

Present, Apologies and Quoracy	
Chair of UC, no voting rights	Robert Nutkins
Part-time Officers, full voting rights	<p>Present at this meeting</p> <p>Part-time International Students Officer – Al-Ameen Taiwo Part-time Welfare Officer – Daniella Marley Part-time Men’s Welfare Officer – Will Styles Part-time Postgrad Taught Officer – Tonari Arikekpar Part-time Students with Disabilities Officer – Kenza Kadri Part-time Women’s Officer – Saffron Deemer</p> <p>Co-opted at this meeting</p> <p>Part-time Academic Officer – Leah Gray Part-time Environmental & Sustainability Officer – Will Jones Part-time Societies Officer – Owain Gullam</p> <p>Vacant Roles</p> <ul style="list-style-type: none"> • Part-time Sports Officer • Part-time Faith and Belief Officer • Part-time Postgrad Research Officer • Part-time Mature Students Officer • Part-time BAME Officer • Part-time LGBT+ Officer • Partner Institutions Officer
School Reps, full voting rights	<p>Peninsula Medical School – Emily Schenk School of Society & Culture – Lucy Metaj School of Biomedical and Healthcare Services – Rimsha Bashir School of Nursing and Midwifery – Amy Bishop Plymouth Institute of Education – Medb O’Kane Plymouth Business School – Antonia-Roxana Vrabie School of Art, Design & Architecture – Wendy Villalba Pillajo</p> <p>Co-opted at this meeting</p> <p>School of Psychology – Joyita Ashton-Simon School of Biological & Marine Sciences – Freya Rose Peninsula Dental School – Ruby-May Allen</p>

	<p>Vacant Roles</p> <ul style="list-style-type: none"> • School of Geography, Earth & Environmental Sciences • School of Engineering, Computing, & Mathematics • School of Health Professions
<p>Sabbatical Officers, full voting rights</p>	<p>VP Wellbeing and Diversity – Fawziyyah Ahmed VP Activities – Mads Morton VP Education – Charlie Atkinson UPSU President – Emi Dowse</p>
<p>Other attendees, without voting rights</p>	<p>UPSU Chief Executive – Nicky Goldthorpe Director of Student Experience – Oli Horne Representation and Democracy Manager – Tracy Priestman (Minute Taker) Representation and Democracy Co-ordinator – Steph Martin Representation and Democracy Co-ordinator – Emma Quinn</p> <p>Observers to meeting seeking co-option, no voting rights prior to successful co-option</p> <p>Freya Rose Sarah Kunzig David Traub Joyita Ashton-Simon Will Jones Saam Hasan Leah Gray Owain Gullam</p> <p>Vacant Roles Accountability Board Members</p>
<p>Apologies</p>	<p>Chair of Accountability Board - Alex Butters</p>
<p>Not present at the meeting and did not send apologies</p>	

Quoracy	In order for a motion to be passed 75% of the elected voting members need to be present, quoracy was 13.
---------	--

Minutes	
Welcome	<p>The Chair welcomed everyone in attendance and explained that members will be asked to vote for, against or abstain. Abstain is not a polite no, it counts towards quoracy (the number of votes needed for a decision to be binding) but the final decision will be based on the majority of the for or against votes.</p> <p>Vote by raising hand on the reactions button, those sharing a screen can vote in the chat.</p> <p>This meeting will be conducted in accordance with the SU Safe Space Policy, the M&A's, Bye-laws and policies of the Union.</p> <p>Please feel free to change screen name to preferred name and add pronouns. If there are any accessibility needs, these can be put in the chat.</p>
Matters from the Last meeting	There was a question from Martin Nicholls, Mature Students' Officer for the previous academic year, at the meeting of 3 rd June. This related to the lawfulness of self- defined roles. See Appendix I
Accuracy of minutes	The minutes were accepted as a true and accurate record of the meeting
Notice of Any Other Business	Will Styles and Robert Nutkins gave notice of one item each
UPSU Update	<div style="background-color: #a6c9ec; padding: 2px;">CEO Update</div> <p>Nicky Goldthorpe gave a verbal update which included the following points</p> <ul style="list-style-type: none"> • It is not usual practice within the sector for the CEO to report to Union Council in this way. • It's been a busy start to the year for the Advice Centre who have been operating a remote service since the first lockdown in 2020. They have recorded 3751 interactions with 2006 students so far. • The SU app has launched and is going well • Clubs and Societies are already doing better than 2020 levels but are not back up to 2019 levels yet.

