

Executive Committee (FVC and LEDIC) Minutes; 23rd July 2019, 10am – 12pm

| Item |  |  | Action            |
|------|--|--|-------------------|
| 1    | <b>1.1 Attendance</b><br>P = Present, Ap = Apologies, A = Absent |  |                   |
|      | <b>1.1.1 Members</b>   |  |                   |
|      | Matt Hayes (Chair)   | President  | P                 |
|      | Kerdisha Ali-Arab  | Women's Rep (Cambridge)                                      | A                 |
|      | Angela Atuahene  | Women's Rep (Chelmsford)                                     | A                 |
|      | Amanda Campbell-White  | Vice President: Arts, Humanities and Social Sciences         | P (arrived 11:00) |
|      | Mary Copsey  | Vice President: Business and Law                             | P                 |
|      | Gold Dominic   | International Students' Rep (Chelmsford)                     | P                 |
|      | Keeva Doyle  | Trans Students' Rep (Cambridge)                              | A                 |
|      | Siobhan Fouche   | Vice President: Science and Engineering                      | P                 |
|      | Damien Francis   | B&L Faculty Rep (Chelmsford)                                 | P                 |
|      | Luca Girardi   | LGBT+ Students' Rep (Cambridge)                              | Ap                |
|      | Ganesh Gupta   | BME Students' Rep (Cambridge)                                | P                 |
|      | Jose Hermosilla  | S&E Faculty Rep (Chelmsford)                                 | A                 |
|      | Ashleigh Jackson   | HEMS Faculty Rep (Chelmsford)                                | P (arrived 10:25) |
|      | Marta Kalista  | HEMS Faculty Rep (Peterborough)                              | P (arrived 10:20) |
|      | Anna Kiss  | International Students' Rep (Cambridge)                      | A                 |
|      | Tiegan Lawson  | HEMS Faculty Rep (Cambridge)                                 | P                 |
|      | Imogen Lay   | HEMS Faculty Rep (Chelmsford)                                | P                 |
|      | Emily Long   | S&E Faculty Rep (Cambridge)                                  | P                 |
|      | Fraser Luther-Yarwood  | Vice President: Health, Education, Medicine, and Social Care | P                 |
|      | Alessia Mevoli   | B&L Faculty Rep (Cambridge)                                  | Ap                |
|      | Sarah Strachan   | AHSS Faculty Rep (Cambridge)                                 | P                 |
|      | <b>1.1.2 Observers</b>   |  |                   |
|      | Emma Howes (taking minutes)                                      | Engagement Manager   | P                 |
|      | Megan Bennet   | Democracy Coordinator & ARUL London SU Manager               | P                 |
|      | Hannah Belcher   | Campaigns and Academic Enhancement Coordinator               | P                 |

## 1.2 Minutes of the last meeting

The minutes were accepted as an accurate reflection of the meeting.

## 1.3 Actions arising

| ITEM                  | ACTION  | OWNER    | UPDATE                                   |
|-----------------------|---|----------|--|
| Carried over actions: |   |          |  |
| 4.1                   | 'Committee-ments': LD to compile a list of meetings and possible places for reps to attend.                 | LD / MH  | To be discussed at this meeting          |
| New actions:          |   |          |  |
| 6.1                   | BM to share MP correspondence relating to Paramedic Support Campaign with MH and ACW                        | BM       | FLY will continue this action.           |
| 6.2                   | MH to forward response from Paul Baxter regarding UGMP deadlines 2020                                       | MH       | Complete                                 |
| 6.2                   | ACW to investigate lack of tutor support for dissertation students in BA Film and Media                     | ACW      | Ongoing.                                 |
| 7.2                   | MH to raise concerns about placement student access to counselling services at the Wellbeing Steering Group | MH       | Ongoing.                                 |
| 7.4                   | MH to share detailed proposal for Drugs Harm Reduction Project for discussion with HB.                      | MH       | Complete.                                |
| 7.5                   | MH to explore examples of good practice at other SUs relating to the Equal Access to Education Policy.      | MH       | Initial contacts made.<br>Ongoing        |
| 7.8                   | MH to raise 'inclusivity training' as a suggestion for sports team welfare officers                         | MH       | Ongoing.                                 |
| 7.8                   | MT to share resources for sports coaches relating to inclusivity when completed.                            | MT       | TL to request information from MT        |
| 8.1                   | BM to confirm availability of free menstrual products through HEMS in Chelmsford                            | BM       | FLY to check availability in Chelmsford. |
| 8.1                   | All Executive Committee Members to vote on Budget requests and Changes to Bye-Laws within 48 hours.         | EXEC     | Complete                                 |
| 9.                    | FLY & BM to raise concerns about presentation marking processes in HEMS FPT meeting.                        | FLY / BM | Ongoing.                                 |

