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**Union Council**

**19/11/19**

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| **Present, Apologies and Quoracy** | |
| Chair of UC,  no voting rights | Union Council Chair - Bran Carr-Malloch |
| Part-time Officers, full voting rights | International Students Officer - Oluwatimilehin Ajibode (Timmy)  Academic Officer - Sandra Chiamaka Ikeh  Environment & Sustainability Officer - Jannike Smye  Lesbian, Gay, Bisexual, Transgender + (LGBT+) Officer - Molly Austin-Knight  Welfare Officer – Alex Butters  Transgender and Non-Binary Officer – Mike Jones  **Co-Opted During The Meeting**  Disabled Students Officer - Liz Staples  Postgraduate Officer - Martins Akhemigbeze  **Vacant Roles**  Faith & Belief Officer  Partner Institutions Officer  Women’s Officer – (Brooke Mills Resigned 31st October 2019) |
| School Reps, full voting rights | School of Health Professions – Luke McRoy-Jones  Peninsula Dental School - Tej Morjaria  School of Engineering, Computing, & Mathematics – Sam Duffield  School of Humanities & Performing Arts – Paige O Williams  School of Art, Design & Architecture - Will Styles  School of Biomedical Sciences – Janson Yuen  Institute of Education – Emma Quinn  **Co-Opted During The Meeting**  School of Psychology – Tafadzwa Nyambuya  School of Geography, Earth & Environmental Sciences – Paris Song  Peninsula Medical School – Sophie Schenk  School of Biological & Marine Sciences – Willow Moody  Plymouth Business School – Perran Johnson  **Vacant Roles**  School of Nursing and Midwifery |
| Sabbatical Officers, full voting rights | UPSU President – Matilda Fraser  VP Education – Millie Green  VP Sport – Verity Lemm  VP Wellbeing and Diversity – Bitty Inyang (Walter) |
| Other attendees, without voting rights | UPSU Chief Executive – Gina Connelly  Representation and Democracy Manager – Jonathan Robinson-Noades (Minute Taker)  Representation and Engagement Co-ordinators – Lisa Carkett and Steph Martin  **Vacant Roles**  Chair of Accountability Board  Accountability Board Member |
| Apologies | Mature Students Officer – Louise Crichton  School of Law, Criminology & Government Representative - Deborah Kumar-Benjamin  VP Activities and Development – Chukwudi Ezenyi (KC)  Black, