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| **Executive**  Date: **Tuesday 17 October** **2017**  Time: **6.30pm** Number: **3**  Venue: **Committee Room 1, Student Union, Edinburgh Campus**  |

**In the Chair**: Jay Clifford, Vice President Community

**Also Present**: Diarmuid Cowan, President

Aashna Bakshi, Vice President Wellbeing

Lucy Graham, Vice President (SBC)

Hugo Barker, Executive Academic

Aoife Clarke, Executive Activities

Ellis Dick, Executive Welfare

Xander McDonald, Executive Events

Yusuf Ashraf, Black, Asian & Minority Ethnic Officer

Leila Collie, Women’s Officer

Ari Finnie, LGBT+ Officer

Mehul Vij, Charities Officer

Stuart Beaton, Halls Officer

Vijetha Mohan, Postgraduate Officer

**Apologies**: Toby Nadal, Executive E & D

Quan Liang, International Officer

Martyn Dewar, Disabled Students Officer

Gail Edwards, Chief Executive Officer

**In Attendance**: Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**Events Crew meeting to discuss future volunteers VP Community**

**Arrange Consent Talks at SBC with VP SBC VP Wellbeing**

**Set up meeting to Discuss FH Recruitment VP Community**

**Set up meeting with Floorplay to discuss contract VP Community**

**3.4.1 Volunteers needed for Haunted House All**

**4.1.2 Motion for NUS Conference to Executive Meeting for Agreement Exec Academic**

**4.2.1 Volunteers needed for Charities Week All**

**5.4.1 Organise Tombola for Charities Week Charities Officer**

**5.4.1 Send Prizes Request Letter to Charities Officer VP Wellbeing**

**6.3 Check Library re LC2 Opening Hours Exec Welfare**

**6.5 Discuss Water Fountains with Campus Services Exec Academic**

**6.5 Discuss Water Fountains with HR President**

**6.8 Organise meeting to discuss Dryers in Halls VP Community**

**6.9 Ensure Bike Sheds Issue Taken Forward with University President**

**6.11 Speak to T. Day re Vegetarian Options being Vegetarian VP Community**

**7.1.3 Co-Ordinate Activities for Open Day on 27 October VP Community**

**8.2 Organise transport to SBC for Executive Meeting on 7 November Exec Assistant**

1. **WELCOME**

1.1 The Chair welcomed everyone to the meeting and congratulated the most recently elected Officers to their first Executive meeting, Stuart Beaton, Halls Officer and Vijetha Mohan, Postgraduate Officer. The Chair asked the Officers at the meeting to introduce themselves to the new Officers. Each Officer did so and gave a brief description of what they each do.

1. **FORMAL BUSINESS**

2.1 **Matters Arising**:

 **Workshops**: The VP Community informed the meeting that next semester would see the new launch of the “Give It A Go” campaign.

**Microwaves**: The President would send round an email informing the students of the locations, when all the microwave were in place, which would probably be Wednesday 18th October.

**Events Crew**: The VP Community apologised that this matter had not been addressed before now. The VP gave a brief background explanation of why this was an important issue, and how it affected societies. He had met with the CEO, Bar and Events Manager, Crew and Executive Events. It has been decided that societies will not be charged directly for Crew time. Time used by Drama will be handled separately. A meeting was being arranged with Executive Events Officer and the Senior Event Crew to see what can be done to promote this area of volunteering, as we do need to look to the future.

**Consent Talks SBC**: The VP Wellbeing would organised these with the VP SBC.

**FH Recruitment**: This would be brought to the next meeting of Executive. The VP Community would set up a meeting with the Student Engagement Manager and the Activities Co-Ordinator.

**Floorplay**: The VP Community would meet with the Floorplay staff and ask for an explanation, but would be asking the Executive at the next meeting to retract the contract set up between the Student Union and Floorplay, as they had failed to comply with most of the agreed promotional projects which should have benefited students.

**Actions**: Every other Action had been done.

2.2 **Factual Corrections**:

2.4 The name of the campaign is “Give It A Go”, not “Have A Go”.

2.3 **Minutes**: The Minutes were agreed and duly passed.

2.4 **AOCB**: The VP Community would like to include the topic of Open Days in the Agenda.