	<ul style="list-style-type: none"> • There have been over one million page views on the website, the highest ever • Due to staff being on furlough, furlough claims and two business interruption claims, it is hoped that the accounts will show a surplus this year.
Matters To Discuss	Co-option
	<p>The Chair explained that the process of co-option is that the Union Council will vote, as elected members, rather than a cross campus ballot. Each candidate for each role will give a short speech and then be placed in a breakout room with a staff member from Student Voice whilst the vote takes place.</p> <p>Biological and Marine Sciences School Rep There were three people seeking co-option for this role, each gave a short speech in support of their nomination The Chair then asked members to vote for their first-choice candidate</p> <p>For Saam Hasan: 6 For Freya Rose: 8 For Sarah Kunig: 1</p> <p>Freya Rose was elected as Biological and Marine Sciences School Rep</p> <p>Peninsula Dental School Rep Ruby May Allen gave a short speech</p> <p>For Ruby-May Allen: 13 RON: 0</p> <p>Ruby-May Allen was elected as Peninsula Dental School Rep</p> <p>Part-time Academic Officer Leah Gray gave a short speech For Leah Gray: 13 RON: 0</p> <p>Leah Gray was elected as Part-time Academic Officer</p> <p>Environment and Sustainability Part-time Officer David Traub and Will Jones both gave a short speech before the vote took place For David: 7 For Will: 9</p> <p>Will Jones was elected as Part-time Environment and Sustainability Officer</p>

	<p>School of Psychology Rep Joyita Ashton-Simon gave a short speech For Joyita: 17</p> <p>Joyita Ashton-Simon was elected as School of Psychology Rep</p> <p>Part-time Societies Officer Owain Gullam gave a short speech For Owain: 15 For RON: 1</p>
	<p>Student Trustee Ratification</p> <p>Emi Dowse, President gave an overview of the role of Student Trustee. Council members were asked to vote to ratify their appointment which was made by the Governance and Appointments Sub-Committee.</p> <p>For Charles Gage: 15 RON: 4</p> <p>For Aira Ong: 15 RON: 4</p> <p>Oliver Smith: 14 RON: 3</p> <p>All Student Trustee appointments were ratified</p>
<p>Reports</p>	<p>Officer Reports</p> <p>Officers gave a verbal update in addition to their written reports which were circulated prior to the meeting.</p> <p>President</p> <ul style="list-style-type: none"> • Drink Spiking – the SU will be launching a campaign to communicate what the SU is doing in relation to spiking and general student safety. This will also link in other venues around Plymouth as well as the Police, and other institutions. Please message any Officers if interested in getting involved . • The university will be sending out a message about 2020 graduation by the end of the week. This will ask if students would like a graduation or a celebration. Please share the details of the survey with any alumni. <p>VP Education</p> <ul style="list-style-type: none"> • Working for more Postgrad involvement in the SU, initiatives so far have included in person and on-line social meets. CA noted that they would

	<p>like to work with both Part-time Officers and School Reps to expand what is currently offered.</p> <ul style="list-style-type: none"> • Essay Mills – COVID disrupted the campaign this year but the SU would like to highlight the issue and how it can impact students in addition to academic misconduct, so things like being scammed and blackmailed <p>VP Activities</p> <ul style="list-style-type: none"> • Working with the university sustainability team. They are currently working on a page that focuses on waste management and MM will share the link once the page goes live • Mental Health and Wellbeing – working with wellbeing services who are providing Mind Your Mate and Turbo teach sessions • Working on keeping the Team Plymouth insta page up to date <p>VP Wellbeing and Diversity</p> <ul style="list-style-type: none"> • Working with MM and the university on a Let’s Talk about Sex week which will promote the university’s Sexual Violence Policy. The week is also Trans Awareness Week and there are plans to work that in also. • Working with the university on plans for a decolonisation video regarding students experiences • Working with Advice on accommodation to ensure that students have the information needed to make an informed choice about their accommodation and when to sign up.
AOB	<p><u>Manifesto Format</u> Will Styles, Men’s Welfare Officer commented that whilst they understood the intention behind the change in manifesto format this year, it did lead to confusion. Will made the suggestion that both aspects could be used for different purposes moving forward. So a manifesto which explains what a candidate would work on once elected and also an answer to the question ‘if you could change one thing about the University or SU, what would that be?’</p> <p><u>Sub-Committees</u> Robert Nutkins, Union Council Chair explained that each sub-committee has roles that are expected to attend, all others roles are invited but attendance is optional.</p> <p><u>Support</u> Do contact Student Voice if you need any training or support</p> <p><u>In person, online or hybrid meetings</u></p>

