don't think there has been strong personal relationship building online so I think a blended approach would be helpful.

AM: Sometimes I feel as though there are a lot of ideas but no actions in these meetings.

RW: Do the reps feel comfortable coming to talk to the campaign coordinators?

IL: Kind of. I think having meetings with people from the Rep Team due to busier schedules, furlough, time off, etc.

RW: It is a sense of not knowing when to set a meeting or not knowing who to talk to when you have ideas? Did people feel like your ideas were listened to, or did you feel dismissed at all?

EL: We were listened to by staff and students, I think it's the follow-up, so setting actions, etc. We're listening but we're not so good at following up on actions after the meeting so they just get carried over and forgotten.

OS: I can't compare it to previous years- I think connectivity was an issue with online meetings. I think exec engagement and attendance needs to be improved- reps should be more involved with officers. I felt there was a gap between us. Exec should've been more involved throughout the year. In the beginning Exec was given no confidence or permission to experiment, and I think that would've been really helpful, particularly since everything was different this year already.

LB: I would've made more connections with people if it had been in person. That being said I probably wouldn't have commuted in if I didn't have anything else on campus that day.

IL: Could you do a combination, where students have the option to come in physically or dial in online? I think a lot of people go for this role because they think they will be able to do fun things for the students and kind of do things on their own. I didn't realise how many meetings, and paperwork, and that sort of thing so it drags you down after a few months.

EH: That's really interesting to hear. Can you elaborate on what specific admin feels like too much?

EL: Do we have to have updates scheduled in the meeting for each individual person or can we ask if there are any updates that weren't submitted as a written update?

RW: Ideally that's why we have the written updates and then the verbal should be added and not just repeated written updates. I think it could be great if the updates section as verbally shorter but that could mean people feel like there is more pressure to provide a written update.

IL: I feel like people feel obliged to give a verbal update because they know people haven't read the written updates. I wonder whether it's worth having the updates in the TEAMS channel, rather than on the website.

	<p>RW: Thanks for that. Are there any reflections on the role itself?</p> <p>IL: I don't think that the training day did much to prepare me for meeting. I worry that a brand new committee won't know. I would like things to be more broken down during training. I also think planning events takes too long because it's sometimes cross departmental.</p> <p>AM: Don't plan meetings on Fridays. They always get moved and it demotivates you as you have to prepare twice.</p> <p>RW: Any other comments on the training from the beginning of the year?</p> <p>EH: Or the structure/format, so would you like a refresher training, a weekly lunch and learn, how would you like to see training in the future.</p> <p>IL: Tiring to do 7 hours all at once.</p> <p>RW: We clocked that this year and we are making changes for this year. Are there any other thoughts on content of training? How have briefings been going before meetings?</p> <p>EL: Briefings are good.</p> <p>AM: Some meetings were very good, some very less good. When meeting with people I don't really know and going to more senior level meetings I felt unprepared and unconfident to ask questions or challenge members of those meetings.</p> <p>RW: Did you feel prepared for your role?</p> <p>EL: Can you write the questions down and send them around afterwards?</p> <p>RW: I don't have a list of questions, I'm just asking them as the conversation moves on. If you have any feedback outside of this meeting, feel free to get in touch with Ellie, Emma, or myself.</p> <p>LB: I felt supported and knew who to go to if I had issues or questions and was never made to feel like my questions were stupid.</p> <p>IL: I feel like people running for positions can talk to current officers, so I think people should be able to talk to faculty reps or campaign reps, etc. You don't understand the gravity of the role unless you talk to someone who has done the role.</p> <p>OS: I think this end of the year review is really helpful, but I think having this conversation halfway through the year would be really helpful.</p> <p>ER: We are planning our Executive Training now, so if you have any feedback you'd like to share, please get in touch with me. I'm happy to sit down and chat, or just converse through email, but please get in touch. Action: ALL Exec to get in touch with Ellie with any feedback from this year.</p>	
9.	<p>9. Any other business</p> <p>9.1 Student Trustee</p> <p>RW: The SU is recruiting a new Student Trustee. If you are interested, I am happy to facilitate a conversation about the role. You can find the job description online (link) and Emily Long is happy to chat with you about the requirements of the role. We're also looking for a student to sit on the shortlisting and interviewing panel. 3 Hours are needed for the shortlisting and the morning of June 16th for interviews. Action: RW to message Imogen around interest.</p> <p>9.4 Closure</p> <p>Thanks to everyone for their work this year, and a reminder to please get in touch if you need anything. Campaign and Faculty Reps are still in their role until the end of July. RW will be in touch with a doodle poll for an end of the year event.</p>	

Executive Committee (FVC and LEDIC) Minutes; 22nd September 2021, 11:00-13:00

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2.	<p>2. Items for Discussion</p> <p>2.1 Student Trustee Update CA: The 2 student trustees were approved by a quorate vote of Executive Committee. RG: Clarified process of appointment.</p> <p>2.2 Exec Uniform EH: Please put in the chat or email Emma size for Exec uniform.</p> <p>2.3 Committee-ments EH: Listed current vacancies on senate and other committees CFW: Will take the UG place on ASQ WG: Would like to attend Student Matters OO: Would like to attend Student Matters EH: Outstanding spaces – 4 x Reps: SEC, 1 x PGT Rep: ASQ, 1 x UG Rep: Student Matters Please email or add to the chat if you would like to take these on. I will inform committees of new attendees.</p>	All All EH
3.	<p>Faculty Rep Updates:</p> <p>3.1 Faculty Rep B&L Chelmsford: WG: Problems raised by students: misunderstanding rules or processes and problems caused by communication issues. EH: Direct individuals to advice team. Gather further feedback and identify key aspects of communications causing problems (eg: module guides / registration / course tutor emails.) Work with Rep Coordinator Harriet Ratty to report to FPT / FEC with issues. RG: Once course reps are elected we can support you to consult more widely.</p> <p>3.2 Faculty Rep HEMS Chelmsford: IC: How do I reach out to students? EH: For canvas communications and faculty newsletters you can discuss with faculty staff in FPT. For direct communications the SU can support and help send info or arrange forums and drop ins, but this will be more effective once course reps are in place due to the size of the HEMS faculty. (15,000+ students)</p>	
4.	<p>Campaign Rep Updates</p> <p>4.1 BME Rep Chelmsford OO: How do I reach out to BME students? EH: We will be establishing a network for each campaign rep and will support you to use this and get sign ups. We can help you to be involved in or organise events eg: history months. We will also have 2 new staff members who will be your campaigns support from next week; Joe Bunkle in Cambridge and Fraser Luther-Yarwood in Chelmsford CFW: Networks will be helpful to reach an audience beyond your course and for a protected characteristics. IC: Would canvas announcement be allowed? RG: We can reach out to all students in you faculty through your rep coordinator. Through your committees you will access to faculty newsletters / canvas etc. Our comms team can help you with eg: social media profiles. CA: We can all work together and we have a powerful voice together!</p>	
5.	<p>Executive Committee Updates:</p> <p>5.1 President: CA: Teaching has started and we have had complaints from staff about student's behaviour re: COVID expectations / social distancing. MT: What are the current rules? CA: Mask inside buildings are encouraged but not mandatory.</p>	

RG: Staff may be concerned if they have underlying conditions (which they do not need to reveal), but government guidelines do not mandate mask wearing.
 MT: It is not clear that mask wearing is encouraged indoors and many are not wearing them perhaps because they are unaware. Unless it is mandatory it is individual choice.

CA: Planning a campaign on mandatory EDI training for all students. Based on feedback about insensitivity regarding protected characteristics. Addressing discrimination and disrespect in student to student interactions. Not clear yet how to deliver this.

CFW: Would like to be involved in this campaign. NHS provide basic inclusivity training as an example.

CA: I want to reduce student services (IT / Library) email response times. 5 working times is a long time and student feedback says these deadlines are being missed.

CFW: These waiting times have delayed my registration and some take weeks to respond. A more honest timescale notification might stop some of the frustration.

CA: We know a lot of this is caused by the time of year as new students make the services very busy. But this still needs resolving – especially as it is impacting on students commencing their studies.

5.2 VP Business and Law

AS: Placement programme campaign. Started meeting with the placement manager to discuss what steps we might need to take to increase placement programmes.

AS: Accommodation contracts campaign. I met with accommodation working group and plan to do data collection through focus groups in Jan or Feb and online.

AS: I want to speak with WG prior to FPT to discuss communication issues in B&L. This is linked to the whole team campaign which CA discussed.

AS: Supporting an app linked to the incubation centre to share ideas and innovation. Will share when completed.

5.3 VP Health Education Medicine and Social Care

DA: Started working on sanitary provision – the university has agreed to put vending machines into gender neutral as well as female bathrooms.

DA: I would like to support students to contribute to foodbanks / collect free food on campus to share and be more sustainable. I have started speaking to the Uni about this.

DA: Men's wellbeing and language barriers. Speaking in a second language makes discussing emotions and wellbeing more challenging. I have spoken to counselling team about how to bring language support into these spaces or hire online services. I raised concerns raised by Exec regarding the language used on forms for counselling services. The team are also looking to recruit more BAME counsellors.

DA: Working with faculty staff and LB on the faculty newsletter and we will be creating this in the next couple of months.

IC: I would like to support this too.

DA: Met with Catherine Lee to discuss wellbeing training for students in HEMS.

5.4 VP Arts Humanities and Social Sciences

CA: SS wants to implement UMI app for supporting social meet ups for students.

	<p>CA: SS also wants to work on staff shortages and the impact on communication times for students.</p> <p>5.5 VP Science & Engineering CA: KJ has an Employability campaign: On campus recruitment and webinars with industry experts to improve employability after graduation.</p> <p>CA: KJ will be looking at delivering different world wide cuisine through ARU canteens.</p>	
6.	<p>6. Equality networks: This training / support will be for the Campaign Rep Equality Networks implementation. Due to leave in the comms team this will be rolled over to next meeting</p>	
7.	<p>7. Campaign Ideas*</p>	
8.	<p>8. Policy Implementation*</p>	
9.	<p>9. Budget EH: Outline of budget requests process and funds remaining (£5000). DA: Can this be used for social events? EH: If they are campaigns relevant eg: Best Night Out campaign.</p>	
10.	<p>10. AOB 10.1 CA: Please encourage each other to attend Exec and thanks to those who are here today. Please talk to us about your campaign ideas to work together on them.</p> <p>10.2 TL via email: Re communication campaign; I was waiting a month for a reply from the timetabling department and still do not have a fully accurate timetable.</p> <p>TL via email: I've been contacted by the disability service in regards to a student with autism spectrum disorder who was asking for social support at the uni. I think having some kind of buddy system for students with social/communication disabilities may be something we could look into? also any recommendation on how to go about helping this student would be greatly appreciated.</p> <p>10.3 EH: Provided update on vacant exec roles and link to recommend a friend.</p> <p>10.4 EH: Next meeting date will be assessed via doodle poll. CA: Thankyou for coming. We're looking forward to a good year!</p>	

Executive Committee (FVC and LEDIC) Minutes; 29th October 2021, 1-3pm

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	Alex Mosely	Anglia Learning and Teaching	P	
	Demi Smith	Senior Representation Coordinator (HEMS)	P	
	1.2 Terms Of Reference*			
	1.3 Minutes of the last meeting The minutes were approved.			
	1.4 Actions Arising			
	ITEM	ACTION	OWNER	UPDATE
	Carried Over Actions:			
		None		
	New Actions: September 2021			
	2.2	Provide required sizes for hoodies to EH via chat or email	ALL	Partially complete.
	2.3	Please email EH to take on committee places or request more info: 4 x Reps: Student Experience Committee, 1 x PGT Rep: Academic Standards and Quality Committee, 1 x UG Rep: Student Matters Committee (Board of Governors)	ALL	Partially Complete: Remaining vacancies: 2 x SEC 1 x PGT Rep: ASQ 1 x UG Rep: Student Matters
	2.3	EH to update committee memberships and inform secretaries.	EH	Complete
2.	2. Items for Discussion			
	2.1 Changes to Bye-Laws DS outlined the role of the proposed VP Healthcare Practice Students FLY noted an online vote as we are not quorate. DS shared email address and asked for questions EH: Please vote when the voting link is shared – non quoracy means we will not be able to pass these changes even if 12 of you vote in favour!			ALL
3.	3.1 Introductions to all staff and Exec Members			
	3.2 Faculty Rep Updates: 3.2.1 Faculty Rep HEMS Chelmsford: LB: Written update taken as read – lots of feedback about placements ongoing			

4.	<p>Campaign Rep Updates</p> <p>4.1 Mental Health Rep Chelmsford MT: Meeting with NHS society next week to look at ‘pets as therapy’ events. Interested in seeking some budget for refreshments for the volunteers. Also have had feedback that wellbeing services need better promotion.</p> <p>4.2 Disabled Students’ Rep Cambridge TLE: Have been contacted by students regarding support and awareness of ADHD and concerns raised about the knowledge and support through the PDTs. Also would like to hear any updates about the accessibility audit.</p> <p>CA: Campaign reps should arrange a meeting with JB and FLY to take ideas forward and develop campaigns.</p> <p>4.3 LGBT+ Rep Chelmsford CFW: Planning to push for mandatory training on EDI, incorporated into the curriculum. Also want to work on pronoun name badges.</p>	
5.	<p>Executive Committee Updates:</p> <p>5.1 President: Team are working on international student fees and the quality / accessibility of support for international services. Eg: access and uptake of English / EFL courses.</p> <p>Team are working on response times from ARU staff replying to students. Lobbying for consistency across the faculties. AHSS has agreed to reduce their response times to 3 working days max. S&E and HEMS are still to agree.</p> <p>Working on a ‘good speech’ policy which we will share with you as it develops.</p> <p>Developing EDI training and embedding this into community building delivery in the curriculum. Have spoken to the Deputy Dean AHSS and had positive feedback about the possibility of this.</p> <p>5.2 VP HEMS ARU have approved the period poverty campaign actions and will be funding some period products.</p> <p>Have put in a budget request to support the development of an SU based food bank. Please can everyone vote online after the meeting; Food security is a real concern for some students and I would like to establish a donation box on each campus and encourage students to put dry, long shelf life items in for others to take. I would like the budget to kick start this campaign; buying the boxes and some food. It is a trial, and we will review after 2-3 months to see how it is working.</p> <p>Looking at the wellbeing services and language around mental health. I will be working on support for international students with EFL with David Walmsley</p> <p>5.3 VP S&E KJ: Planning a job fair on campus to support employment outcomes in S&E. I have met with the employability team to collaborate on this.</p> <p>Wanting to work on food options in the canteen.</p> <p>Plans to bring psychology students in to support wellbeing services are now on hold</p> <p>5.4 VP Arts Humanities and Social Sciences</p>	ALL

	<p>SS: Considering barriers to engage with student communities and looking at an app called UMI to overcome barriers such as cultural / language to help build friendships and support student communities. Seeking feedback from students</p> <p>Looking into the fee structure with a focus on international students.</p> <p>Also supporting team on response times project within my faculty</p> <p>5.5 VP Business & Law CA: Ashique has been working with faculty staff to increase placement / internships opportunities</p> <p>Also working on accommodation contracts and costs; following previous officer campaigns.</p>	
6.	<p>6. The Group Chat FLY: outlined group chat and expectations of executive committee members. All should attend and ensure updates are current and relevant.</p>	ALL
7.	<p>7. Breakout sessions 7.1 Campaign reps to join Tony Bickley for network training. (Requested members to allow a recording of the session.)</p> <p>Faculty reps and officers joined by BM, DR and AM to discuss education strategy.</p> <p>7.2 Education Strategy: DR and BM outlined 3 draft strategies and the pillars. Clarifying questions asked by EH and FLY</p> <p>CA: How will students be involved in the development of these strategies? BM; next steps include student consultation – will launch an online open consultation where questions and comments can be submitted by staff and students (from mid November) Task and Finish groups have been created to get specific questions and priorities set. We would like reps to be members of these groups. We would also like any other ideas on how you would like to involve students. CA: During a workshop we established some questions which we would like the task and finish group to address – can these be shared with Exec? FLY: It will be important to make sure that the consultation is accessible in terms of time needed to complete the questionnaire and to eg: International students with EFL, placement students...</p> <p>DR: Would incentives help encourage students to complete? FLY: We have used prize draws and similar in the past there is a challenge making the incentive worth while without de-legitimising the feedback.</p> <p>BM: How could we seek feedback on the landing page, especially regarding language. EH: This can be shared with the whole Executive Committee for comments via Teams (send to FLY)</p> <p>DR: would an optional short video in the survey help to give context? DR: We would like to fill places on task and finish groups with student reps. EH: Officers have very limited time to sit on additional meetings FLY: It would be important to give clear dates and times to engage other reps due to eg: placement, work, studies, child care. DR: Yes and we could share information via teams for online conversation.</p>	<p>BM</p> <p>BM</p>