## 1.4 Terms of Reference

MB noted Terms of Reference

|    |   |                               |
|----|---|-------------------------------|
| 2. | <p><b>2.1 Crisp Pack Recycling</b><br/>         AJ: Crisp packets can be recycled in a unique way – collection boxes are £124 so this may be worth investigating<br/>         SF: Free options are available and would be worth piloting. Chocolate / silver lined wrappers are difficult to recycle in a standard way and we should try to make recycling accessible.<br/>         MH: The university are about to start trialling this.<br/>         SF: Students do not yet know about this and we should promote.<br/>         DF: Fresher’s would be a good opportunity for this.<br/>         MH: I will investigate promotion and roll out of this project.</p> <p><b>2.2 Sustainability Training / Media Law Training</b><br/>         EH Introduced opportunities for training on Sustainability and Media Law and registered expressions of interest:<br/>         Sustainability (date TBC): IL, GD, FLY, MH, SF, DF, SS, MC, GG, EL, TL, MK<br/>         Media Law (6<sup>th</sup> September Cambridge): EL, SS, TL, MK<br/>         Further details to be circulated.</p> <p><b>2.3 Committee-ments</b><br/>         EH: Existing committees are almost full: there is a space for 1 PT Rep on the Academic Standards and Quality Committee.<br/>         No interest.</p> <p><b>2.4 NUS support for Campaign Reps</b><br/>         MH: Would any campaign reps like to be connected with their relevant NUS officer / contact?<br/>         Interest from GD &amp; GG</p>                       | <p>MH</p> <p>EH</p> <p>MH</p> |
| 3. | <p><b>3.1 Executive Officer Reports</b></p> <p><b>3.1.1 President</b><br/>         MH: Currently working on Drug Harm reduction Campaign to launch in the Autumn and keeping the university informed on intentions.<br/>         Looking into Refugee scholarship schemes at other universities.<br/>         Planning for Fresher’s period.</p> <p><b>3.1.2 VP: Business and Law</b><br/>         MC: Attending officer training and induction; including residential.<br/>         Attended Augar Review ‘In Focus’ in Parliament, looking at post 18 Education on a national level.<br/>         Starting to form a year plan and campaigns including accessibility on campus, mental health services and the University Certificate in Personal Development. The UCPD is a trial / pilot module to accredit extra-curricular activities. This is going through approval at the moment.</p> <p><b>3.1.3 VP: Health, Education, Medicine and Social Care</b><br/>         FLY: Reviewing and analysing data for the rent campaign.<br/>         Meeting with Aletta Norval to look at counselling and wellbeing service provision<br/>         Contacted by NUS regarding sustainability webinars. Engaging with other unis to support collaboration between unis and SUs and supporting the NUS sustainability summit.<br/>         Paramedic support package campaign: networking with other unis. Contacted College of Paramedics to request funding of £40,000 to be considered by judicial review.</p> |                               |

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|    | <p>Working on Peterborough integration with Cambridge campus.</p> <p>Working with Library services regarding the free e-book project and considering promotion options with regard to potentially controversial John Smiths involvement (Previous complaints regarding sales techniques).</p> <p>DF: Library Services are not well published or well used. I hope to do a consultation on Lecture recording as well and make this an accessible provision across campuses.</p> <p>MC: I will meet up with DF to discuss further: I Recently met with Gary Packham (Dean). The faculty have approved that lecture capture will be embedded by 2020/21. I will seek further details but this is confirmed.</p> <p>SF: This only applies to Business and Law and needs to be across all faculties. It is vital in Science and Engineering and has been removed, where this was a useful tool.</p> <p>MH: SF should meet with MC to discuss rolling this out in other faculties.</p> <p><b>3.1.4 VP: Science and Engineering</b></p> <p>SF: Still in training and have no work to carry over from last year. Starting to plan for the year. Key manifesto points were on mental health; reducing waiting lists and addressing any gaps in the system including personal tutors.</p> <p>Working with ACW to offer sanitary product in all bathrooms on campus. Trans students need this to be accessible and inclusive in all toilets, not just gender neutral or female spaces.</p> <p>Helping to get volunteers more involved across the SU.</p> <p><b>3.1.5 VP: Arts, Humanities and Social Sciences</b></p> <p>Working on the 'Bloody Mess' campaign to provide free sanitary products (budget request below). Free products have arrived and are awaiting distribution. Working with MH to create a pledge page to impact on period poverty. Taking a paper to the next relevant steering group to identify the lack of sustainability in SU providing free products.</p> <p>Will be continuing the Best Night Out campaigns looking at safety and sexual health for students.</p> <p>Working with the commercial team to brand and focus the events.</p> <p>SS: I would like to see a debate around the intellectual / scientific impact of period poverty</p> | <p>MC</p> <p>SF</p> |
| 4. | <p><b>4.1 Campaign and Faculty Rep Updates</b></p> <p>MH: there is nothing to report at this point, but in future this will be an opportunity for Campaign and Faculty Reps to report on any work. Can Reps give a one sentence summary of their ideas:</p> <p><b>4.1.1.</b></p> <p>TL: We have successfully got a kettle, microwave and cleaning wipes in Cambridge Young Street Campus</p> <p>I am pushing for a Medical Ball for 3<sup>rd</sup> year / graduating students.</p> <p>MH: I would recommend talking to the new medical societies in Cambridge.</p> <p>TL: I am interested in looking at student finance and accessibility for students without a family set up (a Mum and Dad). Proving this is very difficult.</p> <p><b>4.1.2</b></p> <p>GG: Talking to staff about assessment for grants to replace the Booksplus scheme.</p> <p>MH Summarised Booksplus discussions from 2018/19 and Executive Committee involvement in access agreement decision; all students will receive an e-book per module and a parental / personal income band based payment.</p>  | <p>SF</p>           |

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|    | <p>GG: Assessments need to consider disability and how students are able to engage in university.<br/> MH: Recommend to talk to disabled students Reps on this idea.<br/> GG: Also talking to John Burgess and Jamie Carson about mentoring for BMW students and how this might work through the BME advocates scheme.<br/> AJ: I'd like to work with you on this as a previous BME advocate.</p> <p><b>4.1.3</b><br/> SS: Interested in finding out what has been delivered last year. Also wanting to consider how students engage with their course reps and faculty reps.<br/> TL: talk to Rep Coordinators to help you arrange this.</p> <p><b>4.1.4</b><br/> AJ: Working on interdisciplinary learning for HEMS students.<br/> Hoping to improve communication between students, staff and placement areas.</p> <p><b>4.1.5</b><br/> DF: Eager to get started and collaborate.</p> <p><b>4.1.6</b><br/> IL: My manifesto noted previous Faculty Rep projects and I will continue this work.<br/> I want to work on canvas and online learning and that these resources can be better used.<br/> There is a disability gap in HEMS I hope to address for hidden disabilities.</p> <p><b>4.1.7</b><br/> GD: I want international students to feel part of the family and help to overcome any culture shock.<br/> We need to address lack of understanding about deadlines, plagiarism etc which are different in other countries. I will need the help of the Executive Committee to do this.</p> <p><b>4.1.8</b><br/> EL: I'd like to address the culture shock of arriving at university and work with SF on societies in S&amp;E. I would like to address gaps in representation and lack of knowledge of the Course Rep system.</p> <p><b>4.1.9</b><br/> MK: I would like to get a microwave in Peterborough as the canteen / hot food option is limited. The SU is not visible in Peterborough and I want to raise this. Organisation of placement is also a problem.</p> |  |
| 5. | <p><b>5.1 Big Ideas</b><br/> MH: Please direct any students with interesting ideas to the ideas page and encourage them to get people to vote their ideas up – this will mandate us to work on them.</p> <p><b>5.2 Budgets</b><br/> <b>5.2.1 Campaign and Faculty Reps</b><br/> MH: There is £5000 for campaigns activity this year and £1000 for conferences.<br/> Last year each Campaign Rep was granted £50 to work on projects without submitting an additional budget request. This is a request to repeat that and include Faculty Reps at a total cost of £1100.<br/> SS: what details are there on how this was spent last year?<br/> HB: only for larger requests, not the £50 allocations specifically.</p>  |  |

MH: This should allow a quicker / reactive response for eg: faculty forum refreshments.