	<p>The chair asked which style of meeting people would prefer. Most popular seemed to be the suggestion of a hybrid model whereby people could attend in person or by Zoom, depending on personal circumstance.</p> <p>It was agreed that Student Voice should set up a poll with a text box so people could explain their decision, if they wanted to.</p>
Dates for the Diary	<p>Monday 1st November – Academic Sub-Committee</p> <p>Wednesday 3rd November – Wellbeing and Student Experience Sub-Committee</p> <p>Tuesday 9th November – Equality, Diversity and Inclusion Sub-Committee</p> <p>Tuesday 16th November – Papers and Reports Deadline for Union Council</p>
Next Meeting	Tuesday 30 th November 2021

Appendix I

[Equalities Act 2010](#)

The Act says that the duty of a membership/charitable organisation, is to not discriminate against anyone because of the following protected characteristics: age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation. Their definitions can be found under [chapter 1 of the Act](#).

[Under the section 193 of the Equality Act 2010](#), charities can sometimes restrict their services or benefits to people with a particular protected characteristic, if they can demonstrate:

- that they have a good enough reason for this discrimination ('a proportionate means of achieving a legitimate aim'), or
- that it's necessary to restrict their services to a particular group because of the disadvantage suffered by that group ('for the purpose of preventing or compensating for a disadvantage linked to the protected characteristic').

Positive action

Examples of Positive Action:

- It would be lawful for a students' union to reserve positions for members of certain underrepresented groups.
- A students' union provides mentoring and additional support for BAME students wishing to run for sabbatical officer positions to address the imbalance caused by the far greater number of white applicants.
- A students' union carries out a diversity survey of its staff and finds out that, in comparison with the local and/or student population, it employs a low number of black and minority ethnic staff. The students' union undertakes outreach work such as raising awareness of public appointments within the community to encourage more applications from black and minority ethnic people.

The Act also includes positive action provisions around recruitment and promotion. It permits an employer to take a protected characteristic into consideration when deciding who to recruit or

promote, where people with the protected characteristic are at a disadvantage or are underrepresented. This can be applied only where candidates are equally qualified and does not allow employers to have a policy of automatically treating people who share a protected characteristic more favourably than those who do not. Also, it is important to note that this is a voluntary provision and students' unions can choose to use it, if they so wish.

Positive Action relating to recruitment and promotion

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85014/positive-action-recruitment.pdf

Sabbatical Officer Updates

President Update

Emi Dowse

Manifesto Points

Empower Students

- I have begun to put together a plan of how this manifesto point will play out.

Increase Engagement

- I have split this manifesto goal into two parts. 1. Increasing the understanding and awareness of officers for 21/22 and 2. The officer communication strategy.
- The officer team met to discuss the use of their social media accounts to increase awareness, and we will be doing regular Instagram takeovers on the UPSU account.
- The team have organised "uniform" with our names and roles so that students know who we are when we are out of the office.
- Throughout Freshers week the team, all did Instagram takeovers to get our faces out there. I have had positive feedback from students about the takeovers, and many have reported recognising us from the social media presence.
- The team also took the opportunity of freshers to talk to students around campus; this was an excellent opportunity to see how people were settling back into campus and finding it after covid.

Covid Recovery

- My covid recovery manifesto goal has been my main priority due to the time-sensitivity of it.
- I raised my manifesto goal in meetings with the vice-chancellor student experience, and we agreed that it would be a good topic to raise at student life.
- We raised this as a discussion point at student life, and I plan to follow this up with the DPV in September.
- We raised concerns about transparency to the Vice-Chancellor in our team meeting with her (see below).
- The student union has signed up to the student minds SU so that we are able to have an SU approach to mental health instead of just signposting to the SU services. The VP Wellbeing and Diversity will lead on this.