1. **SABBATICAL REPORTS**

All the Reports had been circulated prior to the meeting.

3.1 **President**: The President asked if anyone had questions on any points in the report. Brief update was given - the microwaves supplied for use by students were industrial strength so should be quicker and last longer than domestic models. On Thursday there would be a meeting to discuss the building and what we need. The President and CEO would be heading off to the Dubai Campus on Friday for a week of visiting and then onto the Malaysia Campus for another week of visiting. They would be working on constitution and welfare matters for the Dubai and Malaysian students.

3.1.1 The University was currently working on their new five year strategy plan. Several student focussed workshops were being planned between 15 November and the end of December. All students would be invited to take part in the workshops.

3.1.2 The Executive Academic Officer asked about the new building/refurbishment, the President informed the meeting that any proposal would need to go to the Trustee Board and they would help in the decision making and approval. More details would be given when they were available.

The Vice President SBC entered the meeting.

3.1.3 The Executive Officer Activities asked if the information gathered from The Big Ask and other surveys held over the last five years would be used when deciding on a new building/refurbishment. The President agreed all this information would be used.

3.1.4 The President informed the meeting that a database would be constructed using information from Erasmus students and their experiences while working here and abroad. It would then be put on line so other students can garner information on many countries and topics from experienced students before they venture abroad themselves.

3.1.5 The BAME Officer asked about the Black Attainment Gap. The VP Wellbeing and the President had prepared a paper on what was happening in other universities and how relevant information was handled and processed. HWU did not hold information on this subject. After receipt of the paper they would not be looking at this topic. The President would keep Executive informed of any developments.

3.1.6 The President updated the meeting on the Week 6 overload which many students were suffering under. A paper was being drafted and hopefully this would result in better communications resulting in the overload being spread over the semester rather descending at one particular point in the semester.

3.2 **Vice President Wellbeing**: The VP gave more details on how the Mental Health Training has gone and how the presentation on Mental Health would be given to the Global Student Liaison Committee in November rather than October.

3.2.1 Sir Geoff Palmer had given a talk earlier in the week and it has been very well attended as part of Black History Week.

3.3 **Vice President SBC**: Added more details to the headlines in her report.

3.3.1 Very busy at Galashiels with plans being made for Amazon Lockers to be available, and an Art Supply Shop set up in the Union.

3.3.2 Unhappily, no students had been nominated for the Executive vacancy in the recent Bye-Election.

3.4 **Vice President Community**: The Vice President had visited Fair Trade workers in India during a visit organised by NUS, accompanied by the Design and Marketing Co-Ordinator. They had a great time and would be making their reports very soon.

3.4.1 The next big event was the Haunted House which would be the first event of Charities Week. More volunteers were needed for this project as well as Charities Week.

3.4.2 The first Societies Council will take place on Wednesday 18 October. The Vice President explained the background to the formation of the Council and the hopes that it would improve communications with societies in general. The funding application from the Medieval Society for two large weapons was discussed as an example of the sort of business and decisions the SC would be dealing with.

3.4.3 Leigh Strang, Senior Event Crew was currently doing an audit of the equipment, several faults had already been found on pieces of equipment which made it unsafe for use and would need to be replaced. A meeting would take place next week to discuss this topic.

3.4.4 The VP was still planning a weekly club night, he would keep the Executive informed of progress. 3.4.5 The VP Community would also be visiting all societies at their meetings to see what they got up to

and where they met, as well as how many members were involved. A new society being organised would produce a “newspaper”, there were several laws and rules involved before this could be accomplished. The setting up of a Radio Station was also being looked at.

1. **EXECUTIVE UPDATES**

4.1 **Executive Academic**: Had produced a report which had been circulated prior to the meeting. The Officer had met with several School Officers. The President reported on one new idea being put forward, the Vice Principal Honours List. Students who gained six A’s in their exams would be entered onto the List. This was an American idea but one which was very useful to students on the List as a mark of their achievements.

4.1.1 School Officers were discussing Saturday exam timetables. Some were for it, others did not like the idea at all, some students didn’t seem to care at all. The President informed that meeting that several Scottish as well as English universities held their exams on a Saturday, as Friday was not possible due to religious restrictions, and the use of Saturday as another day helped with exam bunching.

