**MEETING OF THE STUDENT EXECUTIVE COMMITTEE**

**Tuesday 5th March 2019**

**PRESENT: Number: 6**

 **As per Appendix A.**

**MINUTES:** K Macintyre (KM)

**APOLOGIES: As Per Appendix A.**

**ABSENT: As Per Appendix A.**

**ATTENDANCE:**

**55/19** **Welcome and Apologies**

President opened the meeting, apologies and absentees noted in Appendix A. BME Officer arrived late.

**56/19 Minutes of Previous Meeting**

 Taken as Read.

**57/19 Action List**

 **President: Review of Exec Budget.**

 This was discussed and agreed that following this meeting’s fund release approvals a more detailed view would be given regarding the remaining funds in the budget.

**Special Items**

**58/19 Continuation of Student Council 31st Jan 19 to Finish Reports**

1. **Trustee’s Reports**

**From 29 Nov meeting as requested by Council Chair**

As submitted by President.

No questions were asked.

Votes For: 5 Votes Against: 0 Abstentions: 0 In Absentia: 1

**Vote Result:** **Report accepted.**

**December**

As submitted by President but Chair requested less brief document be submitted for the next meeting.

Votes For: 5 Votes Against: 0 Abstentions: 0 In Absentia: 1

**Vote Result:** **Report accepted.**

1. **Trustee Report from 31st Jan**

As submitted by President as full Trustee minutes. President explained that Trustees meet every two months and in December, when Exec met, Trustees had not yet met and therefore no minutes were available to submit as was the case with Heritage Committee.

No questions.

Votes For: 5 Votes Against: 0 Abstentions: 0 In Absentia: 1

**Vote Result:** **Report accepted.**

1. **Finance Report**

**February 21st 2019**

As submitted by President. MSA Officer questioned again the matter of the Auditors and a maximum of 9 year tenure being in place where no person may serve more than 8 years. President clarified that there is an item on the annual calendar for the Audit Committee that calls for a review.

No further questions.

Votes For: 5 Votes Against: 0 Abstentions: 0 In Absentia: 1

**Vote Result:** **Report accepted.**

BME Officer joined the meeting at this point.

1. **Green Impact Report**

VP-UD not present at this Exec meeting.

**February 21st 2019**

Spreadsheet submitted by VP-UD. VP-UD not present to discuss. See VP-UD Report below.

**No vote taken.**

1. **Officer Reports**

**13.1 President**

 **February 21st 2019**

 As per report submitted.

 Key Points: Still doing NSS Shout outs, went to House of Parliament recently for an awards evening for the Platform, attending University Board of Governors and participating in Disciplinary Hearings.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted.**

**13.2 VP-Union Development**

 **February 21st 2019**

 As per report submitted but VP-UD not present.

 President gave verbal update. Green Impact meeting is taking place on 12th March ahead of next Council. Have had issues with Gareth Thomas SU Talks event but now resolved. Got keys for sports facilities now.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted.**

**13.3 VP-Education**

 **February 21st 2019**

 As per report submitted.

 Key Items: Visit to Westminster on future of student mental health and the proposed new Charter from the Government. Attended Board of Governors and Trustees and NUS paper.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted.**

**13.4 VP-Welfare**

 **February 21st 2019**

 As per report submitted.

 Key Points: Working with President to engage local landlords regarding quality and availability of private accommodation for international students. Preparing now for Mental Health Day on 7th March and have dealt with mandates as per Council meeting. Thank you to AU Chair for assisting with Money Week. Met with marketing people to begin preparations for advertising for welfare campaign.

**13.5 Sports Officer**

 **February 21st 2019**

 No report submitted. No vote taken.

**13.6 Societies Officer - Vacant**

**13.7 BME Officer**

 **February 21st 2019**

 No report submitted.

**13.8 Disabled Students’ Officer**

 **February 21st 2019**

 No report submitted.

**13.9 Entertainments Officer**

 **February 21st 2019**

 As per report submitted.

 Unable to complete first manifesto point due to issues with the website which has been down for most of the year. Have worked on Refreshes and Volunteering with VP-UD and assisting with sports events.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted**

**13.10 Ethics and Environment Officer - Vacant**

**13.11 International Students’ Officer - Vacant**

**13.12 LGBTQ Officer**

 **February 21st 2019**

 No report submitted.

**13.13 Mature Students’ Officer**

 **February 21st 2019**

 As per report submitted.

 Key Points: Having been working with LGBTQ Officer but struggling to meet with QSpace regarding the Sexual Harassment Policy. Working with VP-UD to promote activities as per report.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted**

**13.14 Postgraduate Students’ Officer - Vacant**

**13.15 Womens’ Officer**

 **February 21st 2019**

 No report submitted.