- As a team, we have been receiving reports from students about safety concerns for them returning to campus. We have raised this in relevant committees and meetings and have been told that the University will try to accommodate these concerns through study and wellbeing review.

Monthly Updates

Graduation Speech

The Officer Team had the privilege of delivering the Vote of Thanks at the Graduation ceremonies this year. I delivered five speeches across the week and was able to give the speech to my own school.

2020 Graduation

I am continuing the work I did last year to lobby the University for a Graduation Ceremony. This month I focused my efforts on addressing the class of 2020 through Instagram stories and a blog post as many felt forgotten and left out. As an SU, we launched a survey to understand how many 2020 Graduates would attend an Official ceremony if offered it. The responses will be used in our lobbying of the University.

Trustee Board Chair Training

Throughout the month, I attended four Trustee chair training webinars. The sessions covered the history of charities and trustee boards, engaging the trustees, running board meetings and tips on being a good trustee board chair.

WONKHE Public Speaking Training

The team had public speaking training with Jim from WonkHE. This addressed effective introductions, speaking in committees and speech writing.

Finance and Staffing

I attended my first finance and staffing meeting. This is a sub-committee to the board of trustees.

Essay Mills

The VP Education and I are planning on running a campaign to address student usage of Essay Mills. The campaign aims to identify why students use essay mills and address the issues that essay mills can cause to students.

Policy catch up

We met with the Head of Student Administration and Academic Policy and Quality Manager to discuss all the policy changes to be implemented in 2021/22.

International welcome

The Officer team delivered a "Welcome to the SU" talk for international students. The talk covered who we were, the role of a Students Union and how they can be involved. Following this, we helped out at the international fish and chips evening and were able to sit and talk with the students about how they found the previous year learning and how they felt about returning to campus.

Pub Quiz

The officer team hosted the first Sunday pub quiz of the year. It was a great success, with over 600 students showing up and approximately 200 who were able to take part.

Careers meeting

The officer team met with the careers services to discuss how we could work together over the next year. This was a valuable meeting and will become a regular thing.

Freshers

It was great that the students union was able to offer an in person fresher's experience this year alongside virtual events.

Lead and Change Networking

I attended networking sessions with other Sabbatical Officers; this was an excellent opportunity to see how other SU's were handling topics such as student engagement and covid recovery.

Officer 1-1's

I met with each of the officers to discuss how they were finding their new roles, their campaigns for the year ahead and how I could support them.

Vice President Wellbeing & Diversity Update

Fawzy Ahmed

September has been the busiest month so far. In this month, we had freshers and Graduation. It was nice being back on campus and seeing campus being busy with both students and staff.

Manifesto updates

Better Wellbeing Provisions

- The dates for the Wellbeing forum have already been added to the calendar for every month. The Wellbeing forum for September had to be cancelled due to lack of promotions as well as busy schedule due to Freshers and graduation.
- I put plans to have a themed Wellbeing forum for black history for the month of October to talk about how students can be better supported by the wellbeing services especially people of colour. I will provide an update once this event has taken place
- The Sabbatical team had a meeting with the student services team. In this meeting, I raised my first manifesto meeting point regarding better wellbeing provisions. I raised the importance of having mental health training for all university staff to better support students. The team mentioned that mental health training is already being rolled out to staff, but is more about the application. I have been invited to speak to heads of schools to speak to them directly and to bring up a solution on how we can better support students.
- I also raised the discussion on how we can have more inclusive services for our diverse community. They updated me that they are in contact with some charities on how we can implement that at Plymouth. I will follow up on this

Better Accommodation

- This manifesto point has progressed a little since my last update
- As a team, we discussed our priorities for the academic year with the directors, managers, and student voice. In this meeting, I discussed how I want to introduce a rate my land lord scheme or a housing charter where students are better informed about which housing agencies work with the student needs at heart Due to the housing agreements, the SU has with housing agencies, it may be difficult to launch this scheme. However, we have started having discussions with the Senior leadership team on we can best support our students with regards to Accommodation

- I had a discussion with advice on the other half of this manifesto, which is to educate students on their rights as tenants. I passed on some useful contents to the Advice team that could be useful information for our students.

