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**Union Council**

**23/10/19**

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| **Present, Apologies and Quoracy** | |
| Chair of UC,  no voting rights | Union Council Chair - Bran Carr-Malloch |
| Part-time Officers, full voting rights | International Students Officer - Oluwatimilehin Ajibode (Timmy)  Academic Officer - Sandra Chiamaka Ikeh  Environment & Sustainability Officer - Jannike Smye  Black, Asian and Minority Ethnic (BAME) Officer - Simran Tak  Lesbian, Gay, Bisexual, Transgender + (LGBT+) Officer - Molly Austin-Knight  **Co-Opted During Meeting**  Mature Students Officer – Louise Crichton  Welfare Officer – Alex Butters  Transgender and Non-Binary Officer – Mike Jones  **Vacant Roles**  Postgraduate Officer  Faith & Belief Officer  Partner Institutions Officer  Disabled Students Officer |
| School Reps, full voting rights | School of Health Professions – Luke McRoy-Jones  Peninsula Dental School - Tej Morjaria  School of Engineering, Computing, & Mathematics – Sam Duffield  School of Law, Criminology & Government - Deborah Kumar-Benjamin  School of Humanities & Performing Arts – Paige O Williams  School of Art, Design & Architecture - Will Styles  **Co-Opted During Meeting**  School of Biomedical Sciences – Janson Yuen  Institute of Education – Emma Quinn  **Vacant Roles**  Plymouth Business School  School of Nursing and Midwifery  School of Psychology  Peninsula Medical School  School of Biological & Marine Sciences  School of Geography, Earth & Environmental Sciences |
| Sabbatical Officers, full voting rights | UPSU President – Matilda Fraser  VP Activities and Development – Chukwudi Ezenyi (KC)  VP Education – Millie Green  VP Sport – Verity Lemm  VP Wellbeing and Diversity – Bitty Inyang (Walter) |
| Other attendees, without voting rights | UPSU Chief Executive – Gina Connelly  Representation and Democracy Manager – Jonathan Robinson-Noades (Minute Taker)  Representation and Engagement Co-ordinators – Lisa Carkett and Steph Martin  **Vacant Roles**  Chair of Accountability Board  Accountability Board Member |
| Apologies | Women's Officer - Brooke Mills |
| Not present at the meeting and did not send apologies |  |
| Quoracy | In order for a motion to be passed 75% of the elected voting members need to be present, quoracy prior to co-option was 13 with 16/17 voting members present. After co-option quoracy rose to 17, with 21/22 voting members present. |