### 5.2.2 Random Acts of Kindness

MH: A £200 request for Officers to buy 'conversation starter' freebies. This might be for eg: national tea and coffee day and will avoid individual requests for small items with a potential month delay.

DF: Will this will be itemised for Executive Committee to review?

HB: This always has to be checked and approved through the finance processes.

### 5.2.3 Best Night Out

ACW: A request for items for the Best Night Out project including condoms, give away bags, food for events (discussed with Tom Manville via 92), stickers to promote the campaign, activities and events for a 'sexual violence awareness week' in semester 2. The total is £380

MC: will this be enough to cover food etc on both campuses and allow for bulk orders?

ACW: This would be a small amount of food.

MH: Should we increase the request?

SS: Can we get condoms for free anywhere?

ACW: I couldn't find anywhere who will do this, but the options I have found are cheap.

SS: I will look to see if I can find this through contacts I have.

GD: Why do we want to put sanitary products in all toilets for free?

SF: To help stop period poverty and support trans students who struggle to access the provisions they need and cannot avoid using.

IL: Where will condoms and sanitary products etc be?

ACW: In giveaway packs, toilets, SU desks and Advice Offices.

IL: Is this too confrontational / public? Could we have them somewhere more private?

SF: This could be considered further to support students who may find this difficult.

ACW: If I double the food budget this would total to £440. This year's events will be better integrated with the commercial team to help use the budget. I will increase the food budget request from £60 to £180. This gives a total of £500.

### 5.2.4 'A Bloody Mess'

ACW: A request for stickers, which have been effective in the past. I will be asking for pledges and giving away stickers and possibly applying stickers onto sanitary products.

SS: I think that would help to associate the products with the campaigns.

ACW: I also want to hold a 'bloody brunch' including other charities to raise awareness for Period Poverty eg: Red velvet cake / smoothies etc.

MH: Is £20 a big enough food request?

SF: Could we bring in our own made food and would be cheaper and eg: gluten free?

ACW: I wouldn't have time and I would be concerned about cross contamination. Bought food is clear and labelled.

MC: The amount won't be enough per campus. In the past I have used more than this for similar events.

ACW: can we increase the request to £170.

### 5.2.5 Voting:

Campaign and Faculty Reps budget £1100

In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS

SS

|    |   |                     |
|----|---|---------------------|
|    | <p>Against: None<br/>Abstained: None</p> <p>Random Acts of Kindness budget £200<br/>In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS<br/>Against: None<br/>Abstained: None</p> <p>Best Night Out budget £500<br/>In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS<br/>Against: None<br/>Abstained: None</p> <p>A Bloody Mess budget £170<br/>In favour: MH, ACW, MC, GD, SF, DF, GG, AJ, MK, TL, IL, EI, FLY, SS<br/>Against: None<br/>Abstained: None</p>  |                     |
| 6. | <p><b>6.1 AOB:</b></p> <p><b>6.1.1</b><br/>GD: Is there a hardship fund accessible to international students?<br/>MC: There is minimal government funding but we can catch up to discuss outside this meeting.</p> <p><b>6.1.2</b><br/>MB: The next Executive Committee will need to elect a deputy president. This role only comes into effect in the absence of the President. Officers if you are interested please prepare something for the next meeting and we will conduct a secret ballot.</p> <p><b>6.1.3</b><br/>SF: Will we be having a rotating chair for this meeting?<br/>MH: Yes and we will discuss at the next Executive Committee.</p> <p><b>6.1.4</b><br/>SS: The university is going through savings initiatives. This is impacting staffing, associate lecturers, pay etc and this will impact on student experience. Does the SU get involved and are students aware?<br/>MH: Can we add this to the agenda for next month.<br/>ACW: We have a meeting with senior university managers soon and this will help inform us.</p> <p><b>6.1.5</b><br/>TL: Unions within heath are changing their rules, if anyone is asked about this please speak to me as I can help with information sharing.<br/>MC: Are all relevant students aware?<br/>TL: faculty have shared a lot of information and put in student to student learning. It has been well communicated.</p> <p><b>6.1.6</b></p> | <p>MC</p> <p>MH</p> |

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|  | MH: Please note that financial year end is happening so please be aware that budgets cannot be spent until 1 <sup>st</sup> August (next week). |  |
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## Executive Committee (FVC and LEDIC) Minutes; August 2019

| Item                       |   |    | Action             |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
|----------------------------|---|----|--------------------|-----------|---|-------------------|-------------------------|---|-----------------|--------------------------|---|-----------------------|--|----|-------------|----------------------------------|----|--------------|--|---|-------------|---------------------------------|---|----------------|---|---|----------------|------------------------------|---|--------------|---------------------------------|---|--------------|-------------------------------|---|-----------------|------------------------------|---|------------------|-------------------------------|---|---------------|---------------------------------|---|-----------|---|----|---------------|------------------------------|---|------------|-------------------------------|---|------------|-----------------------------|---|-----------------------|---|---|----------------|-----------------------------|----|----------------|------------------------------|---|------------|--------------------|----|----------------|--|---|----------------------------|-----------------------------------|---|--|
| 1                          | <p><b>1.1 Attendance</b><br/>P = Present, Ap = Apologies, A = Absent</p> <p><b>1.1.1 Members</b></p> <table border="1" data-bbox="204 645 1351 1570"> <tbody> <tr><td>Matt Hayes (Chair)</td><td>President</td><td>P</td></tr> <tr><td>Kerdisha Ali-Arab</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> <tr><td>Angela Atuahene</td><td>Women's Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Amanda Campbell-White</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>Ap</td></tr> <tr><td>Mary Copsey</td><td>Vice President: Business and Law</td><td>Ap</td></tr> <tr><td>Gold Dominic</td><td>International Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Keeva Doyle</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Siobhan Fouche</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Damien Francis</td><td>B&amp;L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Luca Girardi</td><td>LGBT+ Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ganesh Gupta</td><td>BME Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Jose Hermosilla</td><td>S&amp;E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Ashleigh Jackson</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Marta Kalista</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Anna Kiss</td><td>International Students' Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Tiegan Lawson</td><td>HEMS 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>Emily Long</td><td>S&amp;E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>P</td></tr> <tr><td>Alessia Mevoli</td><td>B&amp;L Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Sarah Strachan</td><td>AHSS Faculty Rep (Cambridge)</td><td>P</td></tr> </tbody> </table> <p><b>1.1.2 Observers</b></p> <table border="1" data-bbox="204 1653 1340 1787"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>Ap</td></tr> <tr><td>Hannah Belcher</td><td>Campaigns and Academic Enhancement Coordinator</td><td>P</td></tr> <tr><td>Rachel Wilkenson (minutes)</td><td>Representation Coordinator (HEMS)</td><td>P</td></tr> </tbody> </table> <p><b>1.2 Terms of Reference</b><br/>There have been no changes to the terms of reference</p> <p><b>1.3 Minutes of the last meeting – 9219FVCLEDIC</b><br/>The minutes were accepted as an accurate reflection of the meeting.</p> |    | Matt Hayes (Chair) | President | P | Kerdisha Ali-Arab | Women's Rep (Cambridge) | A | Angela Atuahene | Women's Rep (Chelmsford) | P | Amanda Campbell-White | Vice President: Arts, Humanities and Social Sciences | Ap | Mary Copsey | Vice President: Business and Law | Ap | Gold Dominic | International Students' Rep (Chelmsford) | A | Keeva Doyle | Trans Students' Rep (Cambridge) | A | Siobhan Fouche | Vice President: Science and Engineering | P | Damien Francis | B&L Faculty Rep (Chelmsford) | A | Luca Girardi | LGBT+ Students' Rep (Cambridge) | A | Ganesh Gupta | BME Students' Rep (Cambridge) | P | Jose Hermosilla | S&E Faculty Rep (Chelmsford) | A | Ashleigh Jackson | HEMS Faculty Rep (Chelmsford) | P | Marta Kalista | HEMS Faculty Rep (Peterborough) | A | Anna Kiss | International Students' Rep (Cambridge) | Ap | Tiegan Lawson | HEMS Faculty Rep (Cambridge) | A | Imogen Lay | HEMS Faculty Rep (Chelmsford) | P | Emily Long | S&E Faculty Rep (Cambridge) | P | Fraser Luther-Yarwood | Vice President: Health, Education, Medicine and Social Care | P | Alessia Mevoli | B&L Faculty Rep (Cambridge) | Ap | Sarah Strachan | AHSS Faculty Rep (Cambridge) | P | Emma Howes | Engagement Manager | Ap | Hannah Belcher | Campaigns and Academic Enhancement Coordinator | P | Rachel Wilkenson (minutes) | Representation Coordinator (HEMS) | P |  |
| Matt Hayes (Chair)         | President   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Kerdisha Ali-Arab          | Women's Rep (Cambridge)   | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Angela Atuahene            | Women's Rep (Chelmsford)  | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Amanda Campbell-White      | Vice President: Arts, Humanities and Social Sciences  | Ap |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Mary Copsey                | Vice President: Business and Law  | Ap |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Gold Dominic               | International Students' Rep (Chelmsford)  | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Keeva Doyle                | Trans Students' Rep (Cambridge)   | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Siobhan Fouche             | Vice President: Science and Engineering   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Damien Francis             | B&L Faculty Rep (Chelmsford)  | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Luca Girardi               | LGBT+ Students' Rep (Cambridge)   | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Ganesh Gupta               | BME Students' Rep (Cambridge)   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Jose Hermosilla            | S&E Faculty Rep (Chelmsford)  | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Ashleigh Jackson           | HEMS Faculty Rep (Chelmsford)   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Marta Kalista              | HEMS Faculty Rep (Peterborough)   | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Anna Kiss                  | International Students' Rep (Cambridge)   | Ap |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Tiegan Lawson              | HEMS Faculty Rep (Cambridge)  | A  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Imogen Lay                 | HEMS Faculty Rep (Chelmsford)   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Emily Long                 | S&E Faculty Rep (Cambridge)   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Fraser Luther-Yarwood      | Vice President: Health, Education, Medicine and Social Care   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Alessia Mevoli             | B&L Faculty Rep (Cambridge)   | Ap |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Sarah Strachan             | AHSS Faculty Rep (Cambridge)  | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Emma Howes                 | Engagement Manager  | Ap |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Hannah Belcher             | Campaigns and Academic Enhancement Coordinator  | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |
| Rachel Wilkenson (minutes) | Representation Coordinator (HEMS)   | P  |                    |           |   |                   |                         |   |                 |                          |   |                       |  |    |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |   |              |                                 |   |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |    |               |                              |   |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |    |                |  |   |                            |                                   |   |  |

## 1.4 Actions Arising

| ITEM                          | ACTION  | OWNER    | UPDATE  |
|-------------------------------|---|----------|---|
| Carried over actions: 2018/19 |   |          |   |
| 6.1                           | BM to share MP correspondence relating to Paramedic Support Campaign with MH and ACW                        | FLY      | Completed   |
| 6.2                           | ACW to investigate lack of tutor support for dissertation students in BA Film and Media                     | ACW      | Ongoing.  |
| 7.2                           | MH to raise concerns about placement student access to counselling services at the Wellbeing Steering Group | MH       | Ongoing.  |
| 7.5                           | MH to explore examples of good practice at other SUs relating to the Equal Access to Education Policy.      | MH       | Initial contacts made.<br>Ongoing   |
| 7.8                           | MH to raise 'inclusivity training' as a suggestion for sports team welfare officers                         | MH       | Ongoing.  |
| 7.8                           | MT to share resources for sports coaches relating to inclusivity when completed.                            | MT       | TL to request information from MT-<br>Ongoing.                                  |
| 8.1                           | BM to confirm availability of free menstrual products through HEMS in Chelmsford                            | BM       | Checked availability in WHB but missing products in men's and disabled toilets. |
| 9.                            | FLY & BM to raise concerns about presentation marking processes in HEMS FPT meeting.                        | FLY / BM | Ongoing.  |
| New actions: 23.07.19         |   |          |   |
| 2.1                           | MH to seek updates on roll out of Crisp Packet recycling trial.   | MH       | Awaiting response   |
| 2.2                           | EH to arrange Sustainability and Media Law training for interested members.                                 | EH       | Completed   |
| 2.4                           | MH to arrange contact between GD & GG and NUS support opportunities   | MH       | MH put GG into contact with NUS but the other opportunity has been cancelled.   |
| 3.1.3                         | MC to meet with DF to discuss lecture capture projects  | MC       | Ongoing   |
| 3.1.3                         | SF to meet with MC to discuss lecture capture projects  | SF       | Ongoing   |
| 5.2.3                         | SS to explore options for free condoms.   | SS       | Ongoing   |
| 6.1.1                         | MC and GD to discuss international student support options  | MC       | Ongoing   |
| 6.1.4                         | MH to add 'University Savings Initiatives' to the next agenda   | MH       | Completed.  |

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| 2. | <p><b>2.1 Election of the Deputy President</b><br/>Not quorate. EH to email all relevant parties and add to next Executive Committee agenda.</p>   | EH                            |
| 3. | <p><b>3.1 Inclusivity Fund Reminder</b><br/>MH: To be brought to next Exec</p>   |                               |
| 4. | <p><b>4.1 Committee-ments</b><br/>MH: To be brought to next Exec</p>   |                               |
| 5. | <p><b>5.1 Bye-Law Changes - 9419FVCLEDIC &amp; 9519FVCLEDIC</b><br/>Not quorate: Votes will go online</p> <p><b>5.1.1</b><br/>EL: If there is no AHSS faculty rep at Chelmsford, will SS have to go to Chelmsford?<br/>SF / FLY / MH: No. There will be no more students after next year, very few students.</p> <p><b>5.1.2</b><br/>MH: Proposal for change from 2 HEMS Faculty Reps per campus to 1 HEMS Faculty Reps per campus.<br/>FLY: There needs to be two.<br/>IL: There are just over 4000 HEMS students in Chelmsford.<br/>MH: There is a massive breath of courses but we still have just 1 rep in other faculties, so this is not the issue.<br/>SF: The difference is that there are way more students on placement, students need 2 reps to address the gaps in the timetable. HEMS has a more complicated structure than others.</p>   | EH                            |
| 6. | <p><b>6.1 ARU Budget Cuts</b><br/>MH: Dip in student population resulted in £10m saving scheme by the University. Paper brought to meeting, to be included in minutes.</p>   | MH                            |
| 7. | <p><b>7.1 Executive Officer Reports</b><br/><b>7.1.1 President – 9619FVCLEDIC</b><br/>MH: Will take paper as read. Update on drug harm reduction, brought budget request to exec for the kits. Supplier would only accept Euros but company cards locked to £s. Budget request was made during end of financial year and so will need to be requested again.<br/>EL: What can exec do to support Let's Be Honest and move it to general student population?<br/>MH: As an officer team, reviewing past 18 months. Meetings have taken place with AC and counselling and well-being, need to better assess position and then will bring back to exec when they have a better idea.<br/>EL: Have officers met with CUSU? How did that go?<br/>MH: Key areas for collaboration: working together on history month events, carers events and reclaim the night. Want to continue keeping in touch and will let exec know about updates.<br/>EL: Drug testing kits, is the supplier the only option? Will it be a long-term project or quick-fire project?<br/>MH: Want it to have a big impact initially, not financially sustainable in the long-term, but want to bring this to University staff to demonstrate success.<br/>EL: How will effectiveness be measured?<br/>MH to circulate plans to measure KPIs.<br/>GG: Met with counselling and well-being, received statistics regarding visits and willing to share.<br/>MH: Asked GG to share to the Exec page for everyone.<br/>MH to share links to the Exec page and GG to post statistics on Exec page</p> | <p>MH</p> <p>MH</p> <p>GG</p> |

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|    | <p><b>7.1.2 VP: Business and Law – 9719FVCLEDIC</b><br/> MC: Absent<br/> Updates taken as read.<br/> MH posted question from MC’s report: Would exec support the students union involvement within the people’s vote if ARU students wanted the Union to support this**(thinking about the students that did not get to vote and referring back to the impact on education and the brexit policy**<br/> GG and EL asked for clarification on what people’s vote is.<br/> MH and FLY explained it’s the push for the people to have a final say.<br/> Discussion around suspension of parliament and MC’s efforts to find out students’ opinions on Brexit.</p> <p><b>7.1.3 VP: Arts, Humanities and Social Sciences – 9819FVCLEDIC</b><br/> ACW: Absent.<br/> FLY: Updates taken as read.<br/> No questions.</p> <p><b>7.1.4 VP: Health, Education, Medicine and Social Care – 9919FVCLEDIC</b><br/> FLY: Rent almost finalised and should have it sent to Comms by the end of the week. Continuing to work with AC and Counselling and Well-Being. Looking into events to host with Global Sustainability Institute. Looking to bring sustainability into Union strategy.<br/> Updates taken as read.<br/> IL: What is happening with International Nurses Day?<br/> FLY: Will be looked into closer to event (end of semester 2).</p> <p><b>7.1.5 VP: Science and Engineering – 10019FVCLEDIC</b><br/> SF: Taken as read.<br/> No questions.</p> |                               |
| 8. | <p><b>8.1 Campaign and Faculty Rep Updates</b></p> <p><b>Campaigns</b></p> <p><b>8.1.1.</b><br/> GG: Has got a position as a PAL leader. Presenting at Course Leaders’ Conference.<br/> Plan to speak to someone from the Civil Service and thinks the schemes are great for students.<br/> Black history month begins October and wants help for this. HB to put in a 1:1 with GG and Activities to plan.</p> <p><b>8.1.2</b><br/> AA: Reached out to a charity (CARA) to get them to speak at Freshers’ Fair but they need further information. Met with TB and he gave her his business card to share with the charity. Wanted further clarification on what to do.<br/> IL: World Mental Health Day is another opportunity to invite charities that cannot go to Freshers.<br/> EL: Currently working with TB and externals can find information packs on the SU’s website. EL to send email to AA with the information and links.<br/> GG: Does an officer have details on planning for Black History Month?<br/> MH: Some things have already been planned and are in calendar. MH to share with GG.</p> <p><b>Faculty</b></p>   | <p>HB</p> <p>EL</p> <p>MH</p> |

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|    | <p><b>8.1.3 HEMS</b><br/>       AJ and IL met with BM to review campaigns from last year and brainstorm areas for campaigns for this year. Learning support fund is an area of particular concern as it cuts off before students technically finish. Looking into childcare support for HEMS students, want to reach out to nurseries in the area and education courses to see if there are better options.<br/>       EL: Suggested having a chat with Parents in Education society, they have a large membership and it could be useful to liaise. AJ and IL agreed.<br/>       IL: Ruskin Modules, staff meetings ongoing so will wait to assess after.<br/>       IL has organised to meet with RW to review disability gap in HEMS and assess issue.</p> <p><b>8.1.4 S&amp;E</b><br/>       EL: Attended Sustainability training, eye-opening to see statistics. Wants to do more work with FLY and would like to meet with FLY and SF.<br/>       Met with DS on data gathering to assess employment options.<br/>       Contacted by a course leader to arrange a trip and a change to a module, meeting with TP to better assess what to do this year.<br/>       Wants to discuss assessment and feedback with SF.<br/>       Wants to speak with GD on culture shock and gap for international students. HB mentioned MC would like to discuss that as well.<br/>       Running an event Saturday 28 September- 'Fate or Fun Day'. Softer introduction to societies, second opportunity to have a conversation after Freshers. Liaising with Sustainability Society, Team ARU, and Residential Services to attend. Happening in Cambridge but if it goes well will plan for Chelmsford as well. Taking place in courtyard. Want SU stalls, calmer and more catered to new students. EL to circulate flyers. EL spoke to Tom about running in 92 potentially. In planning stages. Invited to IL to assist with planning.<br/>       SF to email AA to talk about campaign for survivor support. AA raised the issue that the support offered at the University is not accessible and SF said they are working with the University to improve this.</p> |    |
| 9. | <p><b>9.1 Budgets</b><br/> <b>9.1.1 Budget Request: BUCS 2019 – 10119FVCLEDIC</b><br/>       Not quorate: vote to go online.<br/>       FLY: Request for funds for BUCs Conference. Related to competitive activities at universities. Opportunity to network with Unions that do and do not have sports internally. Also opportunity to raise trans inclusion in sports.<br/>       SF: If anyone knows of any Sports Reps, please let SF or FLY know so they can reach out to them.</p> <p><b>9.1.2 Budget Request: Drugs Harm Reduction – 10219FVCLEDIC</b><br/>       MH: Have to reapply because wasn't able to spend it last year.</p> <p><b>9.1.3 Budget Request: Raise The Bar – 103FVCLEDIC</b><br/>       ACW: MH: On 16<sup>th</sup> of September there will be a placard and banner making session for Occupy Helmore event. This is to demand a bar from the University. Funds going towards making the materials, for stickers and for batteries for a megaphone.<br/>       EL: Asked if cardboard could be used instead of foam board. Not easily recyclable. Would like something more environmentally friendly.</p>   | EH |

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|     | <p>MH: it was chosen as it is easy to use, but materials aren't set in stone. MH will raise sustainability of materials issue with ACW regarding Raise the Bar placard making.</p> <p><b>9.1.4 Rent Campaign: Rent report (late paper)</b><br/>         FLY: 21-22 pages, funds used to print copies.<br/>         EL: Does it need to be printed?<br/>         MH: Will have more impact as a printed report.</p>  | MH |
| 10. | <p><b>10.1 AOB:</b></p> <p>MH: Asked that everyone please read the papers before attending the meeting to save time and allow everyone to ask questions.</p> <p>SS: Can we skype into this meetings? This is an accessibility issue.<br/>         HB: Reps can still put things into the agenda.<br/>         SS: Would prefer not to do that and be present for the discussion.<br/>         HB: Will ask about options for skype / other access to exec meetings.</p> <p>GG: Sustainability goals of facilities information available, happy to share website.</p> <p>SF: TB said if anyone wanted to man a table at Freshers from Exec, they are able to.</p> <p>Date of next meeting TBD.</p> |    |