4.1.2 The Executive Academic Officer had an idea for a Motion for the NUS Conference, which he would bring to the Executive later.

4.1.3 Several problems with JW1 and JW2 had been highlighted and discussed with the University. The ventilation problem had been investigated and the President reported that difficulties with current building work was causing the issues. The University was well aware of the problems and work would be carried out to solve them.

4.2 **Executive Activities**: The Officer had produced a report which had been circulated prior to the meeting. The only additions were that the Pub Quiz was definitely going ahead and would start on 19th October as planned.

4.2.1 More volunteers were needed for the Haunted House and Charities Week.

4.2.2 The Officer would be accompanying the VP Community when he visited all the societies at their meetings.

4.3 **Executive Welfare**: The Officer had produced a report which had been circulated prior to the meeting. STV had visited and filmed an interview with the VP Wellbeing about the visiting alpacas, unfortunately it wasn’t televised but was cool anyway.

4.3.1 The Officer would ensure more information was gathered from other universities on their Guarantor Schemes to help get ours set up and moving on.

4.3.2 Wellbeing Week would be held next semester.

4.4 **Executive Equality and Diversity**: Although absent the Officer had produced a report which had been circulated prior to the meeting.

4.5 **Executive Events**: The Officer had produced a report which was tabled at the meeting. Due to pressure of University work he had no progress to report.

1. **OFFICE BEARER UPDATES**

5.1 **LBGT+ Officer**: The LGBT+ Group had organised a bowling night and social tea which had been very well attended with 12 or so people there.

5.1.1 NUS Conference dates coincided with The Big Student Elections. The President stated that this had been pointed out to NUS as a problem they needed to address. Hopefully they would respond positively and change their Conference dates.

5.1.2 The Officer had met with a representative from Waverley Care, the charity which benefited from the Red Ceilidh each year. This year they would visit the Ceilidh and give a brief presentation on the work they do.

5.2 **BAME Officer**: The Officer was concentrating on promoting Black History Week. He had organised the talk given by Sir Geoff Palmer, 30 people were expected and over 70 turned up, great.

5.2.1 Zoga was happening on Thursday in CR1 and on Friday night the African Caribbean society were organising a party event in Zeros.

5.2.2 The BAME Officer and VP Wellbeing were doing a campaign on what it means to be Black, Asian, Minority Ethnic.

5.3 **Women’s Officer**: The Brunch Event didn’t attract much attention, and the meeting hadn’t been successful, however the Officer would continue to promote the Women’s Group through Face Book etc.

5.3.1 £231.08 had been raised by the Big Pink Event.

5.3.2 The Officer had attended the Feminism 101 event at EUSA with the VP Wellbeing, it was very good and a great networking opportunity.

5.3.3 The Officer was planning to do something as part of the Reclaim the Night event.

5.4 **Charities Officer**: Charities Week will include a Tombola, Haunted House, Club Night and a Pub Quiz.

5.4.1 The Officer would contact via email and post various companies and organisations to get prizes. The Officer would set up a meeting to get organised. The VP Wellbeing would forward a copy of a letter previously used for this purpose.

5.4.2 The VP Community mentioned Sleep in the Park a charity event taking place worldwide on 9th December. We should get involved as the University has bought 150 tickets, each person wanting a ticket has to raise at least £50 for charity to get entry to the event. The President gave more details on the University plan.

The Vice President Wellbeing left the meeting.

1. **LISTEN / DISCUSS / ACT**

The Chair set a time limit on each topic raised by the Officers. Each Officer was asked for three topics.

6.1 **President**: Biodiversity – The University was doing more across Campus to introduce a biodiverse environment for wildlife, by introducing wild flower pockets on campus. Brewing & Distilling Dept – This issue had been referred back to the University. School Officers – all mailing list was helping with their communications.

6.2 **LGBT+ Officer**: Computers Out of Order in Learning Commons – four computers were currently out of order and students were complaining. Two computers were regularly out of order. The President will find out who the University contact is to get the computers repaired or replaced.