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| **Minutes** | |
| Welcome | The Chair welcomed everyone in attendance and congratulated them on being elected. |
| Matters from the Last meeting | The last meeting was in February 2019. UC members were made aware prior to the meeting that should they wish to pick up on any of the actions laid out by the previous Union Council members, then they could raise such at this meeting.  The minutes were accepted as an accurate record of the meeting. |
| Notice of Any Other Business | No Items Raised. |
| Matters to Discuss | Co-Option Of Remaining Roles |
| Bran listed the roles and candidates up for election and undertook a test vote to show UC members present how the co-option process will work. For each role, each candidate gave a 1 minute speech before a vote was cast. The results were as follows:  **Trans and Non-Binary Part Time Officer**  Mike Jones  For: 16 votes  Against: 0 votes  Abstentions: 0  Mike Jones was co-opted onto Union Council and given full voting rights going forward.  **Welfare Part Time Officer**  Alex Butters  For: 17 votes  Against: 0 votes  Abstentions: 0 votes  Alex Butters was co-opted onto Union Council and given full voting rights going forward.  **Mature Part Time Officer**  X2 Candidates  Martins Akhemigbeze – 6 Votes  Lou Crichton – 11 votes  Abstentions: 0 votes  Lou Crichton was co-opted onto Union Council and given full voting rights going forward.  **Representative for the School of Biomedical Sciences**  Janson Yuen  For: 19 votes  Against: 0 votes  Abstentions: 0 votes  Janson Yuen was co-opted onto Union Council and given full voting rights going forward.  **Representative for the Institute of Education**  Emma Quinn  For: 19 votes  Against: 0 votes  Abstentions: 0 votes  Emma Quinn was co-opted onto Union Council and given full voting rights going forward. |
| Election of Deputy Union Council Chair |
| Molly Austin-Knight and Tej Morjaria put themselves forward for this role. Both gave a 1 minute speech before a vote was undertaken:  Tej Morjaria – 7 Votes  Molly Austin-Knight – 8 Votes  Abstentions – 3 Votes  Molly was elected as the Deputy Union Council Chair. |
| UTLQC Sub-Committee |
| Contradictory to the agenda, Millie Green explained that we would not be electing a School Rep to the UTLQC sub-committee due to recent discoveries around the actual purpose and role of this sub-committee, particularly around Academic regulations. Both she and Sandra (Academic PTO) will sit on this committee. |
| Election of Senate Representatives |
| Millie Green and Matilda Fraser explained the role of Senate. Emma Quinn, Janson Yuen and Tej Morjaria put themselves forward the two places available. Each gave a one minute speech before a vote was undertaken, with each member not standing for the role being given two votes:  Emma Quinn – 11 Votes  Janson Yuen – 8 Votes  Tej Morjaria – 15 Votes  Both Emma and Tej were elected to sit on the University’s Senate. |
| Ratification of UPSU Trustees |
| Matilda Fraser explained the role of the Trustee Board to Council and the reasoning behind each trustee being recruited/having had their term extended. The council ratified the trustees as follows:  **Neil Marshal – Student Trustee (Term Extended)**  For – 19 Votes  Against – 0  Abstentions – 0  **James Hywel-Davies – New Student Trustee**  For – 19 Votes  Against – 0  Abstentions – 0  **Helen Cocks – New External Trustee**  For – 19 Votes  Against – 0  Abstentions – 0 |
| Ratification of UPSU Bye-Laws |
| The updated bye-laws and a summary of the changes made were circulated prior to the meeting. The council ratified the bye-laws as follows:  **Union Council Bye-Law**  For - 19  Against – 0  Abstentions - 1  **Student Media Byelaw**  For - 20  Against – 0  Abstentions - 0  **Membership Bye-Law**  For - 20  Against – 0  Abstentions – 0  **Elections Bye-Law**  For - 20  Against – 0  Abstentions – 0 |
| Chief Executive Officer Update – Gina Connelly |
| Gina explained her role and why she attends Union Council.  Highlighted that due to a reduction in student numbers, the University had cut the block grant they give to the SU - £110,000 cut from budget. This has resulted in a cut back on staffing and therefore, a new staffing structure being embedded.  Despite some challenges to the commercial areas, it has been a good start to the year. The building has faced some issues. The toilets were redone, but work on the kitchen has resulted in unforeseen problems, particularly around ventilation. The food offer will be relaunched, with Gina asking those in the room to encourage as many students as possible to use the offer, on top of everything else the SU offers.  The Advice Centre has seen a 23% increase in people visiting on this time last year, with the staff team coping well despite having 1 less staff member. Reasons for this increase have been attributed to the University Reception closing and an unawareness of the location of the University’s Student Services.  