Executive Committee (FVC and LEDIC) Minutes; September 2019

| Item                  |   | Action             |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
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| 1.                    | <p><b>1.1 Attendance</b><br/>P = Present, Ap = Apologies, A = Absent</p> <p><b>1.1.1 Members</b></p> <table border="1" data-bbox="220 645 1350 1608"> <tr><td>Matt Hayes (Chair)</td><td>President</td><td>P</td></tr> <tr><td>Kerdisha Ali-Arab</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> <tr><td>Angela Atuahene</td><td>Women's Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Amanda Campbell-White</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Mary Copsey</td><td>Vice President: Business and Law</td><td>Ap</td></tr> <tr><td>Gold Dominic</td><td>International Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Keeva Doyle</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Siobhan Fouche</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Damien Francis</td><td>B&amp;L Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Luca Girardi</td><td>LGBT+ Students' Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Ganesh Gupta</td><td>BME Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Jose Hermosilla</td><td>S&amp;E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Ashleigh Jackson</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Marta Kalista</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> <tr><td>Anna Kiss</td><td>International Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Tiegan Lawson</td><td>HEMS 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>Emily Long</td><td>S&amp;E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>P</td></tr> <tr><td>Alessia Mevoli</td><td>B&amp;L Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Sarah Strachan</td><td>AHSS Faculty Rep (Cambridge)</td><td>P</td></tr> </table> <p><b>1.1.2 Observers</b></p> <table border="1" data-bbox="220 1693 1350 1783"> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>P</td></tr> <tr><td>Hannah Belcher</td><td>Campaigns and Academic Enhancement Coordinator</td><td>P</td></tr> </table> <p><b>1.2 Terms of Reference*</b><br/>There have been no changes to the terms of reference</p> <p><b>1.3 Minutes of the last meeting –</b><br/>The minutes were accepted as an accurate reflection of the meeting.<br/>To add: Sarah Strachan arrived late.</p> | Matt Hayes (Chair) | President | P | Kerdisha Ali-Arab | Women's Rep (Cambridge) | A | Angela Atuahene | Women's Rep (Chelmsford) | P | Amanda Campbell-White | Vice President: Arts, Humanities and Social Sciences | P | Mary Copsey | Vice President: Business and Law | Ap | Gold Dominic | International Students' Rep (Chelmsford) | A | Keeva Doyle | Trans Students' Rep (Cambridge) | A | Siobhan Fouche | Vice President: Science and Engineering | P | Damien Francis | B&L Faculty Rep (Chelmsford) | Ap | Luca Girardi | LGBT+ Students' Rep (Cambridge) | Ap | Ganesh Gupta | BME Students' Rep (Cambridge) | P | Jose Hermosilla | S&E Faculty Rep (Chelmsford) | A | Ashleigh Jackson | HEMS Faculty Rep (Chelmsford) | P | Marta Kalista | HEMS Faculty Rep (Peterborough) | A | Anna Kiss | International Students' Rep (Cambridge) | A | Tiegan Lawson | HEMS Faculty Rep (Cambridge) | Ap | Imogen Lay | HEMS Faculty Rep (Chelmsford) | P | Emily Long | S&E Faculty Rep (Cambridge) | A | Fraser Luther-Yarwood | Vice President: Health, Education, Medicine and Social Care | P | Alessia Mevoli | B&L Faculty Rep (Cambridge) | Ap | Sarah Strachan | AHSS Faculty Rep (Cambridge) | P | Emma Howes | Engagement Manager | P | Hannah Belcher | Campaigns and Academic Enhancement Coordinator | P |  |
| Matt Hayes (Chair)    | President   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Kerdisha Ali-Arab     | Women's Rep (Cambridge)   | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Angela Atuahene       | Women's Rep (Chelmsford)  | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Amanda Campbell-White | Vice President: Arts, Humanities and Social Sciences  | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Mary Copsey           | Vice President: Business and Law  | Ap                 |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Gold Dominic          | International Students' Rep (Chelmsford)  | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Keeva Doyle           | Trans Students' Rep (Cambridge)   | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Siobhan Fouche        | Vice President: Science and Engineering   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Damien Francis        | B&L Faculty Rep (Chelmsford)  | Ap                 |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Luca Girardi          | LGBT+ Students' Rep (Cambridge)   | Ap                 |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Ganesh Gupta          | BME Students' Rep (Cambridge)   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Jose Hermosilla       | S&E Faculty Rep (Chelmsford)  | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Ashleigh Jackson      | HEMS Faculty Rep (Chelmsford)   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Marta Kalista         | HEMS Faculty Rep (Peterborough)   | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Anna Kiss             | International Students' Rep (Cambridge)   | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Tiegan Lawson         | HEMS Faculty Rep (Cambridge)  | Ap                 |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Imogen Lay            | HEMS Faculty Rep (Chelmsford)   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Emily Long            | S&E Faculty Rep (Cambridge)   | A                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Fraser Luther-Yarwood | Vice President: Health, Education, Medicine and Social Care   | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Alessia Mevoli        | B&L Faculty Rep (Cambridge)   | Ap                 |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Sarah Strachan        | AHSS Faculty Rep (Cambridge)  | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Emma Howes            | Engagement Manager  | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| Hannah Belcher        | Campaigns and Academic Enhancement Coordinator  | P                  |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |
| 106/19                |   |                    |           |   |                   |                         |   |                 |                          |   |                       |  |   |             |                                  |    |              |  |   |             |                                 |   |                |   |   |                |                              |    |              |                                 |    |              |                               |   |                 |                              |   |                  |                               |   |               |                                 |   |           |   |   |               |                              |    |            |                               |   |            |                             |   |                       |   |   |                |                             |    |                |                              |   |            |                    |   |                |  |   |  |

107/19

## 1.4 Actions Arising

| ITEM                            | ACTION  | OWNER    | UPDATE  |
|---------------------------------|---|----------|---|
| Carried over actions: 2018/19   |   |          |   |
| 6.2                             | ACW to investigate lack of tutor support for dissertation students in BA Film and Media                     | ACW      | Complete.   |
| 7.2                             | MH to raise concerns about placement student access to counselling services at the Wellbeing Steering Group | MH       | Ongoing – to be raised at next meeting                        |
| 7.5                             | MH to explore examples of good practice at other SUs relating to the Equal Access to Education Policy.      | MH       | Contacts made. Ongoing  |
| 7.8                             | MH to raise 'inclusivity training' as a suggestion for sports team welfare officers                         | FLY      | FLY to confirm with James Cudmore                             |
| 7.8                             | MT to share resources for sports coaches relating to inclusivity when completed.                            | MT       | No longer relevant.   |
| 9.                              | FLY & BM to raise concerns about presentation marking processes in HEMS FPT meeting.                        | FLY / BM | Complete. Has been addressed with individual heads of school. |
| Carried over actions: July 2019 |   |          |   |
| 2.1                             | MH to seek updates on roll out of Crisp Packet recycling trial.   | MH       | Complete. 1 per campus in place as a trial.                   |
| 2.4                             | MH to arrange contact between GG and NUS support opportunities  | MH       | Complete. GG has been in contact with contacts at NUS         |
| 3.1.3                           | MC to meet with DF to discuss lecture capture projects  | MC       | Ongoing   |
| 3.1.3                           | SF to meet with MC to discuss lecture capture projects  | SF       | Ongoing   |
| 5.2.3                           | SS to explore options for free condoms.   | SS       | Complete. Sources established at 'Diverse'.                   |
| 6.1.1                           | MC and GD to discuss international student support options  | MC       | Ongoing   |
| New Actions: August 2019        |   |          |   |
| 2.1                             | EH to add Deputy President Election to next Executive Committee agenda.                                     | EH       | Completed. To be undertaken online.                           |
| 5.1                             | EH to create online vote for bye-law changes.   | EH       | Completed.  |
| 6.1                             | MH to circulate paper on ARU Budget Cuts.   | MH       | Completed. Available on SU website.                           |
| 7.1.1                           | MH to circulate plans to measure KPIS for Drug Harm Reduction Campaign.                                     | MH       | Ongoing.  |
| 7.1.1                           | MH to share exec page link with executive committee members.  | MH       | EH to add all Exec members to Facebook group                  |
| 7.1.1                           | GG to post statistics from Counselling and Wellbeing on exec page once shared.                              | GG       | Complete  |



|              |  |  |    |  |   |
|--------------|--|--|----|--|---|
|              | 8.1.1  | HB to put in a 1:1 with GG and Activities to plan Black History Month.                         | HB | Ongoing  |   |
|              | 8.1.2  | EL to email AA with links and information on Fresher's Fairs                                   | EL | No longer relevant   |   |
|              | 8.1.2  | MH to share current BHM info with GG   | MH | No longer relevant   |   |
|              | 9.1.1  | EH to send budget request voting via email.  | EH | Completed  |   |
|              | 9.1.3  | MH to raise sustainability of materials issue with ACW regarding Raise the Bar placard making. | MH | Completed. Materials resources through arts and crafts society. Thanks to EL & society |   |
|              | 10.1   | HB to ask EH if reps can skype into exec.  | HB | Completed: Yes by prior arrangement  |   |
| 2.           | <b>2.1 Election of the Deputy President</b><br>Not quorate – election to take place via email.   |  |    |  | EH  |
| 3.<br>108/19 | <b>3.1 Inclusivity Fund Reminder</b><br>The SU Inclusion fund can be used to support members of the Executive committee to access SU events, meetings etc. This includes 2 for 1 tickets to support eg: those with carers or single parents, travel costs, or childcare. The decisions are made by an SU panel, more information is available at <a href="http://www.angliastudent.com/advice/inclusivity/fund/">www.angliastudent.com/advice/inclusivity/fund/</a><br><br>FLY: this has been shared widely eg: societies and Peterborough students.   |  |    |  |   |
| 4.           | <b>4.1 An SU Christmas</b><br>IL: Last year President Laura Douds ran a Christmas day in the SU. Is there a plan for the SU to support students over Christmas this year? It is very lonely here if you stay on campus.<br>FLY: This was raised at SSG, university and SU staff are discussing this at the moment.<br>ACW: If exec members would like to offer support or run events etc. please let us know.<br>SS: There is a scheme to 'adopt' people over Christmas in Cambridge and we could signpost this service. SS to share information and contacts.<br>ACW: We would need to check that the organisation provide appropriate safeguarding.<br>IL: A range of support options including non-religious would be good<br>GG: Could we (the SU) support / visit eg: homeless people over the Christmas period?<br>IL: This could be through groups like the Salvation Army<br>FLY: I will raise this with Chris Pursell to discuss volunteering opportunities relating to Christmas support / homelessness. |  |    |  | SS<br><br><br><br><br><br><br><br><br><br>FLY |

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|---|--|--|
| <p>5.</p> <p>109/19</p> <p>111/19</p> <p>112/19</p> | <p><b>5.1 Executive Officer Reports</b></p> <p><b>5.1.1 President (Verbal Update)</b></p> <p>Fresher's has been very busy.<br/>We have secured a supplier for drugs harm reduction kits<br/>Sat on board of governors and exciting developments are happening soon!</p> <p><b>5.1.2 VP: Business and Law</b></p> <p>MH: Taken as read</p> <p><b>5.1.3 VP: Arts, Humanities and Social Sciences</b></p> <p>Raise the bar protest was good. Another one will take place tomorrow HEL 1-2pm to maintain momentum – please share information. We do not want the university to think we will now give up. I have launched a survey on 'A Bloody Mess'. The design work from the comms team is great – please share and fill in. We have 165 pledge so far. The survey has received 33 responses since 5pm yesterday.</p> <p><b>5.1.4 VP: Health, Education, Medicine and Social Care</b></p> <p>The university has declared a climate emergency!<br/>The rent report is with the comms team to carry out design work for publication. Meetings are planned with MPs for Chelmsford and Cambridge.<br/>I attended BUCS conference and discussed the issue of trans inclusion in sport. I am in touch with the NUS Trans officer there to address poor performance in this area.</p> <p><b>5.1.5 VP: Science and Engineering</b></p> <p>No update at this time</p> |  |
| <p>6.</p> <p>113/19</p>                             | <p><b>6.1 Campaign and Faculty Rep Updates</b></p> <p><b>6.1.1 Campaign Reps</b></p> <p>IL: I attended FPT with AJ. Looking at childcare and support for students on placement. Looking at network support options with education and placement students. Will work with FLY on this.</p> <p><b>6.1.2 Faculty Reps</b></p> <p>No Updates</p>   |  |
| <p>7.</p>   | <p><b>7.1 Budget</b></p> <p>No updates</p>   |  |
| <p>10.</p>  | <p><b>10.1 AOB:</b></p> <p>EH: Course Rep, PGR Rep and vacant Exec roles are now open for nominations until 4<sup>th</sup> October (next Friday). Please consider course rep roles where relevant and encourage others to stand. There is a an anonymous recommend a friend button and nomination button at <a href="http://www.angliastudent.com/election">www.angliastudent.com/election</a></p> <p>EH: Please meet with Hannah to complete project plans and confirm your ideas – she is a great support to clarify your ideas and objectives.</p> <p>MH: Please respond to the deputy president election as soon as possible.</p> <p>Date of next meeting TBD.</p>   |  |