



## 17 Executive Committee Meeting Minutes

27/11/17 17:00-19:00

Item No		Action
1	<p><b>Attendance</b></p> <p><b>1.1 Present</b></p> <p>Laura Douds VP (Science &amp; Technology)</p> <p>Kirran Khan VP (Business)</p> <p>Johanna Korhonen VP (Arts, Law &amp; Social Sciences)</p> <p>Eliza Torres VP (Health, Social Care, Education &amp; Medical Science)</p> <p>Imogen Davnall LGBT+ Students' Rep (Chelmsford)</p> <p>Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge)</p> <p>Michael Graham LAIBS Faculty Rep (Cambridge)</p> <p>Bobby Hughes FST Faculty Rep (Chelmsford)</p> <p>Benjamin Morris FMS Faculty Rep (Chelmsford)</p> <p>Michael Turner Trans* Students' Rep (Cambridge)</p> <p>Blessing Raimi Black and Minority Ethnic Students' Rep (Cambridge)</p> <p>Maggie Raleva ALSS Faculty Rep (Cambridge)</p> <p>Stewart Watson FST Faculty Rep (Cambridge)</p> <p><i>In Attendance</i></p> <p>Daniel Login Engagement and Volunteer Centre Manager</p> <p>Jonathan Malton Representation/Executive Assistant</p> <p>Rose Williamson Campaigns and Education Enhancement Coordinator</p> <p><b>1.2 Apologies</b></p> <p>Kathryn Dunnill FMS Faculty Rep (Cambridge)</p> <p>Leigh Rooney FHSCE Faculty Rep (Chelmsford)</p> <p>Kyia Thompson Women's Rep (Cambridge)</p> <p>Michael Turner LAIBS Faculty Rep (Cambridge)</p> <p>Joel Tyson ALSS Faculty Rep (Chelmsford)</p>	

	<p><b>1.3 Absent</b></p> <p>Aysha Goodwin LAIBS Faculty Rep (Cambridge)  Gill Jacob Disabled Students' Rep (Chelmsford)  Christiane Koiassi Black and Minority Ethnic Students' Rep (Chelmsford)  Anita Miezar Women's Rep (Chelmsford)  Grant Rose Disabled Students' Rep (Cambridge)  Kyia Thompson Women's Rep (Cambridge)  Michael Turner Trans* Students' Rep (Cambridge)</p> <p><b>1.4 Declaration of Interest</b>  None</p>	
<p>1</p> <p>2</p>	<p><b>Acceptance of Previous Minutes</b>  Members agreed minutes</p> <p><b>2.2 Matters Arising</b></p> <p>7. 7. Rainbow lanyards; VP to send emails  JK – clip on badge from ALSS  ET – waiting for email from Luca  LD – Waiting for email  Follow up from Michael  Family day – DBS Check  ET – on hold – only required if working with students</p> <p>5.7 Gender Neutral Toilets  LD has sent email, but no reply</p> <p>5.9 Trans  LD posted update on website</p> <p>5.10 Grants</p> <p>Back to council</p> <p>6. Free Parking  KK to provide feedback  Free Graduation – carry over</p> <p>Money  RW – Money back talks to be discussed  JK wants to open it to more students  KK wants a map to display clearer guidelines</p> <p><b>Terms of reference</b></p>	<p>VP's</p>

	No Change	
3	<p><b>Permanent items</b></p> <p><b>3.1 Executive officer reports</b></p> <p><b>President</b></p> <p><b>Retention Campaign</b></p> <p>No change- carry over to next month</p> <p><b>VP (ALSS)</b></p> <p><b>Recipe Suggestion</b></p> <p>Have had over 250 suggestions since the campaign began</p> <p>There will be an online vote for the top 10</p> <p>This will need to be agreed by the catering team.</p> <p>There will need to be an extra budget</p> <p>Trail menu will start soon after</p> <p><b>Communication</b></p> <p>Meeting before Christmas</p> <p>No website information for the Snow Ball</p> <p><b>Free Printing</b></p> <p>Surveys to all reps</p> <p>Specific questions regarding submissions</p> <p>VC – practicalities needed before being considered</p> <p>Sticker campaign – January – budget required</p> <p>iCentre contacted – more courses to be moved to online submission for coursework.</p> <p><b>International Student Outreach</b></p> <p>Society will be organised in the new year</p> <p>JK described it as a ‘Speed Friending’ event</p> <p><b>Vegan Pledge</b></p> <p>Sign up still available</p> <p><b>Islamic Prayer Room</b></p> <p>Catch-up meeting soon</p> <p>Halal chicken already served in canteen – needs to be advertised.</p> <p><b>VP (Business)</b></p> <p><b>Personal Tutoring</b></p> <p>Recruited a new member of staff for this role</p>	

