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**Union Council**

**26/11/20**

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| **Present, Apologies and Quoracy** |
| Chair of UC,no voting rights | Robert Nutkins |
| Part-time Officers, full voting rights | Academic Officer – Katherine Collins Black, Asian and Minority Ethnic (BAME) Officer – Takudzwa MaweraEnvironment & Sustainability Officer – Neve PeatFaith & Belief Officer – Alex ButtersInternational Students Officer - Gem EvelynPostgraduate Officer – Will Styles Transgender and Non-Binary Officer – Jonah ZalickWelfare Officer – Owain GullamWomen’s Officer – Jessica Andrews Smith**Vacant Roles**Lesbian, Gay, Bisexual, Transgender + (LGBT+) Officer Mature Students Officer Partner Institutions Officer  |
| School Reps, full voting rights | Institute of Education – Jack PellowePeninsula Dental School – Alastair CampbellSchool of Biological & Marine Sciences – Georgia SmallSchool of Biomedical Sciences – Libby MSchool of Engineering, Computing, & Mathematics – Vivian HockingSchool of Geography, Earth & Environmental Sciences – Izzy HainesSchool of Health Professions – Simrandeep KaurSchool of Psychology – Tafadzwa NyambuyaSchool of Law, Criminology & Government Representative – India EllisSchool of Nursing and Midwifery – Maeve HoeySchool of  Art, Design & Architecture – Cat Dodd**Vacant Roles**School of Humanities & Performing Arts  |
| Sabbatical Officers, full voting rights | UPSU President – Chukwudi Ezenyi (KC)VP Wellbeing and Diversity – Fawziyyah Ahmed VP Activities – Verity Lemm VP Education - Emi Dowse  |
| Other attendees, without voting rights  | Chair of Accountability Board - Alex Jobling UPSU Interim Chief Executive – Antony BlackshawRepresentation and Democracy Manager – Tracy Priestman (Minute Taker)Representation and Democracy Co-ordinator – Steph MartinRepresentation and Democracy Co-ordinator – Emma QuinnSamuel Pritchard – Candidate for co-option for LGBT+ role**Vacant Roles**Accountability Board Members |
| Apologies  | Peninsula Medical School – Emily SchenkPlymouth Business School – Perran JohnsonStudents with Disabilities Officer - Will Robinson |
| Not present at the meeting and did not send apologies  | N/A |
| Quoracy | In order for a motion to be passed 75% of the elected voting members need to be present, quoracy was 23 and was reached  |

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| **Minutes** |
| Welcome  | The Chair welcomed everyone in attendance.  |
| Matters from the Last meeting | Viv Hocking noted that the Facebook profiles of previous Sabbatical Officers, mentioned at the last meeting, were still active.AP: Tracy Priestman to chase active Facebook profiles of previous Sabbatical Officers The minutes were accepted a a true and accurate record of the meeting. |
| Notice of Any Other Business | Vivian Hocking – Sunflower lanyards Verity Lemm – Student Activities Will Styles – Clever Student Lets Alex Jobling – lapsed policy Gem Evelyn – Advertisement of Part-time Officer Roles  |
| Matters to Discuss | Interim CEO Update  |
| Antony Blackshaw – UPSU Interim CEO gave a verbal report to members of Union Council The SU has had to close the public areas of the Union building and the gym, as per lockdown guidance. It was a difficult decision to close the shop however, and it came down to the type of products sold and concerns that it would not pass the criteria for being an essential business; the footfall on campus and costs required to open were also a factor in decision making. Membership areas continue to function and support students and Antony thanked all student groups that have responded to requests to put on activities during this time. The University have clarified that they expect students to leave to travel home as soon as their face- to- face teaching is finished and it is safe for them to do so. Government guidance is that the SU should not run any activities that may encourage students not to travel during the travel window of 3rd-9th December. Therefore, no social events will be operating. However, the gym will be re-opening from the 3rd December as that is an individual activity and should not affect students’ decision to travel. It is planned that it remains open until the 23rd December but this will be reviewed and depend on demand for the service.It was the intention to re-open the bar from the 9th December until the end of term but due to the tier 2 restrictions, this is not possible.Antony explained that students will be able to access asymptomatic testing on campus. However, this is not a simple message. A test centre will be opened in the Main hall from Monday 30th November and this has meant that teaching and assessment planned in that space has needed to be rescheduled. All affected students should be receiving a message from the Vice Chancellor and will also be contacted by staff about the re-arranged teaching and assessments. The asymptomatic testing is not as reliable as the main NHS test and trace testing and the lateral flow tests that the University will be providing require two tests, 3 days apart. If the first test comes back negative a second test is required three days later. If the first test is positive then students should present at an NHS test and trace centre. At this time the university are still unsure if students will be asked to book two test slots initially or asked to book a second slot once they have had their first test. There are some concerns that students might leave it too late so they are not able to get a second test prior to travel, so please do book a test early to ensure there is enough time to complete a second test. The idea is that is students still have enough time to self-isolate for the required period prior to traveling, if necessary, and still be home before Christmas. Owain Gullam – Part-time Welfare Officer noted that other universities had penalised students for not respecting guidance or for not being tested. Antony reiterated that the tests are voluntary and no-one has to take them. These are asymptomatic tests, there is no blame if students end up testing positive. Of course, if students are experiencing symptoms they should go to an NHS testing centre. Owain then asked what would happen if a student left it to the end of the testing period and did not manage to get the second test. Antony responded that students would not be prevented from travelling, however they would not have the confidence of the test result being accurate, even if the first test was negative Antony added that there is currently no clear guidance from the government regarding return to campus in January so the university is not in a position to communicate plans to students at this time. Libby, School rep for Biomedical Sciences asked if students working for the NHS should access the NHS tests or the lateral flow test on campus. TP was actioned to chase this with the University. The response from the University was that NHS student workers should access the NHS testing and that this will be included in FAQ’s available to those students**The testing Centre in the Main Hall will be open 30th November -7th December, 08:00-20:00 with bookable slots** <https://liveplymouthac.sharepoint.com/sites/x70/SitePages/COVID-19-Asymptomatic-testing.aspx> Antony concluded by explaining that the impact of COVID and subsequent closure of services has adversely affected the financial position of the SU and that the Union will need to reallocate money that has been saved in previous years to supplement the block grant income from the University. The SU are working closely with the University to identify a support package and the UPSU Board of Trustees are looking at options. Thanks to the prudence and care taken by predecessors over the past 10 years, the Union is in a reasonable financial position but it is a big financial hit to take. Aside from the financial impact, the Union has not been able to work with students to it usual extent and that is heart-breaking.   |
| Overview of Careers Service  |
| Mark Beresford - Student Engagement and Careers Operations Manager gave an overview of what the careers service offers to students |
| Co-option of Part-time LGBT+ Officer  |
| Samuel Pritchard gave a short speech to members and left the room whilst they voted**For: 20****Against: 0****Abstentions: 0** Samuel Pritchard was co-opted as Part-time LGBT+ Officer  |
|  | Feedback on No Detriment Policy |
| Emi Dowse – VP Education explained that the University had previously implemented a Safety Net and not a No Detriment Policy. Emi asked for feedback as to what students would like to see included, if a new policy were to be reintroduced, and how outcomes from that policy would benefit students. Emi has raised this with the university who said that there is no need for a no detriment policy as plans for teaching and learning have been developing since June. The first policy was put in place due to the unforeseen circumstances of the first lockdown. The university have left in certain aspects of the previous safety net such as extenuating circumstances, whereby students will need to submit a form but do not need evidence.Will Styles – PT Postgraduate Officer – Covering similar to last time. Students are still not able to visit campus, they have lost jobs etc. Extenuating Circumstances are good but students still need to address the matter at some point if they defer deadlines and the situation will likely still be the same. Also, there is no benchmark for first year students so their situation is different.Takudzwa Mawera – PT BAME Officer – Students are concerned and having the best grades average helped ease those concerns. He also agreed that a separate policy for first years might be useful.Viv Hocking – School of Computing, Engineering and Maths Rep– had received some feedback that there is no clear guidance given about deferral and what options are still available and students don’t necessary understand that some things are still in place. Because of this he personally didn’t see a need for a no detriment policy. Viv also added that there is the issue of accrediting bodies and what they are willing to accept. India Ellis – School of Law, Criminology and Government Rep– There needs to be more leniency, students are affected by poor wifi, they are not able to access the library etc. students need more support when learning remotely. India did agree with comments about accrediting bodies and concerns about devaluing degrees but as it is a universal issue, that should not be unduly concerning. India noted that there should be more leniency in response to people’s individual circumstances and it is not the same learning experience reading a handout. Many students have not been able to benefit from blended learning and have had little or no face to face teaching. It is not fair to say that as there has been time to plan, students should be compensated.Will Styles – PT Postgrad Officer – the issue of accrediting bodies came up last year in his role as school rep and it is beyond the control to the university and SU as to what they will accept and he could not think of anything that could be feasibly implemented that would be fair to all.Tafadzwa Nyambuya – School of Psychology Rep – The safety net last year helped and the university needs to consider that some students have not been learning for six months and they are still expected to perform to the same standards without adequate teaching or support in certain cases. There is a need to consider if achievement levels are the same as previous years without the same levels of support. People have wellbeing/disability needs and many have other responsibilities such as caring or parenting and a policy where this is considered would be beneficial. There is lots of group work now but lots of peers are not able to attend outside of lecture time due to caring responsibilities and there needs to be an opportunity for people to apply for support based on their own personal circumstances. If there is an argument that it would devalue their degree, was that not the case last year?Cat Dodd – School of Art, Design and Architecture – Third years with deferrals will miss their graduation with their peers.Gem Evelyn – PT International Students Officer – Extenuating Circumstances have been partially updated in response to COVID but there are other factors that have not been adjusted for, things which are out of control based on students’ circumstances and the developing situation. Not many students are aware of extenuating circumstances and once that is understood there can be more feedback about how to adapt and implement changes to that. Takudzwa Mawera – Another reason for misunderstanding is differing messages come from different staff, schools/faculties. There needs to be more consistency.Will Styles – It could be clearly publicised to students what their existing options are, they need a clear guide to the semester, then if it is not enough to support students, feedback can be implemented in the second semesterEmi noted that the uni are planning to clarify options open to students, she is involved in these conversations and will also provide a more students friendly way of getting the university guidance across to students.Simrandeep Kaur – School of Health Professions Rep– More leniency is needed for marking. The university say that students should be more prepared but we were taught to prepare for a multiple choice exam and end up needing to complete seven essays instead. Students are not necessarily more prepared. |
| Reports(See appendices) | School Rep and Part-time Officer Updates  |
| Due to time constrictions, it was agreed that the meeting should move on to Sabbatical Officer UpdatesManifestos can be found at <https://www.upsu.com/studentvoice/representatives/> |
| Sabbatical Officers Update  |
| Chukwudi Ezenyi (KC) – President * Attended the Heads of School Forum and gave feedback about how the SU would like to work with them. KC shared feedback from students about how they would like more support at this time. Student mental health was also discussed.
* Working with the university about their plans for Christmas. Services and activities will be published in due course.
* Student loneliness is still an issue and the SU has introduced a Buddy Scheme to address this.
* Ongoing work with the University of Plymouth International College (UPIC) regarding funding for international students.
* Working with the Deputy Vice Chancellor to support international students whose ability to attend graduation may be affected by VISA restrictions.
* Attended the Sustainability Forum hosted by Neve and look forward to working with students in future.