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: September 2021			
2.2	Provide required sizes for hoodies to EH via chat or email	ALL	Partially complete: Hoodies now available for collection – email EH to arrange
2.3	Please email EH to take on committee places or request more info: 4 x Reps: Student Experience Committee, 1 x PGT Rep: Academic Standards and Quality Committee, 1 x UG Rep: Student Matters Committee (Board of Governors)	ALL	Partially Complete: Remaining vacancies: 2 x SEC 1 x PGT Rep: ASQ 1 x UG Rep: Student Matters
New Actions:			
2.1	For Approval; Changes to Bye-Laws. All members of the Executive Committee to vote online.	ALL	
5.2	For Approval; Budget request for £70 for food banks.	ALL	
7.2	BM to share task and finish group questions with Exec via CA	BM	
7.2	BM to share consultation landing pages with Exec (Via FLY) for comment	BM	

Executive Committee (FVC and LEDIC) Minutes; 24th November 2020
13:00-15:00

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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			
	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 ensure fairness in the assessment process	Once a Marking & Moderation strategy is agreed, this should be described to students so that they understand clearly how they are being assessed	
	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	This naturally follows on from the 3 & 4. What will be learned, what task will you undertake to show that this	All

	criteria (e.g. including rubrics)	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
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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
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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.
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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.
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EL: Any moderation when there is no anonymity needs to be very clear and needs to suit the type of course

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
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		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.</p> <p>EH: This is also true for the moderation</p> <p>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.</p> <p>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.</p> <p>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</p> <p>BM: This has happened previously. Three markers combined their scores after an assessment last year</p> <p>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	As noted in 15 & 16, it can be very effective to include people outside of the university, who are specialists in the subject or

	<p>Specialist in the Marking process (e.g. practice based representative / employer).</p>	<p>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>	
<p>EH: Do we have any suggestions on how it could be made fairer that haven't already been covered? 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. EL: How will they review these options to ensure success if we implement these points? EH: This will be reflected in the NSS and I'm sure there will be another review</p>			
<p>3.</p>	<p>3. Faculty Rep Updates: 3.1 AHSS Faculty Rep Cambridge 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. 3.2 HEMS Faculty Rep (Cambridge) 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. 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. 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. 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>		
<p>4.</p>	<p>4. Campaign Rep Updates: 4.1 Disabled Students Rep (Cambridge) SS: No update as of now. 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. 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 EL</p>

<p>5.</p>	<p>5 Executive Officer Reports</p> <p>5.1 President AM: I am working on several campaigns and projects, including WhatsApp communication for Course Reps, Accessibility, and setting up a BME Committee. I have met with Katie Potts, who is happy to have the SU take the lead on this committee. I have also worked with Rep Cos to start using WhatsApp Broadcast to allow reps to communicate with each other and build a community. RW: Just to clarify- the WhatsApp broadcast does not allow students to communicate with each other, just with the Rep Coordinator. AM: Thank you. I am also working on accessibility and capture for lecture videos has been completed. I am continuing to work on campus signage and access to facilities or software, due to the pandemic. Mental Health- working on attaining mental health training for students. We are working with the Wellbeing team to decide which training would be most appropriate. Sustainability- We are planning Sustainability Week and partnering with ARU Green.</p> <p>5.2 VP: Business and Law OS: The Incubation Centre now has 18 people on the working group, from across all faculties. We will be creating a student focus group on Dec 10th from 11am-1pm with 5 students from each faculty. If any exec members are interested in being a part of this focus group, please contact OS We hope to wrap up this project by next Trimester. There are no social distancing signs in the prayer space on either campus, and I will be looking for a permanent space for Muslim students (post COVID) For the mental health campaign, I've created the 'Logged On' series during the second lockdown, I've had a series of guests from the MP to Deputy Deans of the faculties, and more who join and discuss the importance of good mental health. Masters students are starting their placements in January, but the faculty did not advertise any opportunities for any non-MBA students. This has now been rectified. Masters students will also be working on the Incubation Centre for 13 weeks starting in the next Trimester. I've created a WhatsApp group for Course Reps and B&L Facebook group for updating and gathering feedback.</p> <p>5.3 VP: Arts, Humanities and Social Sciences N/A</p> <p>5.4 VP: Health, Education, Medicine and Social Care N/A</p> <p>5.5 VP: Science and Engineering EL: For my ARU Community Campaign, I am putting together a virtual challenge series to bring our community together. It will be student led and each day in December there will be a new challenge. I have gotten lots of ideas from Course Reps through our weekly catch ups, but I would love to see more ideas from across the faculties. If any members of exec have any ideas or would like to host an event, please contact EL. IW: Can we have a pet photo competition? EL: It has already been suggested by a Course Rep, so I am glad to see support of it. Another part of the ARU Community Campaign are the Holiday Boxes which is a positive initiative to support our student community. These boxes will include mental health resources and 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. 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>All</p> <p>All</p>
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	<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>	