The Volunteering Team held a successful Volunteering Fair outside of Freshers’ Week and are currently taking the SU through the process of renewing its Investors in Volunteers Accreditation.  The Societies Fair was held over two days this year due to being unable to use the space in RLB. Following feedback from the societies however, the SU will be looking to take this back to a one day event next Freshers’.  Sarah Davey, who was The Director of Membership Services and Deputy CEO of the SU, has left to take up the CEO role at Falmouth. This has opened up the opportunity to review and restructure how the SU Senior Management Team works, with Oliver Horne – Director of Communications and Digital – currently overseeing membership Services.  As a result of a referendum held last December, the SU will be disaffiliated from from NUS as of January 2020. No impact will be felt on the membership Side, but for the SUs commercial outlets, there are risk. A paper is going to the board of trustees suggesting the need for the commercial areas to still be a part of NUSs wholesale operations and relevant networks.  The gym is struggling financially.  The Comms. And Digital team have updated the website and worked on the new SU App. Students can purchase membership for Sports Clubs and Societies, and tickets for events via the app.  Gina announced that she shall be leaving the SU early next year after 23 years of service. Recruitment for a new CEO is currently under way. |
| Part-Time Officers Updates |
| **Lesbian, Gay, Bisexual, Transgender + (LGBT+) Officer - Molly Austin-Knight**  Currently looking to raise the awareness of mental health support for the LGBT community, either by sourcing workshops to run on campus, or simply signposting relevant students to appropriate services. Applauded the installation of gender neutral toilets in the SU and wants to see how this could be taken up by the University as direction to follow.  **Transgender and Non-Binary Officer – Mike Jones**  Mike re-introduced themselves and highlighted how he wanted to, from the off set, work with Student Voice to find those who he is representing, who don’t feel they have a voice. In particular, Mike highlighted he wishes to get to grips with the exact thoughts behind the creation of his role, so he can champion those thoughts and voices accordingly.  **Black, Asian and Minority Ethnic (BAME) Officer - Simran Tak**  Simran is currently working to tackle racism on campus. Students have highlighted to her that racial tensions within the City of Plymouth have heightened over the last couple of years. Simran is currently having discussions with Chaz Singh – Plymouth City Councillor for the Drake Ward – in which the University sits to look at tackling this. Opened up Facebook page for BAME students.  Simran wanted to clarify what a student should do if they wish to raise a complaint about a lecturer. Matilda Fraser highlighted the need to send the student to the SUs Advice Centre, who would then be able to guide the student on the appropriate course of action.  **Academic Officer - Sandra Chiamaka Ikeh**  Sandra highlighted how she wanted to work on growing the number of lectures being recorded in the University. She also wishes to see guidelines for Coursework improved, with her noting some students being confused around what is expected of them.  **Environment & Sustainability Officer - Jannike Smye**  Currently working on setting up a forum to acquire feedback from students around key projects. Has got her social media up and running and is looking forward to working with the Sabb team to lobby for important changes.  **Mature Students Officer – Louise Crichton**  Lou is continuing their “I am a student” campaign. Currently looking to create spaces where mature students can feedback to them issues they are facing.  **International Students Officer - Oluwatimilehin Ajibode (Timmy)**  Timmy highlighted how some his manifesto points are focussed around some of the issues he has faced, including not having work/job opportunities in the UK after graduating. He wants to lobby the University to work with employers to create more opportunities for international students. He will also be working on lobbying the university to open up more grants and scholarships to international students across the schools and faculties.  **Welfare Officer – Alex Butters**  Working with fellow students on his course to put workshops on for students around looking after their mental health. Also wants to work with the SU around heightening safety for students when they visit the SU at night. |
| School Representatives Updates |