Verity Lemm -VP Activities* Working with the Medical School Rep to address issues with students being hold they have to have their webcams on during lectures, otherwise they are not meeting professionalism standards. This is not the case and Verity is liaising with the Associate Dean, Teaching and Learning (ADTL) at a Faculty level.
* All scheduled student activities were cancelled due to restrictions and the student travel window. However, the SU will be supporting student groups on a case by case basis after the 9th December.
* Met with Marjon regarding organising Varsity.

Fawziyyah Ahmed – VP Wellbeing and Diversity * Raised concerns with the university regarding student travel outside of the UK. The university will now be sending out communications to students so they have a clear idea of what the situation is and understand any implications.
* Access and Participation Planning. The university has asked for greater student feedback into this and will be looking for students from underrepresented backgrounds to get involved. More information to follow.

Emi Dowse – VP Education * Working with the university to make the Extenuating Circumstances Policy more inclusive and accessible. Emi lobbied for inclusion of a clause regarding terrorist attacks which could have an unknown impact on any student and where evidence might not be possible to obtain easily. This is an ongoing piece of work so do feedback if something needs to be included.
* Please feedback regarding lecture content being made available 48hours prior to a lecture. There also seems to be an issue with lecturers stopping recording to go off on a tangent and then not resuming recording afterwards.
* Working with Clever Student Lets to feedback student concerns, however, they will be having a new CEO and management team in December. Emi has included more on this in her report and video update
 |
| Board of Trustees Update  |
| N/A |
| AOB | There was not enough time to discuss AOB AP: Tracy Priestman to set up Doodle Poll to determine the most suitable date for another meeting   |
| Actions Summary  | AP: Tracy Priestman to chase active Facebook profiles of previous Sabbatical Officers AP: Tracy Priestman to set up Doodle Poll to determine the most suitable date for another meeting  |
| Dates for the Diary  | 9th February next scheduled meeting  |
| Next Meeting  | TBC  |