7.	<p>Policy Implementation AM: No papers or updates were submitted</p>	
8.	<p>8 Budgets No Budget Approvals. If there are any that need to come forward, please reach out to RW. Quorum is now 13, so we need 13 people to vote.</p>	
9.	<p>9. Any other business</p> <p>9.1 Group Chat Tomorrow is Group Chat; please ensure you confirm your attendance with RW. Two-minute verbal update/introduction. If you have any concerns, please contact RW. Please share the link provided with any students. https://www.angliastudent.com/ents/event/8164/</p> <p>9.2 Staff Update ER new in role as Campaigns, Education Enhancement, and AHSS Representation Coordinator.</p> <p>9.3 Refreshers Refreshers is coming up; we are in planning for it now. It will be the week of January 18th Please let RW know by end of next week (Dec 5th) if interested in hosting any kind of event for refreshers.</p> <p>9.4 No Detriment EL: FSE Course Reps have expressed a need for an automatic extension and a no detriment policy to be put in place due to timetable issues, changes to assessment, second lockdown and lack of access. Just want to gauge how widely spread that was through exec. It is going to the Senior Management Team meeting tomorrow to decide a stance that the SU is taking on this so we can write a more cohesive proposal to give to the uni. MH: Agrees IW: Agrees. As an FSE student, two of my modules have been completely reworked. Just because we are 'used to' the pandemic now does not mean we are better equipped to handle the workload RW: I will send out an email to exec or put it in the Facebook group if anyone wants to get in touch about it.</p> <p>9.5 Group Campaigns MH: From the general update and the action lists it comes across as EL is doing all the work on the group campaigns from an outside prospective- which is quite concerning. EL: I have been doing a lot and that is why I reworked my other Campaigns. Made a clearer plan for the sustainability campaign as the project plan tool does not work for me. I do think other people can get involved with the team campaigns. MH: Just checking in to make sure you are okay, and that other people are pulling their weight EL: Yes and no. I feel like I do a lot, but I enjoy the work that I'm doing. I feel that other people could take more responsibility. AM: As EL is leading on the campaign, she is doing a lot of great work. For mental health, we each have our own responsibilities and we are working together. OS and I have other responsibilities. Someone has to take the lead and EL is taking the lead on Sustainability. OS: EL decided that she was the best person to be the lead the sustainability campaign and she is being supported while AM leads the Mental Health campaign and I support him as well. 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>All</p> <p>All</p> <p>RW</p> <p>All</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 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 IW: Would like to submit the Cambridge Rape Crisis Centre and Centre 33 MH: Would like to submit Kite trust</p> <p>9.7 Update on the Mental Health Rep Role (requested by IW) 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 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? Votes- No Exec Committee meeting in December For: EL, MH, BM, IW, ET Against: Abstained: AM, OS, AB, OO Administrative Exec in January. RW will send out doodle poll soon.</p> <p>9.9 Closure AM: Thank you all for attending and updating</p>	RW
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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
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	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	All	Ongoing

	been doing - email RW if you will not be able to attend		
	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	

Executive Committee (FVC and LEDIC) Minutes; 13th Jan 2022 11am

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2.	<p>2. Items for Discussion</p> <p>2.1 Refreshers</p> <p>DA: Can we clarify the process and any updates from reps on activities for refreshers</p> <p>FLY: SW, JO, IDSC and MT have all contact campaigns coordinators to arrange some events or activities for Refreshers.</p> <p>DA: Officers will be in the office wherever possible (DA will be working on campus all week and at event). AS and KJ will be booking onto the rotas.</p> <p>AS: Me and KJ will be attending 1 day in Chelmsford and the rest of the week in Cambridge.</p> <p>FLY: Can officers who are in office / in the UK please book into the rota and consider cross campus activities as these will require Officer support. Use social media to promote and share your activities.</p> <p>Noted: CA and SS are not currently available</p> <p>FLY: We would like to ask Faculty and Campaign Reps to attend fairs and events to promote equality networks and their campaigns. FLY will ask if Fresher's rota can be shared with exec.</p>	<p>KJ, DA, CA</p> <p>ALL FLY</p>																								
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 No reports received</p>																									

4.	Campaign Rep Updates 4.1 No reports received	
5.	Executive Officer Updates: 5.1 President: Report taken as read 5.2 VP Arts Humanities and Social Sciences No report received 5.3 VP Health, Education, Medicine and Social Care: Report taken as read 5.4 VP Science and Engineering Report taken as read 5.5 VP Business & Law Report taken as read	
6.	AOB: 6.1 FLY: Elections will open for applications and recommend a friend opportunities on Monday 17 th Jan. All exec members should consider re-running or recommending others to run. Recommending a friend is not an application – just an email to recommend they run. All exec should promote and share elections information especially in HEMS for the newly created role. All questions to EH and FLY. 6.2 FLY: All Part time Exec members should consider hosting events / campaign in tri 2 and meet their manifesto promises – they all have a pre-approved budget of £50 and can request more money if needed. 6.3 FLY: All exec MUST respond to the Exec away day invites. We need to know numbers due to COVID restrictions. 6.4 JB Social media, QR codes and promotions for equality networks will be shared with exec for promotion during refreshers. All members should be sharing and promoting over the next few weeks 6.5 FLY Date of Feb meeting to be confirmed via doodle poll	ALL ALL ALL JB / ALL