* 1. **Changemaker Officer – Vacant**
1. **Committee Meetings (ratify minutes)**

**14.a Education Committee**

 **February 21st 2019**

 Minutes submitted late.

 Key points: Parking, SEAT (tap-in) system have a fault causing them to buzz to lecturers are turning them which causes communications and attendance issues. The mandate for VP-Welfare has been completed. The mandate =for student security has been completed but remains ongoing for monitoring purposes.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted**

**14.b AU Committee**

 **February 21st 2019**

 As per report.

 Key items: Updates on Elections including PTO roles and club committees. Updates on preparations for Varsity and Sports Awards.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Report accepted**

**14.c Societies**

 **February 21st 2019**

 No minutes submitted. No further update

**14.d VSEC**

 **February 21st 2019**

 As per minutes submitted.

 Key points: SU Elections, dates and deadlines, Student Volunteer Week, Marrow cupcake eating competition and Changemaker Role discussion. MSA not on website.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Minutes accepted**

**14.e MSA Committee**

 **February 21st 2019**

 As per document submitted.

 MSA Officer was aware of obligation to submit committee minutes for the MSA. They have a half completed agenda form their first meeting which took 3 hours. Work done so far was noted and vote taken on that.

 No questions asked.

 **Votes For: 6 Votes Against:** 0 Abstentions: 0 In Absentia: 0

 **Vote Result:** **Notes accepted**

1. **AOB**

No items raised under AOB

Student Council business was then concluded.

**Discussion Items**

**59/19 Verbal Updates from Officers**

 None given as these were submitted as per Student Council

**Decision Items**

**60/19 Review of Fund Release Forms**

 60.1 VP-Ed requested a sum of £300 for the purchase of items for an Easter Crafternoon event to include Easter eggs, craft items and food and drink for a barbeque. It was noted that a risk assessment would need to be completed for the barbeque and space booked in the proper way at Engine Shed reception. **Members agreed.**

 60.2 VP-UD submitted request for £200 for Rainbow Laces and £200 for a PA system for Varsity. There was some discussion as to what happened to the rainbow laces that were delivered last year and not used as they were sitting in a cupboard on the mezzanine. **Members agreed.**

 60.3 President submitted a request for £800 Mental Health First Aid Training to take place on 23rd and 24th May 2019 to include staff and PTO’s. **Members agreed.**

 60.4 VP-Welfare submitted a request for £1000 for 20 spaces for Mental Health First Aid Training for Sports Clubs to be provided by Emma Dillon (University). It was agreed in future that training should be done for staff as Train the Trainer to avoid repeated expenditure for students who leave at the end of their university life.

 **Members agreed.**

 60.5 MSA Officer submitted a request for £270 for LGBTQ training for staff, Sabbatical officers. This was discussed at length with particular reference to recent events at Student Council. It was agreed that the training should be broadened to include the whole of Student Executive and should only take place after the Elections as it would be clearer then which positions had been filled. It was noted the request would be revised to £486 for all Exec including a group discount. **Members agreed in line with conditions set above.**

**61/19 Booking Requests for the Engine Shed**

 None received on this occasion. Members reminded to make bookings as well in advance as possible. Reminder about Booking for Crafternoon.

**62/19 Next Meeting Dates**

Tuesday 2nd April 2019 at 12 mid day at Engine Shed.

**63/19 Any Other Business**

None.

END

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| **Appendix A** |  |
| **Committee** | **Name** | **Initials** | **Role** | **Attendance** |
| Executive | Raf Garcia-Krailing | RGK | President | Present |
| Executive | Ryan Bradshaw | RB | VP Union Development. | Apologies |
| Executive | Gemma Lovegrove | GL | VP Education | Present |
| Executive | Shangyin Ji | SJ | VP Welfare | Present |
| Executive | Vacant |  | Societies Officer |  |
| Executive | Chris Watkins | CW | Entertainments Officer | Present |
| Executive | Alex Lopez | AL | Sports Officer | Apols |
| Executive | Vacant | JM | Disabled Students’ Officer |  |
| Executive | Jonathan Vobe | JV | Mature Students’ Officer | Present |
| Executive | Vacant |  | Internat. Students’ Officer |  |
| Executive | Vacant |  | Changemaker Officer |  |
| Executive |  |  | LGBTQ Students’ Officer |  |
| Executive | Josh Olasehinde | JO | BME Students’ Officer | Present |
| Executive | Vacant |  | Women’s Officer |  |