<p>Mapped the project plan – undergoing a literature review End of January – interview before semester starts.</p> <p><b>Part Time Job Fair</b> This will take place on both campuses on the 2<sup>nd</sup> February. Currently contacting companies</p> <p><b>Bike Safety</b> No update – waiting for environment team</p> <p><b>VP (FHSCE &amp; FMS)</b> Monthly de-stress campaign is under budget LUSH event in December, planning is on schedule</p> <p><b>Black History Month</b> Positive reports from students More sessions to be planned for later in the year</p> <p><b>Monthly Drop-in</b> Working with communications Money out of budget (£40.00)</p> <p><b>Cultural Give It A Go</b> Extra £50 needed</p> <p><b>VP (FST)</b> <b>Clubs and Societies Cost</b> Still in talks</p> <p><b>Diversity Projects</b> Budget needed – addressed at the end of meeting Random Act of Kindness – 16<sup>th</sup> February 2018 This will be done in partnership with the Academic g LD has planned a month of events During the event, appropriate flags will be hung. Transport to Cambridge for Friday 23<sup>rd</sup> February Action: minibus from Chelmsford to Cambridge needed.</p> <p><b>Women’s Rep Update</b> KT: The Talk – Consent Happening in February – talks with other universities currently ongoing</p>	<p>LD</p>
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	<p>Michael – Gender Neutral Toilets – Discussed later</p> <p>Blessing – Coordinating Informal Forums – discussed at later meetings</p> <p>Stewart – Movember: £1000 raised</p> <p>Student led forums</p> <p>3<sup>rd</sup> January exam period</p> <p>Paul Baxter update – can't be moved</p> <p>Action: Paul Baxter email from LD and Stewart</p> <p>Take to Faculty Forum</p> <p>No consulting with exam/in-class tests</p> <p>Feedback in 20 working days – needs to be quicker</p>	LD/SW
4	<p><b>Appointments</b></p> <p>None</p>	
5	<p><b>Policies</b></p> <p><b>5.1 Against cuts to education</b></p> <p>Students action day</p> <p>Pay £75 – as no Cambridge students signed up</p> <p>Free education banner in Chelmsford has been signed by 30 students</p> <p><b>5.2 Against NHS cuts</b></p> <p>No update to website</p> <p>Students currently on placement</p> <p><b>5.3 Gender neutral toilets</b></p> <p>No reply to original email – will be emailed again</p> <p>Changing rooms – chase up faculties</p> <p>Not enough signs in Chelmsford</p> <p>Accessible toilet sign in Cambridge PTH</p> <p>'Toilets for All' – Mel in Communication</p> <p><b>5.4 Increased equality for vegan students</b></p> <p>No update</p> <p><b>5.5 KWAF</b></p> <p>Resubmitted to council</p> <p>Many courses still have busy Wednesdays</p> <p>Action: Request list of all courses who have busy Wednesday afternoons</p> <p>Detailed look at timetables for nursing students</p> <p><b>5.6 Liberating the curriculum</b></p> <p>LD: No update</p> <p><b>5.7 Save our space</b></p> <p>No update</p> <p>JS &amp; Stewart to meet in new year</p> <p><b>5.8 TEF</b></p> <p>Article written for website</p>	JS

	<p>KK &amp; LD went to House of Lords to discuss</p> <p><b>5.9 Trans not trans*</b></p> <p>Article on website</p> <p>Michael – needs to go to council for bylaw change</p> <p><b>5.10 Up your grants</b></p> <p>LD: Left over money will go to societies</p> <p>Action: LD to meet with JS for update</p>	LD
6	<p><b>Ideas</b></p> <p>SU permanent bar in Cambridge – Ongoing</p> <p>Books Plus card used for printing – Ongoing</p> <p>Summer graduation – Remove – bring back when required</p> <p>Stop charging for hot water – Kettle has not arrived</p> <p>Accessible microwave – Microwave has not arrived</p> <p>Free graduation guest fee – Ongoing</p> <p>Halal food and prayer room – ongoing</p> <p>Free parking – No update</p> <p>Jacket potatoes – Campaign still ongoing</p> <p>Cheerleading - ongoing</p> <p>Food in Library – ongoing</p> <p>Lab coats – Completed (Remove )</p> <p>Money money money – MR to work with JK and Campaigns and Education Enhancement Coordinator to deal with issue of students who are having to travel in to hand in work.</p>	
7	<p><b>Budgets</b></p> <p>Let's be honest launch £470 approved</p> <p>JK £400 approved (Increased Recipe Variety – Recipe Trial)</p> <p>JK £150 approved ('Free' Printing Campaign - Stickers)</p> <p>LD £947 approved (LGBT+ History Month)</p> <p>RW £200 approved (Let's Be Honest Printing – 50 Copies)</p> <p>RW £450 approved (Let's Be Honest Mental Health Training)</p> <p>No AOB</p>	
	<p><b>Date and Time of Next Meeting:</b></p> <p>TBC</p>	