# Appendix 1 – Part-time Officer Reports

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| **Will Robinson/****Part-time Students with Disabilities Officer**  |
| **My manifesto points** |
| Improving the experience of those with invisible disabilities through campus-wideawareness training, in genuinely meaningful and fruitful ways.Improving physical access to the university and addressing existing accessibility issues.Proactive, networked support for students suffering with Anxiety. |
| **Progress on my manifesto points** |
| Due to my full time placement and the impact of my disability, I am looking to appoint adeputy to keep pushing these movements in my absence. This will be just until February,when I will be able to return in full to my role. |
| **Key feedback I have received** |
| I have not yet received feedback from students with disabilities simply due to thedifficulty targeting this minority group in line with ethical/GDPR guidelinesI am working with Emi Dowse to launch a Facebook group for students to join themselvesrather than us proactively approaching people who may not be comfortable beingrecognised as having a disability. |
| **Meetings I have attended and my contribution to these** |
| Due to being on my full-time final year teaching placement, I have not yet been able to attend meetings. |
| **What I plan to do before the next Union Council meeting**  |
| I am working with Emma Quinn to find a deputy for my position, just until my placementfinishes in February. |
| **Other updates** (see above) |
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| **Jessica Andrews-Smith/ Part-time Women’s Officer** |
| **My manifesto points** |
| 1. Organising career training and networking events for female students from subjects which display prevalent underrepresentation (STEM, law, politics etc.)
2. Organising an annually recurring Women in STEM event in conjunction with international Women’s day.
3. Improving visibility of services for Women that the university offer or endorse
 |
| **Progress on my manifesto points** |
| Research, research, research. Before acting upon any points or ideas, I have been endeavouring to research what the university has previously offered, that is currently taking place and where upon my points can fit. This has resulted in the creation of a spreadsheet with multiple contacts, past university events and future dates that may be useful in the execution of my manifesto. 1. Relevant to my first manifesto point, I have been speaking to numerous STEM lecturers on their interest in being involved in a talk/ event in which they would discuss their experiences, what they do, how they got to where they are and any advice to future Women in STEM. I also plan on involving groups such as the Babcock Women’s network etc. Other than getting a student consensus, I have yet contact anyone outside of STEM.
2. A Women in STEM event was scheduled to take place in March this year however due to COVID it was unfortunately cancelled. This event will be planned to be over zoom meaning it can still go ahead, pandemic pending.
 |
| **Key feedback I have received** |
| 1. After talking to lecturers there was a big interest in being involved. They suggested getting the laboratory technicians involved as well as PhD students for a hand on viewpoint of industry and academia. There was also huge interest from subjects with little representation about networking events etc as it was reported that few occur
2. Visibility of resources, support groups etc. is especially important during lockdown. The promotion of mental health services has occurred in emails however it isn’t hugely visible on the website.
 |
| **Meetings I have attended and my contribution to these** |
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| **What I plan to do before the next Union Council meeting**  |
| 1. Get in contact with school reps of subjects that have underrepresentation about what they would like to see at networking events/ careering training and contact relevant individuals.
2. Contact the University of Plymouth Womens Network and previous organisers of past women in STEM events to brainstorm ideas, a date etc.
3. Lobby the SU to increase the visibility of mental health services across all platforms especially considering the current climate
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| **Other updates** (see above) |
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| **Katherine Collins/ Academic Part-time Officer** |
| **My manifesto points** |
| * Increase co-operation between the Welfare and Academic Roles.
* Reduce the digital divide created by lack of access to technology and internet.
* Increase awareness of representation.
* Improve visibility of academic policy.
 |
| **Progress on my manifesto points** |
| * Reached out to the welfare officer to suggest a joint effort in increasing visibility of hardship and technology grants before students arrive in Plymouth.
* Broken down what each academic society offers students, I am currently in the process on emailing them to see what support they may need so they are represented better.
* Researched how other universities such as Bath have a ‘digital divide project’ to understand how similar programs could be implemented here.
 |
| **Key feedback I have received** |
| * Students are having difficulty accessing lectures and seminars because of issues with connectivity and equipment such as webcams.
* There are a lot of students seeking another ‘no detriment’ policy, this has been dealt with and responded to by the Education VP so I have signposted students.
* Some societies were wanting more in-person opportunities to meet, I have made no progress on this because of the new Lockdown.
 |
| **Meetings I have attended and my contribution to these** |
| Unfortunately I have not been able to attend any university meetings thus far due to time restrictions, however I have added the subsequent ones into my calendar to ensure I am available.  |
| **What I plan to do before the next Union Council meeting**  |
| Attend some of the talks given by the EdTech Summit relating to reducing the digital divide and how Universities can support online learning better. |
| **Other updates** (see above) |
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| **Jonah Zalick - Part-time Transgender & Non-binary Officer**  |
| **My manifesto points** |
| 1. I will lobby to the university about changing how they address trans and non-binary students. Being misgendered and deadnamed is profoundly distressing and I will try my hardest to see to it so that trans and non-binary students will experience this less.
2. I will proudly elevate our trans and non-binary voices by relating them to the student union with no hesitance on being heard.
3. I will endeavour to link students with supportive resources (if requested), whether that be other faculty members or organisations.
4. I will make it a definite point to engage in online contact with trans and non-binary students whether that be for casual chats or more in-depth discussions. Webcams/microphones will never be mandatory for conversation; I personally know that can be dysphoria-inducing. If I am scheduled on-campus that day, we can try to arrange a meeting. If the coronavirus threat level decreases I will become more flexible with arranging in-person meetings.
 |
| **Progress on my manifesto points** |
| 1. Been discussing with Steph on finding out who is the authority on the university’s enrolment process in order to enact change there.
2. N/A
3. I was contacted by UPSU Physio Soc Equality & Diversity Rep Jackie Lees-Howes on the topic of pronouns on name badges, and we had a discussion about pronoun importance and how to navigate that situation. I also recommended other faculty members – namely Andy Grace – who might also be a good source of help in regards to workshops and resources. I have also made plans to contact each society and make myself a known resource on the topic of trans and non-binary students.
4. N/A
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| **Key feedback I have received** |
| N/A thus far. Jackie said that her meeting with me was good and informative, so keep up the work in that area. |
| **Meetings I have attended and my contribution to these** |
| I attended Andy Grace’s equality workshop and I contributed the point that it might be useful to advise faculty to put pronouns in their emails because it can encourage the students that the faculty member is to be trusted, and is a safe space, as that’s how I felt when I first contacted Andy and I saw he signs his emails off with his pronouns. |
| **What I plan to do before the next Union Council meeting**  |
| I plan to reach out to each society and provide them my contact details so I can be signified as a contact for trans & non-binary students within the society as well as anybody who might be looking for my advice or resources. I will also be in contact with the advice team and establish a rapport there as my role directly has a link with that. Also find out who is the authority on the enrolment process and begin a conversation with them about enacting change in that area. |
| **Other updates** (see above) |
| I am also interested in suggesting that faculty members should be advised – not made or forced – to sign off e-mails with their pronouns. It would be helpful not only in knowing how to refer to our faculty but also to normalise sharing our pronouns with people so nobody is “singled out” when they introduce themselves or correct somebody. |

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| **Neve Peat/ Part-time Environment and Sustainability Officer** |
| **My manifesto points** |
| * I will endeavour to improve engagement with Environmental Societies.
	+ Incorporate student led sustainability into UPSU policy
	+ This would be achieved through a monthly meeting with all the societies to have their input
	+ Plus meetings and regular engagement with individual societies and their committees
* I will lobby the University and UPSU to reduce food wastage on campus.
	+ Increase cooperation with local charities and food banks
	+ Initiate a scheme similar to [‘Too Good to Go’](https://toogoodtogo.co.uk/en-gb)  for students
	+ This scheme would allow students to purchase mystery bag from the cafes on campus of food that would otherwise be wasted at a discounted price
* I will endeavour to build upon the progress made by previous SU officers.
	+ Seek to introduce COVID-Secure mechanisms to enable the continuation of projects such as the Swap Shop
	+ This would involve moving it to an online shop, where students can purchase donated clothes for £1 a piece
* I will try to promote sustainable living by incentivizing students to adopt sustainable living habits
	+ Organise engagement through digital workshops
	+ Increase engagement of sustainability through social media
 |
| **Progress on my manifesto points** |
| * A forum for sustainability has been created for 25th November to engage with students on manifesto points, key issues and electing a deputy.
* Have been put on the Placeholder: Sustainability Advisory Group meetings for the year so that I can share students’ thoughts and plan of action on sustainability with the University.
* Working towards getting guest speakers and types of workshops for sustainability
* Currently working togethers getting in contact with relevant people to look at ways to monitor food wastage at the University and possibly set up a method to reduce it
* Additionally, looking at how to set up a Swap Shop for online by getting in contact with the people who started/ helped the initiative
 |
| **Key feedback I have received** |
| * Received interest for deputy role
* Still waiting upon feedback from students as the forum hasn’t happened yet
 |
| **Meetings I have attended and my contribution to these** |
| Meetings regarding deputy officer with Student Voice and Isobelle Haines (School Rep for Geography, Earth and Environmental Sciences). Helped with constructing emails and arranging on how to proceed forward.Contact with relevant societies and individuals regarding deputy role and forum. |
| **What I plan to do before the next Union Council meeting**  |
| To continue working towards my manifesto points and receive feedback from students. |
| **Other updates** (see above) |
| * Had contact from a previous Part-Time Environment and Sustainability Officer, Helen Hill to look at promoting and continuing with the ‘Students Against Single Use’ scheme and bringing this up in the upcoming forum.
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| **Vivian Hocking / Accountability Board Member** |
| **My manifesto points and progress**  |
| * I will endeavour to ensure that all Union forums are appropriately advertised to Union members.
* I will lobby sabbatical officers to adhere to a standard format for all digital forums.
* I will endeavour to raise awareness of the Union Council and the benefit it can bring students.
* I will try to improve transparency around changes made to the structure of the Sabbatical team, such as the combination this year of the VP Activities and VP Sports roles into a single role.
 |
| **Progress on my manifesto points** |
| In discussions with the VP Activities, we have agreed that Society forums will now be advertised to all Society core committee members and not just to Society Chairpersons. This will help to ensure that Society forums are well attended and core committee members are kept informed about Societies processes. |
| **Key feedback I have received** |
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| **Meetings I have attended and my contribution to these** |
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| **What I plan to do before the next Union Council meeting**  |
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| **Other updates** (see above) |
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| **Alex Jobling /Accountability Board Chair**  |
| **My manifesto points** |
| 1. I will endeavour to bring transparency to the Accountability Board and aim to resolve any issues brought forward in a timely manner.
	* Ensuring clear and concise student representation.
2. I will lobby UPSU to create an accountability board reporting tool so that students can more easily raise their concerns.
	* Increasing accessibility and visibility of the Accountability Board.
3. I will lobby UPSU to ensure that election campaign regulations are enforced and seek to prevent sabbatical campaigning in student accommodation blocks and in University open access study environments.
	* Students should feel freedom to vote, not harassed into voting.
 |
| **Progress on my manifesto points** |
| * With regards to my first manifesto point I am currently in communication with the UPSU communications team organise a takeover of the Instagram to introduce the accountability board to the rest of the student population. Also, I have had meetings with other elected members of Union Council to introduced myself, the board and what are aims are, and to see if there’s anything that we can help with.
* With regards to my second point of my manifesto, I am in communication with eh student voice team, and there is discussion about a reporting tool to be added to the UPSU website that may include an option to route things to the accountability board.
* With regards to the third point of my manifesto, I have had discussions with the Student Voice team about the election rules, procedures and FAQ’s, to see if there are any changes or amendments that need to be proposed and made.
 |
| **Key feedback I have received** |
| Strong feedback from other elected officials about how they’re coping with their new roles and in communicating with the officials that they need to communicate with.  |
| **Meetings I have attended and my contribution to these** |
| Attending meetings with the other member of the Accountability Board and the Student Voice team. I have also held meetings one to one with other elected members of Union Council to communicate them the aim and purpose of the accountability board and if there’s anything that we can do to help them.  |
| **What I plan to do before the next Union Council meeting**  |
| I plan to continue to have my meetings with other elected officials and to have another meeting of the accountably board |
| **Other updates** (see above) |
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**Reports not received from;**

**Gem Evelyn –Part-time International students Officer**

**Owain Gullam – Part-time Welfare Officer**

**Recently Co-opted Reps;**

**Takudzwa Mawera – Part-time BAME Officer**

**Alex Butters – Part-time Welfare Officer**

**Will Styles – Part-time Postgraduate Officer**

**Vacant Roles**

**Part-time LGBT+ Officer**

**Part-time Mature Students Officer**

**Part-time Partner Institutions Officer**

# Appendix 2 - School Rep Reports

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| **Tafadzwa Nyambuya/ School of Psychology Rep** |
| **My manifesto points** |
| continue all the wonderful programs like B.A.M.E. Perspectives and PsycFam; a scheme that works alongside with PsySoc in order to promote community and is a scheme that will help students from all stages get to know each other and break the communication barriers.These programmes aim to create a safe space for student to have discussions and encourage diversity.Secondly, due to Covid-19, students are going through times where they may feel like they're alone due the lack of face to face socialising. In order to try have a little normality and interaction between students, I will create a space where students can do the required readings together; Peer mentor Reading groups. This is to encourage discussions about what the books/articles mean and any ideas and opinions on the current subject topics.Lastly, I want to make it easier for students to feel comfortable approaching their lectures. In order to break the barrier between students and lecturers, I would propose a termly event where lecturers may be invited to a zoom quiz night hosted by Psysoc, and students will get the opportunity to get to know their lectures not only as individuals but also on a more professional level. |
| **Progress on my manifesto points** |
| We will be hosting another BAME Perspective meeting by early December.  |
| **Key feedback I have received** |
| In a programme i was a part of where i ‘buddied’ some international students, i received some feedback from a recent alumni international student on their experience at the university. They asked me pass on this information to see if anything can be done. The Alumni highlighted key points of how some international students might not always understand everything being said to them. For example in lectures, the speed of the lecturer makes it harder to understand what is being said and most international students might not feel comfortable seeking help. |
| **Meetings I have attended and my contribution to these** |
| * **Wellbeing working group:** a student perspective on what approach would work well in supporting students during Covid
* **Meeting course reps**
* **Faculty of health: tlqc**
 |
| **What I plan to do before the next Union Council meeting**  |
| Contact the MSC course rep to see if we can discuss strategies to support MSC students in regards to wellbeing. An idea: encouraging them to join PsycFam the buddying system for psychology students. |
| **Other updates** (see above) |
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| **Vivian Hocking/****School of Engineering, Computing & Mathematics** |
| **My manifesto points** |
| * I will continue to lobby the University to provide high-quality digital learning resources.
* I will endeavour to raise awareness for the student support and wellbeing services offered to students through the University including modified assessment provisions.
* I will endeavour to encourage availability of digital lessons where practical engagement is not a component.
* I will also lobby the School to ensure that students are given appropriate feedback on their assessments.
 |
| **Progress on my manifesto points** |
| Following successfully lobbying the University retain LinkedIn Learning, I have continued to push for this to be advertised to students this academic year. LinkedIn Learning now has more prominent placement on student DLE pages and has recently been mentioned in the SECaM newsletter. |
| **Key feedback I have received** |
| Academics and students are pleased with the retention of LinkedIn Learning. This resource is used as a supplementary learning aid on a number of courses within SECaM and it’s discontinuation would have seen a decline in the number of useful resources available to students within SECaM.Overall students seem to be happy with the way that SECaM has been able to transition to blended learning and the online learning experience seems to be working well so far. |
| **Meetings I have attended and my contribution to these** |
| * **SECaM Teaching & Learning Quality Committee**
	+ This first TLQC of the year took place prior to having received a list of course representatives and so I was unable to offer much contribution so early in the year. I have since been able to establish contact with all representatives within the School and added them to a group on Microsoft Teams.
* **Computing Programme Committee**
	+ Attendance of the first CPC of the academic year highlighted that not all course representatives were aware of their responsibilities or received contact regarding training. I endeavoured to provide insight by discussing my historical experiences and taking a list of representatives that had not received the invitation to ensure they were able to attend.
* **SECaM Senior Leadership Team meeting**
	+ I met with the Associate Head for Teaching & Learning prior to this meeting and provided feedback on how might be best to conduct this event. At the outset of the meeting I introduced myself to attendees and provided some background information on how student representation works and sign-posted the UPSU Student Voice department.
* **Regularly scheduled catch-up meetings with the SECaM Associate Head for TLQ.**
	+ These meetings enable me to provide feedback from student representatives to SECaM on a regular basis. In addition to planning the structure of the SLT we have also discussed how to ensure representatives know how to get in touch with their cohorts given the current blended learning scenario.
 |
| **What I plan to do before the next Union Council meeting**  |
| 1. Campaign to raise awareness of the Sunflower lanyard scheme.
2. Campaign to raise awareness of student support services such as the UPSU Advice Centre and the University Student Hub.
3. Lobby the University to better sign-post digital learning resources.
 |
| **Other updates** (see above) |
| As part of measures to keep students safe during these unprecedented times and help to prevent the spread of Coronavirus, the University has implemented a range of processes including the requirement to wear face-coverings.Academics at the SECaM TLQC highlighted that whilst the University has provided training on how to approach students that are not complying with the requirement to wear a face-covering; there have been incidents when vulnerable students that are exempt from wearing them for medical reasons have been accosted by other students.In response to this concern I plan to carry out a campaign to raise awareness of the Sunflower Lanyard Hidden Disability scheme where students may choose to wear a sunflower lanyard to highlight that they may have additional needs.More information about the scheme can be found here:<https://www.plymouth.ac.uk/about-us/university-structure/service-areas/equality-diversity-and-inclusion/sunflower><https://hiddendisabilitiesstore.com/> |

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|  **India Ellis/ Law, Criminology and Government School Rep** |
| **My manifesto points** |
| * BAME Person of the month.
* Drop box
* Careers

Additional working on:* PALs
* Streamlining contact with the faculties.
* Mailing list or outreach to all students
* Zoom and IT issues
* Meetings like Teaching quality need to be held outside of the contact hours.
 |
| **Progress on my manifesto points** |
| * **BAME Person of the month** - I believe this is going well and have been going back and forth with the student voice team, waiting to hear back. Have made templates for different social media outlets and a working example.
* **Drop Box** - A lot of mixed feedback, some love and some hate. IT said it is possible but need to talk to the faculties about what way they want to collect the information and who will have access to it. Following feedback it won’t be completely anonymous, students will use their reference number to access it - this is for protection of staff and students.
* **Careers** - we have agreed to wait until the new year to work on this as Careers is snowed under with the graduates. But, I have been talking to the reps about areas of work they would like to see advertised on the website.