Empowering Underrepresented groups

- Decolonization of the curriculum video: I worked with the university intern for decolonization of the curriculum video. We filmed a few students talking about their experiences within their course. The aim of the video is to highlight the need for a more diverse/inclusive university. More updates will follow as these progresses.
- Black History Month: I spent some time this month planning Black History Month. I reached out to the library and a few societies to see how we can commemorate BHM

Other updates:

Graduation: The sabbatical had the amazing opportunity to give the vote of thanks at the 2021 graduation ceremonies. I had the pleasure of delivering the vote of thanks at 5 ceremonies. I would say this is one of my favourite memories of being a sabbatical officer. It was amazing graduates, staff and loved ones come together to celebrate the achievements of our students

Freshers: After a covid year, it was nice to clubs and societies and the SU itself being and busy and bubbly. I had the chance to speak some of the cultural societies to talk about how we can work together in the year.

Officer Pub quiz: The Officer team hosted the first pub quiz of the school year. We had about 600 students in attendance. The environment was fun and the students enjoyed the quiz. We raised a generous amount of money, in which half went to our chosen charity, first light which is one of the charities we are working with this year

International Student Welcome:

WonkHe Public speaking training:

Careers Team meeting:

Vice President of Activities Update

Madeleine Morton

September has been an incredibly busy month, with freshers returning to campus after near 2 years of being apart, graduations taking place and really trying to make progress on my manifesto. This month, things have really kick-started in terms of my manifesto and I have thoroughly enjoyed having students back on campus, sports playing again, societies meeting up again and volunteers getting back into the swing. I feel much more settled into my role now that we can interact with and help students.

Manifesto points UPDATE:

Celebration and Inclusion

- ☐ Akuma stash has been launched with the new logo on and is available to buy.
- ☐ Continued work on the Team.Plymouth Instagram where both sports and societies have been mentioning it in stories and tagging it in posts which has allowed me to repost and encourage engagement across the student led groups.

Mental Well-being

- ☐ Student services have offered to come into forums for timed business to give some mental health training or a Q&A.
- ☐ Look after your mate training has been circled round the societies and sport.
- ☐ By-stander training has been made available for all students but it needs a boost through the student lead groups.

Sustainability

- Set up a meeting with Matthew Tosdevin where we spoke about what he and the University sustainability team are doing to tackle problems with waste engagement:
 - New website area for students to access
 - Short videos (hoping to be helped by societies) explaining different types of waste
 - Quizzes on recycling

Other:

- **BoG Induction** – Led by Emma and Leeanne, we received more information on being a student governor and learnt more about the role
- **First Societies Forum** – Took place on zoom and had over 70 chairs/committee attend. There was loads of questions and suggestions which was really helpful for the next forum but there was also a lot of positivity and engagement around the new academic year.
- **Varsity 2022 meeting** – First meeting of the year was very successful got an idea for dates that would work for both sides and it was a very positive and forward thinking meeting.
- **BUCS Regional Meeting** – The first regional BUCS meeting went well. A new student chair and chair were elected.
- **First Sports Forum** – Took place in person and there was a lot of engagement throughout all the clubs. There was a very positive response around having more training on mental health and more awareness.
- **Back to BUCS** – Travelled to Nottingham for a Back to BUCS conference which took place all day and spoke about how we use BUCS play and other important information. There was also a brilliant panel on disability in BUCS which was very thought provoking.
- **Public Speaking Training** – Jim from WonkHE lead a brilliant session on how to speak in public, as well as the speech itself, a lot of techniques were learnt that were incredibly useful for graduation.
- **Pub Quiz** – The Sabbatical Officer team hosted the first SU Sunday quiz which was incredibly popular and we raised over £250 for charity.
- **Volunteering Fair** – Took place on the Monday of freshers' week in Rolle marquee.
- **Sports Fair** – Took place on the Wednesday of freshers' week in Rolle Marquee
- **Societies Fair** – Took place on the Thursday of freshers' week in Rolle Marquee, Main Hall and the SU marquee.
- **Sporting Excellence Scholarship** – 5 scholarships were given out for students who are competing at an international level in their sport.
- **Graduation** – It was an incredible experience to be a part of, especially giving speeches at not just my own graduation but also 3 others. It was a privilege and

something I will never forget, I was very proud of all the students graduating and seeing them all so happy.