Parking Signs – These weren’t working properly and causing confusion. The President stated that they weren’t quite working right yet, but the University were aware and more work was being done on the sensors. Should be sorted by end of October.

6.3 **Executive Welfare**: Learning Commons 2 - is this really open till 8pm at night as advertised. The Officer was asked to check with the Library. Change of Timetables – Several Lecturers were changing timetables with no warning. The President asked that this issue be addressed to the School Officers.

6.4 **BAME Officer**: Elections – paper usage, can we ensure the large amount of posters used were recycled. The VP Community agreed and said we were trying to get more on social media rather than posters. Alpacas – several students had complained they didn’t realise they needed to book a slot to interact with the alpacas. Next time we would do the communications better and make it clearer what was needed.

6.5 **Executive Activities**: Floorplay – students were asking what had happened to the passes and key fobs etc they had been promised. VP Community said this issue was being addressed and discussed with Floorplay and Executive would be informed of the outcome.

Signs in Shop – The signs were in place and it was an improvement, however several comments on the selection in the Shop, could we do a survey to find out what the students wanted.

6.5 **Executive Academic**: Water Fountains – students would like to have more water fountains throughout the University. The President agreed to discuss this with HR but in the first instance Campus Services should be informed and asked if this is possible.

6.6 **Women’s Officer**: Library too hot – The President agreed this was a problem a refurbishment was taking place so this problem should be addressed soon. School Officers should be keeping track of complaints. Languages Society – Erasmus contacts – VP Wellbeing and Activities Co-Ordinator would be informed.

6.7 **Charities Officer**: Eduroam – complaints still being made. This was being addressed.

6.8 **Postgraduate Officer**: Clothes Dryers in Halls – students were complaining that because there weren’t enough dryers, their washing was being pulled from the dryers before it was properly dried and they went back to find damp clothing. The President advised that the Housekeeper in the Halls should be informed. Also if the students informed The Hub about the difficulties they could tell them of the complaints procedures. The Halls Officer, VP Community and Executive Academic would set up a meeting to address this issue.

6.9 **Halls Officer**: Bike Sheds – several students had asked for the more secure bike sheds. The President informed the meeting of the issues involved in this topic. Many students were using cheap padlocks which did not give proper level of security. The University were aware and were offering better quality padlocks etc. University Security had chased off several bike thieves already. The President would certainly make sure the need for secure bike sheds was taken forward.

6.10 **VP SBC**: Timetable changes – this was an issue at Galashiels as well. A lecturer had resigned last week, causing chaos, but things were now getting better.

6.11 **VP Community**: Vegetarian Options - The Vegan Society had complained that the University Catering had offered a vegetarian curry, but the ingredients had included fish oil. This was unacceptable – he would speak to Thomas Day about the issue. We were trying to offer more Vegan and Vegetarian options in Student Union catering.

6.12 **Executive Activities**: Sports Union – a clear divide had been noted at recent events like the Colour Run, between Sports Union and Student Union. Could we do something about this. The VP Community would set up a meeting with Jen Wither, Sports Union President and Executive and our Executive.

1. **AOCB**

7.1 **Open Days**: The Vice President Community gave a brief background reports on how the Open Days had evolved from purely University driven to now including the Student Union in the process of making Open Days more interesting and engaging for prospective students. We all had a stake in getting more students to come to HWU.

7.1.1 The VP stated that we need to be better at promoting what we do. The VP wanted more staff, Officers etc involved and attending each Open Day. The VP had noted that Oriam and the Sports Union really make an effort at Open Days and make it an occasion for them to advertise themselves, we should be doing the same.

7.1.2 The next Open Day was Friday 27th October. More Officers were needed as parents asked such a variety of questions.

7.1.3 The VP Community would endeavour to make up a programme of activities for the Open Day with help from Activities Co-Ordinator, Bar and Events Manager, Executive and Office Bearers.

1. **DATE OF NEXT MEETING**

8.1 The next meeting was scheduled for Tuesday 7th November and would take place at SBC Campus.

8.2 The Executive Assistant would send round an email to see who was coming along to the meeting and then arrange to hire a Minibus to transport everyone who wanted to go. The deadline or answers would be Friday 27th October.

8.3 The President asked if The Thread would be available for the meeting.