**On my additional Points:*** **PALs** - Many students have been creating their own study groups as PALs has not been running in the school. Some members of staff believe PALs is running within Law, but I know that it is not. I would like to bring it back on a larger scale, people sign up to it and then they’re grouped by the faculty rather than themselves. This is important as if people are socially anxious or are isolated then they might find it very difficult to find their own study group.
* **Streamlining** - This is a key issues but will be a struggle to solve. I have some ideas on how this could be done but I feel the difficulty will be the faculties admitting their system is not working and also being willing to fix it. How I would fix it is: There would be an email for each faculty, this is for answering questions like for council tax letters, deadlines/location to drop off papers, or anything else that’s not academic. That email would be monitored by admin staff who would do the running around for the answer and they would respond to the student with the answer. So, the student isn’t forwarded all over the place. This should make things quicker and easier for everyone.
* **Mailing Lists** - The Staff are saying no to me having this but POL and IR said they’re happy to send out DLE messages on my behalf which is positive. Bonnie said she would ask if I could be in the Dean's newsletter - Waiting to hear back about this. Need to talk to the other Reps about how they contact all the students.
* **Zoom and IT issues** - many students have raised to me the issues of staff not being great with Zoom, our solution is a one hour master class for staff. This will make them more confident and make everything run smoother.
 |
| **Key feedback I have received** |
| * Lecturers are not great with zoom
* It takes too long for faculties to answer questions
* Safety net is very important to a lot of people.
* University isn’t great at uploading the resources to the DLE.
 |
| **Meetings I have attended and my contribution to these** |
| * TQCL
* UC
* REP - IR and POl MA
* Held feedback with POl and IRL - this was at the request of those reps.
* Holding on the 19th and 20th - zooms for all my reps to feedback.
 |
| **What I plan to do before the next Union Council meeting** |
| * Holding zooms for all my reps to feedback. I will be sending out questions for them to think about to then feedback to me with answers.
* Talk to staff about meeting times.
* Ask the student voice teams about any policy or documents talking about meeting times.
* Hear back from the Student voice team about BAME person of the month.
 |
| **Other updates** (see above) |
| * Have spoken to the leader of a petition that's been going around the University in regards to the Safety net. I believe I’ve emailed Student Voice about having him at the meeting but I have not heard back yet.  It had about 1000 signatures last time I checked so it’s very important to discuss.
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| **Simrandeep Kaur/ Health Professions School Rep** |
| **My manifesto points** |
| 1. find a safe way for students to practice clinical techniques and communication.
2. Arrange feedback sessions and update students accordingly.
3. Discuss the possibilities of a safety net for this academic year.
 |
| **Progress on my manifesto points** |
| 1. find a safe way for students to practice clinical techniques and communication= During the student engagement workgroup meeting I attended, I raised the point that Optometry students are finding it difficult having fewer practice clinical sessions in comparison to last year. I was told that the reason for this is limited resources e.g. PPE. I am currently in the process of finding out who I should raise this issue with.
 |
| **Key feedback I have received** |
| * I am in the process of arranging feedback sessions with second year Optometry course representatives. We will be discussing the student responses from a survey they conducted.
 |
| **Meetings I have attended and my contribution to these** |
| * I attended a student engagement workgroup meeting. In which I discussed my view on online learning. I also suggested ways in which student engagement could be improved e.g. by implementing more quizzes.
* 1-2-1 meeting with Emma.
 |
| **What I plan to do before the next Union Council meeting**  |
| * Get in contact with all SOHP course reps and arrange feedback sessions.
* Make progress on my first manifesto point.
 |
| **Other updates** (see above) |
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| **Izzy Haines/ Representative for SoGEE’s** |
| **My manifesto points** |
| Encouraging the course communities to stay vibrant in this uncertain time. Although lectures are online, keep people engaged and passionate in their studies and listen to suggestions of ways to make this new type of learning more attractive. Ensure that through this distant learning people continue to feel supported by the faculty.  |
| **Progress on my manifesto points** |
| Since the last Union Council meeting, I have gathered a large amount of feedback from the Environmental Sciences course representatives. Teams has also been an excellent way to communicate with other member of Union Council that have put forward concerns from member of my School. After receiving feedback from multiple platforms, I attended a SoGEE’s Staff and Student liaison meeting where I rose my concerns. One of the main issues the School is facing is lack of tutor support and lecturer engagement in some areas. Head of faculty and lecturers have assured me they will be getting into contact with the specific module leads that are involved.  |
| **Key feedback I have received** |
| * Majority of people I have been in contact with find that their zoom skills have improved dramatically and now feel a lot more comfortable with online University.
* Some complaints regarding lecturer’s encouragement and enthusiasm being a lot lower on zoom calls than when in person.
* School complaints that there has been an extreme lack in tutor support in some areas.
 |
| **Meetings I have attended and my contribution to these** |
| * SoGEE’s Staff and Student liaison meeting
* Student Wellbeing Roadshow- attended to improve my knowledge on wellbeing within the University so if anybody ever came seeking advice I would know which direction to point them in.
 |
| **What I plan to do before the next Union Council meeting**  |
| Follow up the issues raised by members of the school, ensure that the school and module leads have not forgotten the current problem at hand. Hopefully by Christmas I will send out an anonymous feedback survey to the School in order to gain representative data of where members of the school feel could be improved. I hope to promote societies such as Geogsoc and Envirosoc to get more freshers involved and encourage further learning in a social environment in their chosen field.  |
| **Other updates** (see above) |
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| **Maeve Hoey, School of Nursing and Midwifery** |
| **My manifesto points** |
| * Engaging in committee meetings and being a student voice.
* Ensuring communication between students and the faculty.
* Making the school more inclusive.
* Staying informed on any current issues.
 |
| **Progress on my manifesto points** |
| I am having a meeting tomorrow with one of the programmes leads on a potential project regarding mental health and wellbeing within the nursing and midwifery faculty, which includes having students volunteer to be mental health first aiders. I have been attending the TL&Q meetings for the faculty and the whole school of health. |
| **Key feedback I have received** |
| * Main issues are about communication. Assignment guidelines haven’t been clear, Turnitin explanations weren’t given so students are having a lot of anxiety around percentages.
* Students overall unhappy with the amount of irrelevant emails they’re receiving.
* Lots of lecturers still using a power point format which is not easily accessible for students who may have additional learning needs like dyslexia.
* Worries over COVID and going to placement. Are they protected?
 |
| **Meetings I have attended and my contribution to these** |
| * Meeting on 11/11/20, Nursing and Midwifery TL&Q meeting. Informed staff of the feedback I had recently collected from First Year Course Reps and informed them I’m planning meetings with other year course reps, that I will pass any feedback from those to the relevant people. Contributed some of the general feeling’s students are having regarding covid etc.
* School of Health TL&Q meeting, just introduced myself in that meeting as I hadn’t received the list of my course reps yet.
 |
| **What I plan to do before the next Union Council meeting**  |
| Before the next Union Council meeting, I’m planning to have some more meetings with the course reps to receive feedback, and also having meetings with lecturers regarding student survey’s and project proposals.  |
| **Other updates** (see above) |
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| **Perran Johnson – Business School Rep**  |
| **My manifesto points** |
| * To continue to improve student life and wellbeing through course related issues, such as lecturer communication
* Raise student awareness of mental health support available in the University
* Continue to work with the PBS to gain the best opportunities for students including networking events, socials and security through the current crisis
* Ensure that all students have equal opportunities with placements and graduate jobs while studying, through engaging workshops and practice with applications
 |
| **Progress on my manifesto points** |
| I have not had much progress as of yet however I have been researching around events possible and graduate opportunities for the business school. This will prove more useful when I get a chance to talk to business staff when they become available |
| **Key feedback I have received** |
| So far, I have been in contact with a couple of the course reps, who say they would like a group chat for new information. This can be completed when I get a full list of names and emails of the course reps.  |
| **Meetings I have attended and my contribution to these** |
| I was unable to attend the council meeting due to illness, but have contacted course reps and other friends on the council to find any missed information.  |
| **What I plan to do before the next Union Council meeting**  |
| I only plan on saying what I have achieved and hopefully I will have made some progress with the list and group chat.  |
| **Other updates** (see above) |
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| **Georgia Small/ School of Marine and Biological Science Representative**  |
| **My manifesto points** |
| * Introduce coursework feedback sessions across the school which can be voted on by students each term.
* Work with course reps to find areas in which students require additional training sessions for example in computer work, referencing or essay writing.
* Look into the possibility of running more accredited training courses which will help students build on their experience.
* Look into creating student point-of-view reports on the University website for prospective students to read.
 |
| **Progress on my manifesto points** |
| * I am sending an email out to students which will include a welcome introduction and questionnaire to find out areas that need improvement.
* I am creating a group chat with the course reps to be able to receive regular updates.
* I am currently researching courses and will be asking course reps for their ideas.
 |
| **Key feedback I have received** |
| * Not received as of yet.
 |
| **Meetings I have attended and my contribution to these** |
| Union Council meeting – Thursday 22nd October 18:00-20:00 – election of deputy chair of union council School of Biological and Marine Sciences Teaching, Learning and Quality Committee meeting – 28th October SSLG Stage 2 & 4 meeting – 28th October – 13:00 Student Voice Training with Emma Quinn – 28th October 14:00 – arranged for my training to be done on zoom.  |
| **What I plan to do before the next Union Council meeting**  |
| * Contact course reps and create a group chat
* Complete my training with Student Voice
* Collect feedback from students
 |
| **Other updates** (see above) |
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| **Catriona Dodd/ Art, Design and Architecture School Rep** |
| **My manifesto points** |
| 1. Contacting course reps regularly about positives and negatives experienced in their course; this better connects the school and enables advice to be shared across courses, whilst celebrating where things are going well.
2. Making sure reps are confident in raising issues between SSLMS, and able to reassert their position come SSLMs.
3. Implementing a transparent process documenting points raised and action taken; this ensures the feedback loop is closed and the cohort are able to see what is happening, and facilitates a better degree of accountability to prevent the same issues reoccurring without a new resolution.
 |
| **Progress on my manifesto points** |
| 1. Contacting course reps regularly about positives and negatives experienced in their course
2. Contacted all reps registered by 22/10 requesting an update on how things were progressing with the new year. Specifically addressed software access, campus access, whether any issues have already been raised, and whether the cohorts were generally happy.
3. I will be following up with reps registered since, as well as courses that did not reply initially
4. Making sure reps are confident in raising issues between SSLMS, and able to reassert their position come SSLMs.
5. SSLMs largely appear to be starting, so I will be contacting the reps to ask how they have gone.
6. Implementing a transparent process documenting points raised and action taken
7. Will be requesting the SSLM minutes (or an overview) will be made available to their peers, progressing towards a DLE page listing both the reps and the meeting outcomes.
 |
| **Key feedback I have received** |
| By and large the students seem happy with the measures in place and are very understanding of teething issues.Split contact sessions where some students are engaging in person and some are engaging via zoom. The suggestion has been to have the contact lead briefly repeat what has been said for the benefit of everyone.Year 1 Architecture students are yet to step foot on campus, and are very unhappy about this. Course reps have been encouraged to contact their year lead to enquire about timetabled slots for undertaking their ongoing group project within the studio. Lecturers are intending to adopt a course specific ‘buddy system’ with the option to meet second and third years for a chat.Potential oversight in one way system in RLB impacting on several courses. Affected reps have been advised to request their lecturers contact estates; if not, I will support them in contacting estates.Issues around lecturers delivering conflicting information pertaining to covid specific deadline extensions. Course reps have been advised to speak to the faculty about what the extenuating circumstances arrangements are, and hopefully this has been clarified by the circular sent out by the Faculty.Issues with equipment hire for certain subjects, as items are subject to isolation period on return resulting in a reduced availability. Many course reps are highlighting first year students, although enjoying their studies, are struggling with the pace adjustment: particularly as lectures are online and many had an extremely long summer.Some issues with software access: SketchUp licenses are no longer available to students and they have instead been offered remote desktop. Fortinet must be used for remote desktop: infamous for the difficulty in removal from home machines, and may require configuration of router settings which is not feasible in rented or halls accommodation. This fix is not working for many students, requiring access to require high quality wifi. This fix also prevents SketchUp being used in conjunction with rendering software. The software was previously made accessible to home computers through the last lockdown.Students hoping to see an increase in space availability as things settle; ideally with the opportunity to book longer slots in the library, and consideration for subjects where students work at larger scales. It is understood the Fine Art lecturers are currently exploring space availability for their students on campus. |
| **Meetings I have attended and my contribution to these** |
| **FoAHB TLQC**: Contributed to discussion about system enabling students to view what information about them is available to lecturers. Agree that would be beneficial to transparency.Contributed to discussion about zoom/timetable scheduling system. Not used by my course, was unaware of system.Contributed to discussion about an inclusivity module to improve student’s understanding. Felt the topics should be integrated into everyday teaching, as opposed to an add on where potentially the students who would benefit most would not gain anything from it. |
| **What I plan to do before the next Union Council meeting**  |
| Follow up with new reps and those who didn’t replyFollow up with all repsDiscuss their SSLMs and outcomesDiscuss if any further help is required on anything raisedEstablish a framework for meetings with course repsRequest info on whether their course reps are listed on their DLE and if this is up to dateIf not, follow up to ensure this is doneRequest minutes or overview be available to the entire cohort via this page |
| **Other updates** (see above) |
| Would be interested to see if there is an opportunity for wider encouragement staff to briefly repeat what has been said when dealing with a class simultaneously on zoom and in person. Students have suggested Evernote be included in the library inductions; considered very valuable for essay writing but many students are unable to use it effectively. |