- **Sicon** – Learnt how to use the SU's finance portal which I will use to raise purchase orders and approve PO's from other members.
- **Initiations** – A letter was sent to VC's across the country from BUCS and UUK which raised the issue of initiations happening in sports clubs. This was then addressed in sports forum and we made sure people understood there are serious consequences to some forms of initiations and that there are now anonymous reporting tools on BUCS which are sent to the respective Uni and action will be taken.
- **FTLQC** –
- **Student Services** – A meeting with student services was incredibly successful and there are definite partnerships to be had between us to mutually benefit each other in works regarding mental health and other things.

Vice President Education Update

Charlie Atkinson

September has been dominated by Freshers' Week and International Welcome, and to that end it was great to see students back on campus and enjoying what we offered through the Students' Union. I really enjoyed being able to meet and talk to students and the various Societies and Sports Clubs in the fairs. As a Sabb team, we also got the chance to host the first SU Quiz Night of the year!

It has also been a positive week for developing my manifesto points, as especially at the start of the month, I had the opportunity to be a part of some high-level university meetings.

Returning from Covid: I will endeavour to ensure that students feel safe to return to campus, and I will also fight and lobby the university to ensure that those students who do not feel comfortable or ready to return to face-to-face teaching have alternate methods for teaching, as I understand the potential impact on student's mental health. If COVID-19 remains an issue next year, I will be aiming to ensure that the issues that have arisen from Zoom lectures and that staff understand how to improve teaching, by working with student groups such as Course Reps to communicate feedback of the issues students face with Zoom straight to the university.

- I have had the opportunity to raise the concerns of students about Covid and feeling safe on campus at both UTLQC and the FTLQC for the Faculty of Science and Engineering. In these meetings, there were also discussions on how students best access teaching this academic year.
- There has also been the shift from the University in the recommendation of wearing masks in communal areas, which currently do not include teaching areas.
-

Student Development: I want to advocate and express the opportunities that are available to students to work and gain experience within the city, be that through placements, part time work or volunteering, with the aim of helping students to leave university with as wide a range of experiences as possible.

- This month I have been in various meetings with several departments within the University. These include the Careers Service, the Student Hub and the Knowledge Exchange. These meetings offered me the opportunity to talk through my manifesto points and gain a better

understanding of how we can work together to improve the Student Development offer both within the SU and at the University.

- Following these conversations, the focus of this manifesto point has shifted slightly. While initially I had envisioned the focus to be solely employability based, I now believe that would be better to also look and cover soft skills such as how to manage positive mental health and finding career happiness.
- The hope with this change is that these skills are just as important for being employable, as well assisting students to be as successful as possible following their time with the university.

Postgraduate Engagement: As a postgraduate, I understand that postgrad students can feel isolated and unrepresented within the student union. I will raise awareness of the role that Course Reps play within the SU, as well assisting the Postgraduate Officer to cultivate an attitude of inclusivity between Postgraduate Students and the SU.

- Following the update last month, the video with Advice has been film, and has been sent off to the Doctoral College.
- There is a Postgrad welcome and Coffee Morning in place in the Little Room of the SU on the 5TH of October. This will hopefully be an opportunity for Postgrad students to find out what we offer here at the SU, and I will be there to also answer questions and help out in raising interest in how can represent and work for Postgrad students.

Other Updates:

- Training: This month as a Sabb team we had training supported by WonkHe. This training was focused in improving our public speaking and speech writing skills. This will ideally help us to best raise the concerns of students to the University.
- International Welcome: Again, as a Sabb team we were able to take part in the Students' Union offers for the International Welcome for new students. We gave a talk about the offerings we have, and how we can best support students while in Plymouth.
- Freshers: Fresher's Week was an amazing opportunity to get out and meet so many of our Societies and Sports Clubs, as well as some of the amazing events what were put on through the week! It was great seeing campus more lively after the months away!