| **Institute of Education – Emma Quinn**  Emma wishes to see students within the Institute of Education getting more involved in assessing the quality of their own education, as well as looking to make sure that the education her fellow students receive is as inclusive as is possible.  **School of Law, Criminology & Government - Deborah Kumar-Benjamin**  Deborah is looking forward to attending her first teaching and learning committee. Wants to see PALS return to the school. Looking forward to working with everyone in the room.  **School of Humanities & Performing Arts – Paige O Williams**  Paige highlighted how communication within the school is hard, given how diverse the programmes within the school are. Paige will be looking to enhance communication and working to support Course Reps as much as possible in collecting feedback from students, using her own experiences as a Course Rep as a guide.  **School of Art, Design & Architecture - Will Styles**  Will has already started signposting students accordingly as School Rep, including supporting students in resolving issues concerning course trip costs, and how to go about changing your name with the University. Wants to look and getting students learning from and collaborating with others from other schools. Will would also like to see a “The Big Draw” competition take place on campus.  **School of Health Professions – Luke McRoy-Jones**  Luke is looking to increasing awareness to students on placement around the support services they can still access from the University. He wants to overcome the issue of staff communicating with students, particularly those on placement. Also wishes to raise the awareness of the optometry service on campus – including free eye tests!!  **School of Engineering, Computing, & Mathematics – Sam Duffield**  From students concerns around subjective feedback from exams, Sam is keen to implement a “Flipped Exam Room” within his School, so that students can view how their exam papers were marked and commented on. Sam is also keen to work collaboratively with students in the Institute of Education to support engineers to share their skills, knowledge and passion within the school system. Looking to source STEM Ambassador training for engineers.  **Peninsula Dental School - Tej Morjaria**  Tej highlighted how the Dental School feels disconnected from the SU. He will be looking to navigate the issue of dental students always on placement opportunities, to collect feedback from them. Tej is keen to support students suffering with their mental health, highlighting that there is so much support available that it’s potentially becoming unclear as which service to use. Wants to create a clear go to point. The “Student Voice” mechanism on the Uni App is used in Medicine and Dentistry. Tej wants to get everyone using the system feeding back on the lectures, and look at how representatives can tap into the data collected.  **School of Biomedical Sciences – Janson Yuen**  Janson wants to challenge the poor amount of communication students in his school have with lecturers. He wishes to establish links with lecturers and explore ways on how lecturers could communicate with students besides e-mail. Janson also wishes to set up a peer-to-peer space to collect course rep feedback. Wishes to collaborate with other schools in the faculty. |
| Sabbatical Officer Update |
| **UPSU President – Matilda Fraser**  Accountability Board – Explained its composition and what it does. Highlighted that no one stood for the roles and so no one was elected onto such. Mentioned that you can’t be co-opted onto the board. Highlighted that Student Voice will perform some of the functions of the Accountability Board. Any larger issues will be escalated to the Board of Trustees, the highest decision making body in the SU.  Suicide Safety Strategy – Joint project between the University and SU, which will provide guidance for staff on how to respond to certain situations and more.  **AP – Matilda Fraser to circulate the Suicide Safety Strategy with all the PTOs and School Reps.**  **VP Education – Millie Green**  Millie’s campaign around getting breaks in lectures of two hours in length or more is getting put into University policy. The tool for students to report on lecturers that are not uploading slides etc. 48 hours before the lecture is now up and running on upsu.com.  Sustainability - Getting rid of Green Week and putting effort into doing things all year round. i.e. making clothes swap shops more frequent. Looking for feedback.  Emma Quinn, who also works in the SU shop, highlighted training SU staff on sustainability procedures and policies would be useful as some aspects are confusing.  **VP Sport – Verity Lemm**  A reporting tool for students to report when they have lectures/seminars etc. scheduled in for Wednesday afternoons is now available on upsu.com. This is part of her campaign around “Keeping Wednesday Afternoons” free, not only just for sporting activities, but any extra-curricular activities. The tool will allow Verity to pick up with the Uni on any unauthorised scheduling of academic activities on a Wednesday afternoon.  