Matters Arising:

ITEM	ACTION	OWNER	UPDATE
New Actions: January 2022			
2.1	Officer to sign up for refreshers activities (inc. cross campus) and use social media to promote	KJ, AS, DA,	

2.1	Faculty and Campaign reps to attend refreshers fairs and events and promote equality networks	ALL	
2.1	Arrange to share Refreshers rota with exec	FLY	
3.1	Faculty Reps should update their reports each month	Faculty Reps	
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6.3	All exec MUST respond to the Exec away day invites. We need to know numbers due to COVID restrictions.	ALL	
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Executive Committee (FVC and LEDIC) Minutes; 15th Feb 2022 1pm

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1.2 Terms Of Reference*

It is noted two faculty reps have stood down since last meeting of the Exec

1.3 Minutes of the last meeting

The minutes were approved

1.4 Actions Arising

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New Actions: January 2022			
2.1	Officer to sign up for refreshers activities (inc. cross campus) and use social media to promote	KJ, AS, DA,	Complete
2.1	Faculty and Campaign reps to attend refreshers fairs and events and promote equality networks	ALL	Complete – MT & SW attended fairs at their respective campuses
2.1	Arrange to share Refreshers rota with exec	FLY	Complete
3.1	Faculty Reps should update their reports each month	Faculty Reps	Reminder to submit updates
4.1	Campaign Reps should update their reports each month	Campaign Reps	Reminder to submit updates
5	Officers should update their reports each month	Officers	Reminder to submit updates
6.1	Elections will open for applications and 'recommend a friend' on Monday 17 th Jan. All exec members should consider re-running or recommending others to run	ALL	Nominations will be closing on the 16 th @ 12pm
6.2	All Part time Exec members should consider hosting events / campaign in tri 2	ALL	Complete – some events have been planned/taken place
6.3	All exec MUST respond to the Exec away day invites. We need to know numbers due to COVID restrictions.	ALL	Members of the exec are reminded to respond to the away day invites/Doodlepolls
6.4	JB to share Social media, QR codes and promotions for equality networks. All members should be sharing and promoting over the next few weeks	ALL	Complete

2. **2. Items for Discussion**
- 2.1 Race Equality Charter (RW & KP)
RW: Explained background of Race Equality Charter (research & goals for Bronze certification), shared headline data/quotes for the Committee's consideration
- RW & RG: Split the Committee into breakout rooms to consider the headline quotes & what the Exec could do to make a difference to these findings
- RW & FLY: Discussed notes of breakout room discussion re: what the Committee believes the University should do in response & what we can do as a team to respond

	<p>SS: Recommended that BAME staff would be better suited to listening/understanding cases of racism reported by students Noted: By RW</p> <p>2.2 Conferences (RG) RG: Explained the overall structure of the NUS & that nomination for the Presidency of the NUS would be open from 17/02/2022</p> <p>RG: 2 NUS Conferences approaching, National Conference Delegate nominations are open from 16/02/2022</p> <p>RG: Any of the Exec that wish to nominate themselves Delegate should contact FLY</p>	ALL, FLY
3.	<p>3. Faculty Rep Updates: LB: LB & IDSC held a drop-in session for HEMS students, whilst turn-out was low it was noted it is good to show any Exec presence on campus</p>	
4.	<p>4. Campaign Rep Updates AK: Begun discussions with JB & FLY regarding international student induction, contacted DA to see where it can be taken further. Has also been in discussion with SS regarding how to better get students involved with the Students' Union CA: Student Services is available in induction (library services, etc) AK: Students attend induction but not services are not explained in a way students understand/not given an in-depth instructional FLY: Would be good to look at the long-term fixes for this issue; potential piece for how students are taught to use Canvas?</p> <p>EW: Writing a letter to the University regarding inclusivity/accessibility of services at ARU; working on a "phonebook" aimed at directing students to services with more accessibility; attended SHOAK event which was very successful & engaging for students; disabled students should be an accepted part of the University and not just a separate "bubble"</p>	AK, DA EW
5.	<p>Executive Officer Updates: 5.1 President: CA: Partnering with Camb SU on Reclaim the Night for 11/03/2022; examining how to insert Community Building sessions into the curriculum</p> <p>5.2 VP Business & Law AS: Have received confirmation from FBL that they will increase the number of placements for FBL students; continuing to lobby the University to provide more accommodation & will be meeting with other Student Union leaders at the NUS strike on 03/03/2022</p> <p>5.3 VP Arts Humanities and Social Sciences SS: Comparison of fee structures between ARU and other universities; collecting feedback from Faculty and Course Representatives; working with AK on how to attract more students to Students' Union events; working with International Office on how to best promote the Students' Union after induction week</p> <p>5.4 VP Health, Education, Medicine and Social Care: CA (on behalf of DA): Working on examining if a language barrier is preventing students accessing student services AK: Knows of students failing English language test and still attending their course as its not mandatory FLY: This is the basis of DA's campaign FLY (on behalf of DA): Period poverty campaign has been a success with more sanitary products being placed on offer; freely; will be completing the foodbank campaign and looking on how to make its maintenance long term after they finish their term in office</p>	