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| **Emily Schenk/ Peninsula Medical School Rep** |
| **My manifesto points** |
| 1. I will be a friendly ambassador for all medical students.
2. I will listen to my colleagues and communicate their ideas and feedback on their behalf at meetings such as their desire for the inclusion of BAME representation in clinical teaching.
3. I will strengthen the already robust relationship between students and faculty through positive, respectful interactions.
 |
| **Progress on my manifesto points** |
| 1. I have tried to meet as many people as I can virtually both through zoom calls and emails through my role.
2. We have had one successful SSLC meeting so far where a lot of issues were raised, and each year group were able to receive answers for the majority of their questions. Questions which require further change and investigation are still being explored and are brought up weekly to check their progress and feasibility. With a new chair of BAME representation in the hospital, we look forward to her joining our meetings in future and specifically encouraging that we are taught clinical symptoms from a variety of ethnicities.
3. Through many emails and messages on social media group chats I believe I am still upholding the already strong relationship between students and their year reps and staff. Giving them the opportunity to feel comfortable to raise any issues confidentially to any of us.
 |
| **Key feedback I have received** |
| In the meetings I have been involved in, I have been thanked for my contribution in how I have represented and expressed student’s opinions in key decisions. Through this I have also been added to numerous other meetings as the school value student contribution to major teaching decisions.  |
| **Meetings I have attended and my contribution to these** |
| I have attended: SSLC, Union meetings, Medicine teaching learning and quality committee, private meetings with the medical school dean Professor Khalil and PULSE meetings. |
| **What I plan to do before the next Union Council meeting**  |
| Before the next union council meeting, the medical school are still organising teaching around the effects of Covid-19 and I will provide my input as the student representative, along with the year specific reps and hope to summarise it in order to inform the rest of the union. If the time is appropriate, considering the effects of Covid-19, I would also like to change the way we are taught clinical symptoms within the school, so we are taught disorders and diseases in a variety of ethnicities.  |
| **Other updates** (see above) |
|  |

**Recently Co-opted Reps;**

**Jack Pellowe – Plymouth Institute of Education Rep**

**Alastair Campbell – Peninsula Dental School Rep**

**Libby M – Biomedical Sciences School Rep**

**Vacant**

 **Humanities and Performing Arts School Rep**

# Appendix 3 – Sabbatical Officers Reports

**Sabbatical Officer Updates**

20/21

*Each elected officer is responsible for their own updates and are accountable to UoP students.*

*This document may be shared with UPSU and UoP staff and students.*

President Update

*KC*

\*Insert brief overview of your month here\*

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| **Manifesto Point**  | **Update**  |
| **Inclusivity**: Endeavour to make the university more inclusive for students from minority groups such as postgraduate and nursing students. I will lobby for full representation for these groups by ensuring student events fit within their timetable |   I am looking to work closely with the events team in the su, to ensure that we have activities that is inclusive of all students. This would also be very useful this period, as we know student engagement might be more of a challenge this year, due to the pandemic situation. |
| **Democracy**: Ensure that there is more student representation on university committees in order to get wider student views and participation by using the likes of our part time officers, course reps, members of our sports clubs and societies. | I met with Anna Sendall and Emma Hellingsworth on few occasions, regarding getting more student representation on university committee meetings. As a result of these meetings, they have compiled a list of university meetings that require student representation on them. Anna has also gone further to introduce me to administrators/secretaries of these meetings, and I have started conversations with them to know, how many student reps sit in their various meetings, and which student reps these are. I have also passed this list to Tracy (student voice) in preparation for when we get our part-time officers for this session, to know who will be best suitable and willing to sit on some of these university meetings. We have also progressed with  |
| **Sustainability**: I will create student led initiatives where students with more sustainability knowledge are being empowered to educate others. My long term goal is to create a university where all students have the foundational knowledge of sustainability. |   |

**OTHER UPDATES**

**Trainings:** We the sabb team have undergone various trainings in the month of July. These trainings include su training with Maria, finance training with Lynsey, tech training with Oli, student conduct and appeals etc. The trainings have really been useful as they have giving us a better understanding of what is expected of us at different times and helped us to understand ourselves better as a team during the times we’ve spent in training.

**Board Of Governors:** Myself and Verity got the opportunity to sit on our first board of governors meeting as student governors, after an introduction between the SU senior leadership team, the new sabbatical team, and the members of the board of governors. The meeting was a very successful one, as the board severally made mention of the SU,s positive impacts and successes.