Also working on celebrating Women in Sport, with requests for any support/feedback appreciated. Verity has also been contributing to the University’s Sports Strategy, as well as supporting the administering of BUCS teams and managing Sports Clubs finances.  **VP Wellbeing and Diversity – Bitty Inyang (Walter)**  Walter highlighted that the University are making MHFA compulsory for all tutors. He wishes to see the Equality and Diversity training they receive made more of a challenge to help embed the content.  Black History Month has gone well with a couple of events held, such as movie nights.  World Mental Health Day – Held an event in the SU at very short noticed. It wasn’t well received maybe due to people not feeling like they can relate to the term “Mental Health”  Walter highlighted his support for Will Styles previous work around creating a space for Men to talk and share any issues they may be facing.  Simaran Tak highlighted that in the spirit of Black History Month, she had been asked by the University to promote “Our Table”. This involves making a food dish that represents your cultural identity, and taking it along to a get together to share and eat food, and meet those you wouldn’t normally encounter on campus. It is currently only attended by staff and not really any students. Simran asked if everyone could share information on the event within their communities. Bran encouraged attendance at such with Lou highlighting how word is getting out there regarding the event.  **VP Activities and Development – Chukwudi Ezenyi (KC)**  Matilda, on behalf of KC, informed the Council that KC had organised a Sponsorship Fair for the next Societies Forum, for potential sponsors to meet societies and hopefully set up some agreements. |
| **Board Of Trustees Update** |
| Nothing to update |
| AOB | **Students’ Mental Health**  Tej Morjaria raised the issue of students’ mental health and the value of those suffering in simply having opportunities to talk, even if it’s just with friends. There was recognition that students’ mental health is a huge topic. Molly Austin-Knight asked if there was potential for Union Council Members to have training around supporting students who are struggling. Gina Connelly highlighted the role of the Students’ Union in supporting students and said she would speak to Alice Ludgate in the University around relevant training for Union Council Members.  **AP: Gina Connelly to speak with Alice Ludgate around training for UC members concerning supporting students with their mental health.**  Molly Austin-Knight asked if there was potential for Society Committee Members to attend. Verity Lemm highlighted the University’s Look After Your Mate training that should be up and running soon.  **Sports Logo**  Verity Lemm highlighted the need for feedback on what the SUs Sports Logo should look like, considering that many Sports Clubs now wear it with pride, without knowing what it means.  **Campus Markets**  Verity Lemm invited all the UC members to come and join the sabbatical officers on the SU roof on Campus Market days in simply talking to students, hearing their stories/concerns, and collecting feedback.  **STEM Ambassador Training**  Jannike highlighted that as part of the University’s Student Ambassador team, some go out into schools to engage with school children, and that Sam Duffield might want to explore that avenue to get engineers into school environments. Sandra Chiamaka Ikeh highlighted her role as a SW Stem Ambassador and could send details of relevant STEM Ambassador training to SAM Duffield. Emma Quinn highlighted the Plymouth Plus as another route that Sam could explore.  **AP: Sandra Chiamaka Ikeh to send STEM Ambassador training details to Sam Duffield.**  **Use of Union Spaces**  Matilda Fraser encouraged those who attended to come in and use the Unions Spaces for meetings, socials, etc.  **Union Council Social**  Tej Morjaria suggested the need for a social event for PTOs and School Reps to get to know each other a lot more.  **AP: Bran Carr-Malloch to organise/facilitate a social for all PTOs and School Reps.**  **AP: Student Voice to send Facebook Group link to all officers and School Reps, and to hand over admin rights of ADA News to Will Styles.** |
| Dates for the Diary | UPSU Annual Student Meeting: Monday 2nd December, 6:00pm, Big Room in the SU Building |
| Next Meeting | 19th November (Deadline For Papers is Tuesday 5th November) |

## Actions from this meeting

**AP – Matilda Fraser to circulate the Suicide Safety Strategy with all the PTOs and School Reps.**

**AP: Gina Connelly to speak with Alice Ludgate around training for UC members concerning supporting students with their mental health.**

**AP: Sandra Chiamaka Ikeh to send STEM Ambassador training details to Sam Duffield.**

**AP: Bran Carr-Malloch to organise/facilitate a social for all PTOs and School Reps.**

**AP: Student Voice to send Facebook Group link to all officers and School Reps, and to hand over admin rights of ADA News to Will Styles.**