	<p>5.5 VP Science and Engineering</p> <p>KJ: After discussion with the employability team at the University increasing employment opportunities on campus has not been possible; canteen campaign has been put on hold; work with AS has found international students are not using/understanding what services are on offer to them; working with FSE to reduce waiting times on responses to emails</p> <p>FLY: Is the jobs fair going ahead?</p> <p>KJ: Confirmed jobs fair is going ahead</p>	
6.	<p>AOB:</p> <p>6.1 Budget Request</p> <p>CA: Budget request is not yet quorate, Exec asked to cast their votes ASAP</p> <p>FLY: MT has requested £3000 for a guest speaker (Nigel Owens) for University Mental Health Day; was not expecting as much generosity on the University's side paying for part of the speaker so the Exec should see this as an opportunity</p> <p>CA & FLY: £200 requested for Pride decorations for LGBTQ+ History Month</p> <p>JB: The decorations can be used for multiple events over the month and for Pride month, as well as subsequent LGBTQ+ events; an "investment for the future"</p> <p>6.2 Exec Away Day</p> <p>CA: Please respond as to whether you can attend the Away Day</p>	<p>ALL</p> <p>ALL</p>

Matters Arising:

ITEM	ACTION	OWNER	UPDATE
New Actions: February 2022			
2.1	Any exec member wishing to nominate themselves for a Delegate position should contact FLY	ALL, FLY	
4.1	AK to have discussion with DA when possible	AK, DA	
4.2	EW to finish letter to the University	EW	
6.1	Any Exec member who has noted voted on the budget request please do so	ALL	
6.2	Any Exec member who has not responded to the Away Day please do so	ALL	

Executive Committee (FVC and LEDIC) Minutes; 25th March 2022 10am

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="213 595 1334 1648"> <tbody> <tr><td>Cavya Antony</td><td>President</td><td>Ap</td></tr> <tr><td>Sobin Sojan</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Ashique Salim</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Divya Agarwal</td><td>Vice President: Health Education Medicine & Social Care (CHAIR)</td><td>P</td></tr> <tr><td>Kevin Joy</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Abbie Harper</td><td>AHSS Faculty Rep</td><td>A</td></tr> <tr><td>Wonda Grobbelaar</td><td>B&L Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Abu Suresh</td><td>B&L Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ines Da Silva Correia</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Kirstin Green</td><td>HEMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Elle Rimmer</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Ruime Azumara</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Olubenga Oluwatominyi</td><td>BME Students Rep (Chelmsford)</td><td>P / Ap</td></tr> <tr><td>Joshua Olasehinde</td><td>BME Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Tiegan-Leigh Everitt</td><td>Disabled Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Emma Wong</td><td>Disabled Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Akshay Kumbalath</td><td>International Students Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Robin Robert</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>Maddison Taylor</td><td>Mental Health Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Alina Clarke</td><td>Mental Health Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Sascha Wasilewska</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Neethu Jose</td><td>Women's Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Chelsea-Marie Cochrane</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="213 1720 1343 1886"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>P</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Democracy and Campaigns Coordinator</td><td>P</td></tr> <tr><td>Jo Bunkle</td><td>Campaigns and Representation Coordinator</td><td>P</td></tr> <tr><td>Rose Guy</td><td>Director of Advocacy and Engagement</td><td>P</td></tr> </tbody> </table> <p>1.2 Terms Of Reference*</p> <p>1.3 Minutes of the last meeting The minutes were approved</p> <p>1.4 Actions Arising</p>		Cavya Antony	President	Ap	Sobin Sojan	Vice President: Arts, Humanities and Social Sciences	P	Ashique Salim	Vice President: Business & Law	P	Divya Agarwal	Vice President: Health Education Medicine & Social Care (CHAIR)	P	Kevin Joy	Vice President: Science and Engineering	P	Abbie Harper	AHSS Faculty Rep	A	Wonda Grobbelaar	B&L Faculty Rep (Chelmsford)	Ap	Abu Suresh	B&L Faculty Rep (Cambridge)	A	Ines Da Silva Correia	HEMS Faculty Rep (Chelmsford)	P	Kirstin Green	HEMS Faculty Rep (Chelmsford)	A	Lucy Barton	HEMS Faculty Rep (Cambridge)	P	Elle Rimmer	HEMS Faculty Rep (Peterborough)	A	Ruime Azumara	S&E Faculty Rep (Chelmsford)	A	Olubenga Oluwatominyi	BME Students Rep (Chelmsford)	P / Ap	Joshua Olasehinde	BME Students Rep (Cambridge)	A	Tiegan-Leigh Everitt	Disabled Students Rep (Cambridge)	A	Emma Wong	Disabled Students Rep (Chelmsford)	A	Akshay Kumbalath	International Students Rep (Chelmsford)	Ap	Robin Robert	International Students Rep (Cambridge)	A	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	A	Kat Persaud	LGBT+ Students Rep (Cambridge)	A	Maddison Taylor	Mental Health Rep (Chelmsford)	Ap	Alina Clarke	Mental Health Rep (Chelmsford)	A	Sascha Wasilewska	Trans Students' Rep (Cambridge)	A	Neethu Jose	Women's Rep (Chelmsford)	A	Chelsea-Marie Cochrane	Women's Rep (Cambridge)	A	Emma Howes	Engagement Manager	P	Fraser Luther-Yarwood	Democracy and Campaigns Coordinator	P	Jo Bunkle	Campaigns and Representation Coordinator	P	Rose Guy	Director of Advocacy and Engagement	P	
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	ITEM	ACTION	OWNER	UPDATE	
	New Actions: February 2022				
	2.1	Any exec member wishing to nominate themselves for a Delegate position should contact FLY	ALL, FLY	Complete – 2 Reps attending Liberation conference	
	4.1	AK to have discussion with DA when possible	AK, DA	Ongoing – meeting scheduled	
	4.2	EW to finish letter to the University	EW	Incomplete	
	6.1	Any Exec member who has noted voted on the budget request please do so	ALL	Complete – quoracy met	
	6.2	Any Exec member who has not responded to the Away Day please do so	ALL	Complete – not all members responded!	
2.	2. Items for Discussion 2.1 The Group Chat FLY: This is happening on Wednesday 6 th April at 3pm. It will be on Teams and live streamed into SU spaces in Cambridge and Chelmsford. All members of exec should attend. This is how students can hold you to account and you should be there to update on your campaigns. It is also our AGM and the chance to pass policy and we will need you to vote.				ALL
3.	3. Faculty Rep Updates: 3.1 HEMS Cambridge LB: Have been focussing on Nursing and Midwifery week and have a budget request for guest speakers. Currently all are internal but seeking a hypnobirthing speaker. We already have planned speakers on down syndrome, post-natal depression and hoping to get 'pets as therapy' to attend Cambridge campus. We will be sending postcards to all nurses and midwives. FLY: will contact LB to arrange any guest speaker forms etc. 3.2 HEMS Chelmsford IC: No updates				LB / FLY
4.	4. Campaign Rep Updates No campaign reps present. Papers taken as read.				
5.	Executive Officer Updates: 5.1 President (Ap): SS: CA. Looking at options to deliver support for Ukraine during Global week – details TBC FLY: CA is also working with DA on exam support. JB: CA also working on a guest speaker event for women's history month. Jackie Lanham will be speaking on the 7 th April 4-6pm at a free event, in person, on Cambridge campus. She will be speaking about building confidence as a woman in industry. 5.2 VP Business & Law AS: Campaign to increase placement opportunities in B&L is complete. The faculty have agreed to with work with SU officers going forward to put in appropriate opportunities for students. Accommodation campaign has been stalled due to issues with rent reduction in Cambridge – we have changed the focus of the campaign to raise awareness of rights through a brochure. The group campaign is working on compulsory international inductions to support key knowledge for new students arriving from abroad. Ramadan is from April 2 nd – May 2 nd and we will be looking to provide food and prayer spaces 5.3 VP Arts Humanities and Social Sciences				