Vice President Education Update

*Emilia Dowse*

 \*Insert brief overview of your month here\*

Unfortunately, I was off ill for the whole of October, but I am thankful to be back and have managed to make some great progress in the couple of weeks since my return.

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| **Manifesto Point**  | **Update**  |
| **Extenuating Circumstances**I will endeavour to amend the extenuating circumstances policy, making it more inclusive of the underrepresented issues students face. To make these adjustments, I aim to create a tool for students to report difficulties when applying for extenuating circumstances. | * Met with Anna Sendall, she has given me advice on how to start on this point.
* I have used the appeals and complaints training sessions to learn more about the extenuating circumstances.
* Have attended UTLQC, where we have had discussions about whether students should still receive extenuating circumstances in light of COVID in 20/21.
* I advocated that students should still receive the 10-day extension, but they should have to submit a form and self-certify.
* The 20/21 academic year will allow all students to self-certify for a 10-day extension, or to non-submit.
* I attended the Quality and Standards subcommittee and have asked to be on the subgroup for the reviewal of the extenuating circumstances policy. I am now waiting for the committees to be set up.
* On the 9th of November I attended my first meeting for the Extenuating Circumstances Policy review. We discussed the current policy and the improvements which need to be made in light of an external audit the university had made or the policy. I mentioned my manifesto goals of making the document more accessible and easier to navigate for students. I also highlighted the need to include mention to some of the underrepresented issues students are facing.
 |
| **Life Skills Seminars**I will lobby to incorporate life skills seminars into induction week to help students to adjust smoothly to student life. Students with the relevant life experience will deliver sessions such as ‘how to student’, presenting, budgeting etc.  | * Briefly discussed with advice that they may be able to help me with this manifesto point
* Met with student voice and planned out a timeline for when these seminars will take place.
* I will try and adapt the seminars to the COVID period by making some around digital learning and how best to manage fatigue.
* I took part in a Student Life podcast about digital fatigue and how students can manage the increase in screen time.
 |
| **Accessibility**I will inform academic staff about how the presentation of their lecture materials can hinder learning abilities. I will encourage providing the option of coloured paper for handouts and advise against the use of black text on white backgrounds. Many students are unaware of how colours and presentation influence their ability to process information; I hope to improve this by breaking down learning barriers. | * Met with Jennie Winter head of Educational Development.
* We discussed how they might help me with this manifesto point, hopefully by including it in their training sessions for new staff.
* Met with Jennie Winter to plan the creation a of talking head video in which I educate staff members about the SU, Sabbatical team and my role as VP Education. I will also include a segment on accessibility and how they can improve their lecture materials to make them more accessible to students.
 |
| **Lecture Capture**Following on from the work Millie did around lecture capture last year. | * I attended the AV-refresh board, where we discussed the introduction of hybrid teaching rooms.
* These would allow for lecturers to teach live sessions with students both physically and virtually attending
* I have made a strong case as to why this should be introduced, with the main focus on students with disabilities and improving the sense of belonging.
* I am hoping that with the blended learning approach we can move to having all lectures (where possible) captured and uploaded on to the DLE
* The lecture capture policy was approved at UTLQC.
 |
| **Buddy Scheme**I am working with the VP-Wellbeing to implement a new buddy scheme, where 1st year students will be paired with a 2nd year student to give them advice and friendship throughout the year. | * I had a meeting with Fawzy and advice to discuss a similar scheme they had in the past.
* Decided that we would implement a very basic scheme, which would act as a trial for future years.
* Researched into similar schemes and how they were run at other Student Unions.
* The buddy scheme was delegated to the Volunteering department. The scheme is now up and running with over 50 students signed up to be buddies and over 50 to have a buddy.
 |

**OTHER UPDATE**

* Met with Jennie Winters and discussed me doing a short introduction to make staff aware of the work the students union does and how that may fall around their role.
* I am sitting on the working group for the personal tutoring and academic support review. We are reviewing the current personal tutoring policy and working to improve it to ensure better support for students.

**Housing Campaign**

As a sabbatical team we have decided to run a year-long housing campaign to promote good housing

* Met with advice to discuss issues that students had been seeking advice for over the past 12 months.
* Highlighted key issues of students signing contracts too early, not reading over contracts sent or getting them checked, being encouraged to use other services for housing advice.
* We created a video explaining what the campaign is, the role of our SU advice center and how students can be proactive when they move into their new accommodation.

**Clever Student Lets**

* Approached the SU’s leadership group with concerns that students have shared with UPSU about Clever Student Lets.
* We provided CSL with a document of the themes of topics students were raising with our SU Advice Team, as well as forwarding them an open access document of over 50 student’s experiences with CSL.
* The CEO, one of our Directors and I met with Clever Student Lets and I outlined the complaints students had raised. We then gave them a two week period to respond to our concerns.
* I created a video outlining the Sabbatical Offices response to students concerns and what CSL has promised to do in light of hearing them.
* I am now waiting to see student’s response to the video before taking further action.

**Graduation**

On the 23rd of October the University cancelled the 2020 Graduations and offered students a virtual graduation in its place. This was done without consultation from the SU or students.

* I organised a meeting with Rich Avery, who is responsible for the Graduation team.
* I gathered feedback from students about what they thought about the cancellation of graduation and what they want to happen. I also spoke with the student who organised a petition in response to the cancellation and was able to get a better understanding of the range of reasons students were unhappy with their decisions.
* I met with Rich and fed back students concerns. Rich explained that they are planning to do both a virtual and an in person celebration event. He stated the University plans on getting graduates input into what the in person event will be through the use of a survey.
* I created a video for graduates explaining what was said in the meeting and what the

University’s plans are for their Graduation going forward.

 **Media**

Due to everything being online this year, I feel it is more important than ever to keep students up to date with the work we are doing and get their feedback on it as soon as possible. I have been using social media and videos to do this.

* The Sabbatical Officers Instagram takeover for @plymuniapply: <https://www.instagram.com/stories/highlights/17879154136730220/>
* Q&A which was published on the UPSU and in the student life magazine:

<https://www.upsu.com/news/article/upsu/Meet-Emi-your-VP-Education-2020-2021/>

* Blog post about finishing university and starting as VP Education:

<https://www.upsu.com/news/article/upsu/Finishing-Uni-and-starting-a-new-role-in-lockdown-Emis-Officer-Blog/>

* Manifesto points video:

<https://www.youtube.com/watch?v=RuOhkn4X9X4>

* SU appeals video:

<https://www.youtube.com/watch?v=i9ucbx5h1a8&feature=emb_title>

* Graduation update video:

https://www.youtube.com/watch?v=DhQLkefuBjk

* CSL Update video:

https://www.youtube.com/watch?v=jg1UtwfOvl0

Vice President Wellbeing & Diversity Update

*Fawzy Ahmed*

\*Insert brief overview of your month here\*

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| **Manifesto Point**  | **Update**  |
| Make Wellbeing forums as regular as sports and society forums, this would create a platform that would break the stigma surrounding mental health, and give students the opportunity to have their voices heard and for students to give feedback on student support services. |  * I had a meeting with student voice on how I can begin to achieve this goal. The discussion was largely focused on the fact that there are many support services available for students, but many students are not aware of these services and how to access them. There is a disconnect with what is available and the information that is out there.
* The forums will essentially be a platform for students to find out information about the support services available for them. It will serve as a feedback session to find out what works for them and what does not work.
* The last wellbeing forum was on the 11th of November, the session focused on Tips for wellbeing and University experience for students. The turnout was low, however a few students reached out to let me know that they wanted to attend but they could not, they asked if notes can be shared afterwards. I will be sharing of the notes of the forums on social media so all students will be able to access all the information.
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| Work alongside the University Equality and Diversity team to champion equality and diversity using promotional videos and posters to tackle issues relating to racism, islamophobia, homophobia, or any other form of prejudice thus making campus a welcoming environment for all.  | * I had a discussion with student Voice on how to move this forward.
* November is the month that has a few dates in the diversity calendar. November is month for Movember, Disability History month, and Islamophobia Awareness month.
* For Movember, I put out a statement on social media to create awareness of the importance of Movember and why it is important.
* Disability History Awareness month starts on the 18th of November. The University Equality and Diversity team has some plans for the month. I will be catching up with them to see how I ca support their plans. I also intend to work with Disability officer and the Vice President education to work on some plans for the month
* For islamophobia awareness month, I have contacted the Islamic society to ask if they have any plans for the month, I will be putting out a social media post to create awareness of the month and what islamophobia is about.
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| Work alongside the Student Support Services to orientate international students to be knowledgeable about mental health, thereby enabling them to support themselves as well as their peers. Using the welcome week and social media as a platform to engage the students.  | * I am in regular contact with the international student advice team to find out how international students are coping and if they require support.
* I will be sharing posts on social media to try and engage all students including international students on how they can care for their wellbeing during this unprecedented time.
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**OTHER UPDATES**

**Access and Participation Plan**

The University is undertaking an Access and Participation Plan to improve the access and participation of underrepresented groups in the University in line with the Office for students' requirements. I had a meeting with Julian True who is the APP manager at the University. The meeting was focused on how we can involve students in the work of the APP. In the coming weeks, I will begin to form groups of students that identify as any of the underrepresented groups, so the University will have a better understanding of the experiences and barriers that these students face. Thus, this will ensure that students voice is involved. I will be working alongside with Course reps and school reps to try and get any interested students involved.

