



Date: Monday 21 August 2023

Time: 10:30

Venue: Students' Union Office

Chair: Zoe Harrison – Students' Union President

Executive Committee Minutes

Members:

	P	AP	AB
Zoe Harrison – Students' Union President	X		
Ellie Brace – Students' Union Vice President	X		
Poppie Crampton – Academic Representation Officer	X		
Amelia Wagstaff – Events & Activities Officer	X		
Hannah Barber – Societies Officer		X	
Megan Burton – Sport & Health Officer	X		

In Attendance:

Robin Pitt – Union Director

Charlotte O'Neill – Student Voice & Governance Co-Ordinator

Standing Orders

1 – To welcome members and note apologies

- Chair welcomed attendees and noted one apology

2 - To declare any interests arising from the agenda & request additional items

- None

Items for Report

3 - Officer Updates

A) – Zoe Harrison (ZH), President - Verbal

- Participation with the launch of the new website
- Introduction for new staff member Charlotte O'Neill and acknowledge outstanding vacancy for Student Voice and Advice Officer, therefore ZH and Robin Pitt (RP) are currently covering advice cases.
- Developing action plan for Course Representative and Faculty Representative recruitment, with support from Charlotte (CO) and Poppy (PC).
- Details of attendance and participation at Lead and Change event.

B) - Ellie Brace (EB), Vice President - Verbal

- Participation with launch of the new website and attendance at Lead and Change event.

- 6 societies ready to be run in September and new development of Academic Societies (further details in **Items To Discuss**).

C) - Amelia Wagstaff (AW), Events and Activities Officer - Verbal

- Regular attendance over summer to support with organising Freshers.
- Creating decorative materials for events to keep costs low and within budget.
- AW has liaised with Lewis Palin from Estates to request permission to use props she has designed which have been approved.
- Working on promotion and student suggestions for Freshers'.

D) - Hannah Barber (HB), Societies Officer - Verbal

- ZH and EB agreed that HB has had regular communication, including one visit, with them over the summer to discuss upcoming plans.
- HB has been active in her role, offering support to societies, including those who have gathered a committee over the summer.

E) – Megan Burton (MB), – Sport & Health Officer- Verbal

- Planning for future activities later in the year.
- Societies and sports mixer feedback suggested smaller staff versus students event would be preferred.

Action: meeting to be arranged for MB, EB, and Nathan Richards (Student Communities Co-Ordinator), to discuss plans, logistics and any support required before freshers.

- ZH suggested taking advantage of the sports mixer as there will not be enough time to now organise a staff versus students event.
- ZH explained in previous talks with sport department staff, there were concerns regarding the lack of sports teams available to students, considering a growth in interest.
- Suggesting ideas like “Give it a go” sessions, ZH recommended going forward, MB should be present in meetings with Sports staff, regarding this, to provide support and suggestions for improvement.

F) - Poppy Crampton (PC), Academic Representation Officer - Verbal

- PC explained what she hopes to achieve in the new academic year by providing academic support and a listening ear for students.
- To help organise course representative meetings, promotion and recruitment support.

Items to Ratify

4 – Accessible Room Motion

- ZH explained that there were two motions and the NUS affiliation decision that needed to be ratified following votes held at the AGM. The motions and votes were as follows:
- ZH summarised the “Accessible Room Motion”. [Accessible-Rooms-Motion.pdf](https://www.newmansu.org/accessible-rooms-motion.pdf) ([newmansu.org](https://www.newmansu.org))

Motion was ratified unanimously.

Action: for EB to take the policy forward, including the Equality and Campaigns Officer once elected.

5 – British Sign Language Motion

- ZH summarised the “British Sign Language Motion”, providing different resolutions available if passed. [BSL-motion.pdf \(newmansu.org\)](https://newmansu.org/BSL-motion.pdf)

Motion was ratified unanimously.

Action: for ZH to come up with a feasibility study, with support from the Equality and Campaigns Officer once elected.

6 – NUS Affiliation Decision

- ZH summarised the NUS Affiliation vote.
- MB asked for more information regarding the financial implications of leaving NUS.
- RP explained further, noting this decision was to leave NUS in totality, there would be continuing payments for a notice period, and negotiations for charity payment would come after this process.
- ZH noted that over 50% of the student body needs to vote in a referendum for this to take effect.
- ZH asked the Executive Committee if they want to, vote yes we are happy to ratify the vote made at Forum and progress to referendum, vote no meaning the decision will be taken to the next forum in October for a quorate vote, or abstain for no decision to be made.

Results were three votes to two for motion to go to next forum, with zero votes for abstain.

Action: ZH to put more information together regarding NUS and look to get a representative visit from NUS.

Action: Charlotte (CO) to add this to the agenda for the next Forum meeting.

Items to Discuss

7 - Freshers and Expectations

- All Executive Officers will be provided with a free wristband to attend events.
- On the 15th of September another meeting has been scheduled, to talk through arrangements, collect uniform, and wristband.
- EB gave a day by day breakdown of the freshers schedule and reiterated that this information will be provided in more detail at the meeting on the 15th.
- During the schedule breakdown, Executive Officers were told it was not essential but preferred, that they attend as many of the events as possible, to promote interest in involvement with the SU, and to gain recognition within their post.
- Executive Officers were asked to wear their uniform during the key times throughout the events and were asked to limit alcohol intake during the times they are working.
- Executive Officers were asked to support the students attending, by using the coaches provided for transport to the bar crawl in Birmingham.
- Executive Officers are also expected to provide support to the team during event set up, which requires them to be on campus for 4pm where possible.
- Executive Officers were asked to support the push for social media and website promotion.

Action: EB and MB to speak to Dom Ridgers (Sport Staff), to improve signage for promotion of women’s football.

8 - NSS Results

University NSS results were clarified by ZH and Officers were thanked for their contribution towards a fantastic result.

A.O.B

9 - Academic Societies

- EB gave information about her new project starting this September (2023).
- EB has contacted all academic staff including Associate Deans, to gather feedback and support with this project. Positive feedback has been received by Nursing, Policing, and Early Childhood Education and Care.
- PC and HB will be involved with supporting the project, including faculty and second year course representatives.
- RP acknowledged there is money within the budget available for them to assist with start-up costs.

Action: EB to organise a meeting with CO and any other team members who would like more information about this project.

10 - Course Representatives

- ZH expressed there has been a high interest from students who have asked to re-run as course representative for their second/third year.
- Executive Committee Members were told they are also able to be a Course Representative alongside their commitments as Executive Officers
- 10% off merchandise for Course Representatives, Officers, and Committee Members as an incentive.

11 - Committees

- ZH explained that part time Officers have been chosen to attend committee meetings. CO will send out agenda and papers accordingly to each attending officer, if any Officer can NOT attend the meeting, they should let CO know at the earliest opportunity so that CO can make alternative arrangements for a different Officer to attend.
- The first meeting of the academic year will be 'Equality and Diversity', due to not having an officer in post for this area, MB volunteered to attend.
- ZH gave information regarding Executive Officer emails, explaining that Officers should use these for all SU business as this will give a professional stance and a better response from staff. This will keep SU business separate from student email and allows future Officers to have access to previous email threads.

No other business and thank you for attending.

Next meeting date has been scheduled in all attendees calendars.

Friday 15th September at 1:00pm, if unable to attend please send apologies to CO.