	<p>SS: Working on making inductions mandatory for international student to help combat plagiarism and direct them to seek support from appropriate sources and raise awareness of the support available. We will be celebrating Holi during global week on 1st April – collaborating with ARU and all students are welcome. There is a budget request for this.</p> <p>5.4 VP Health, Education, Medicine and Social Care: DA: The period poverty campaign is complete – ARU is now providing free sanitary products in washrooms. The Food Bank project has been on hold – On Monday I will be working on the marketing to advertise on info screens and promote the project. The Men’s wellbeing project is ongoing. I am planning a survey with MT to explore options for providing monthly events. HEMS faculty: working with IC, LB and Demi Smith to develop the HEMS newsletter. I will be seeking a template from the faculty and / or SU comms team. The team campaign is looking at faculty inductions. Working with CA on Exam stress reduction project. Global week is next week and Holi is on Friday – I will be attending the Showcases in Chelmsford on Tuesday and in Cambridge on Thursday</p> <p>5.5 VP Science and Engineering KJ: Working on misconduct cases in S&E faculty – trimester 2 has seen increase. Working with faculty on welcome events for students to meet the S&E team and discuss wellbeing, - we will be delivering these on a monthly basis (1st session already complete)</p>	
6.	<p>Budgets:</p> <p>6.1 Nursing and Midwifery week £200: LB: a request for £200 for guest speakers. This will need to be to cover guest speaker costs and any sundries.</p> <p>6.2 Holi £420. SS: Requesting £420 to cover the event. We will have Indian drummers (costing £250), Indian sweets and coloured powder, which must be sustainable and natural (costing £220). We will be getting some funding support from the International Office (TBC) and from the Opportunities Team (£150 from the cultural calendar project).</p> <p>FLY – We will need to undertake an online vote which will be open this afternoon until Tuesday. EH: Please ensure any budget requests are accurate and completed in advance as the remaining Executive Committee budget is now under £750.</p>	
7.	<p>AOB:</p> <p>7.1 DA: will we have any more money in the Exec budget? EH; If any agreed budget requests do not spend the full amount we can return the underspend to the available funds pot. But this will not be a great deal. We are currently waiting on a lot of invoices from the recent spending to be completed (eg: Liberation conference costs)</p> <p>7.2 DA: With MT I have developed a wellbeing policy for approval at the Group Chat. Please attend and vote.</p> <p>FLY: The policy deadline is today – any outstanding policy must be with me today for circulation with the Group Chat papers and for publication online.</p>	CA

Matters Arising:

ITEM	ACTION	OWNER	UPDATE
Actions Carried Over: February 2022			
4.1	AK to have discussion with DA when possible	AK, DA	
4.2	EW to finish letter to the University	EW	
New Actions: March 2022			
2.1	All members of the Executive Committee to attend the Group Chat and vote on policies / AGM items	ALL	
3.1	LB and FLY to ensure that all Risk assessments and Guest Speaker forms are completed at least 2 weeks in advance of nursing and midwifery week events.	LB / FLY	
6.	All exec members to vote on budget requests by Tuesday 29 th March.	ALL	
7.2	CA to submit outstanding planned policies to FLY by 25 th March.	CA	