**#Talkaboutsex week**

Week commencing 16th November, the University launched its Sexual Violence Misconduct Policy. During this week, I arranged an interview with the UPSU President, KC and head of student services, Alice Ludgate to introduce the week. The interview consisted of aims and importance of the week, what is the SVM policy, what's on during the week and lastly where students can access both internal and external support. During the week, I am scheduled to chair a debate on topics relating to sexual violence such as sugar dating. I will be chairing the debate alongside the part-time Welfare Officer.

**Know your rights session**

I hosted a know your rights session with the student advice team to inform students to their rights as tenants staying in a student accommodation. The session was very formative and highlighted the rights of students as well as the rights of landlords. The session ended with me and the advice students to stop and think before signing any tenancy agreements for the 2021 session and informing students that the advice team carries out free tenancy checks for all students, and are free, independent and confidential, so it would be a good idea to pass their tenancies to advice to go through before signing it off. The session was good as the students that attended were happy with the session and had a few questions, we had about 20 minutes of question time.

**Training**

The Sabbatical team through this month had a range of training sessions. We had trainings with Maria on team building and leadership, understanding the sabbatical role, time management and stress management. I found this training useful as it made me to further understand my role as a student representative and gave me some skills, I can utilize not just in my work life but also my personal life.

The Sabbatical team also had training on; complaints procedures, the academic appeals procedure, fitness to practice hearings, Tech training, committee training and SU finances. I found all the training very useful because it gave me a better understanding of different processes that operate and made me aware of these processes and how they work.

Vice-President Activities Update

*Verity Lemm*

Insert brief overview of your month here

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| **Manifesto Point**  | **Update**  |
| **Sustainability**: Promote environmental sustainability, embed environmental action points into icons (student group recognition scheme) to reward student groups for their efforts. Work with student groups to help them become more finically sustainable moving forward. Ensuring long term sustainability of student groups by helping them target all student demographics, this will help with inclusivity and diversity.  | * Reached out to sustainability hub to see if they could provide some training, hopefully we can get this organized!
* Re-evaluated ICONS for the ‘covid’ year which should help clubs still fundraise, volunteer and be environmentally sustainable.
* Started looking into potential kit for sports club for next year to break away from akuma, will take to forum. This could be a great way for clubs to source locally as they do with their leisure kit.
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| **Mental well-being and support**: Continue to develop mental health support within student groups. Introduce well-being advocates into societies and volunteering groups and continue to enhance within sports clubs. Make sure the mental well-being related courses are readily available by demonstrating their importance to the University. |

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| * Pushed for well-being advocate roles within our student groups.
* Liaised with the university to provide ‘look-after your mate training’ for members of our student groups. This will help with signposting members to the relevant services available if they are in need. Also liaised with the Uni for the Well-Being Advocates to attend the well-being roadshows. Also organizing with UPSU advice centre about having an information session.
* Have helped Fawzy promote sexual health campaign within student groups for their input
* Have supported fawzy with house campaign video
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| **Appropriate facilities and funding**: Continue to lobby the University into providing appropriate room space and facilities for all students, so they can achieve the most out of their extra-curricular activities. Support student groups with sponsorships and partnerships to help with long term financial sustainability. Follow through the newly passed sports strategy to ensure the University is working towards developing sports at UoP.  |

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| * Have had meetings with the university to discuss council funding with regards to life centre closing – on going.
* Have had meetings on how to pursue the sports strategy this year and whether it is viable to bring in a member of staff to oversee this within the university.
* Since covid restrictions, space on campus has been extremely limited for our student groups. For our sports clubs the main issue was pitts hall and main hall closing at 9pm weekdays and 6pm weekends. This displaced a lot of their practice time. For societies, the main issue was the loss of RLB 1 to the faculty of arts. I organised a series of meetings with estates and security to see if there is a way around this. I’m so pleased we came to resolutions for both accounts and the students have the space they need moving forward.
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| **Recognition and Celebration**: Continue to build on #TeamPlymouth by using this platform to celebrate all student groups. Continue to spotlight student groups monthly for outstanding achievements. Evaluate the icons scheme (student group recognition), based on student feedback and current student trends.  |

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| * On the Team Plymouth Instagram, I have been working on a project called ‘Student of team Plymouth’ which highlights students from across sports, socs, volunteering and student development. The student talked about why joining a group and getting involved enriched their experience. This will hopefully help with recruitment and also help towards to ongoing loneliness issue. Trying to connect people is always positive!
* Also on team plymouth we have been lending it out on specific days to student groups that want to do a takeover to showcase what they got going on. This has been a great opportunity for them.
* Helped the continuation of the main SU take overs on Instagram as we had lots of groups that wanted to do it before, so we had a bit of a waiting list.
* Presented the ICONS scheme at forum to get feedback and also to reassure and encourage students to reach their goals, even during this tough time.
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| **BUCS Student chair role** |

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| * Since August, I have attended one advisory meeting, where the discussion of sport over the coming year was discussed. We also discussed finances, team entries and awards and celebration.
* I have met with the Student chairs and officers from across England Scotland and wales. We are able to discuss our worries and our concerns regarding BUCS and our students. We focused our discussion topics on communication between sabbatical officers across the nations, and how this could be improved going forward and the benefits of our regular communication. Going forward the officers and chairs for BUCS now have a group chat where we are happy to discuss and array of issues regarding covid/port/uni life in general.
* I have met with the Staff chair for the south west (Sophie from Uni of Bristol). Bristol have a completely different set up with sport so its great to learn how their department works and how they value sport and student engagement differently to how we do. And especially how our University values sport.
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| **Student group forums** |

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| * Have attended FTLQC meeting where we were able to discuss the major changes in the faculty of health. Since the faculty of Health is so complex, we now have monthly meetins where we meet informally to catch up monthly about various issues or projects.
* I had a 1-1 with the chair of the FTLQC to have a more in depth catch up with her regarding changes to exams, placement and time tables. This is important as there has been many changes due to covid and its important to check that the students are not being decremented and that the changes are inclusive. This did raise a couple of issues which I followed up with our advice team and I will have to follow up over the course of the year.
* I also followed up with the chair about the use of cameras and microphones across the university and why there are inconsistencies. Some academics aren’t following the recommendations and students are unhappy at times. I followed this up with the DVC and I will monitor this incase further action needs to be taken.
* Met virtually at union council with the FoH school reps. We have since made a group chat where we can discuss topics. I have also helped them prepare for the next FTLQC
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**OTHER UPDATES**

**OTHER UPDATES**

* Had another catch up with Helen where she was able to catch up on what I’m doing and offer her advice and support moving forward.
* Had another catch up with Finance in the SU to run over SICON and how to use it, how to raise purchase orders and how to sign other purchases off.
* Elected a Vice chair at Societies forum, but still looking for a secretary in socs forum and both roles in sports forum. Have spoken to student voice surrounding the possibility of sports and socs PTOs moving forward, like we used to have, so that the students have more representation now I have a merged role. Will be raising at forum moving forward.
* . We met with Julie swain to discuss partner colleges for the coming year.
* Met with volunteering dept to see how I can support SLV leaders going forward, and how I can support RAG with their committee change.
* Have been meeting with sports dept to discuss our team entries for the year ahead as we do not want to spend money on entering as we do not have high members. We all believe that people aren’t buying memberships as there is limited opportunities in some cases. We have entered all teams as BUCS has given us another withdrawal window if we need it.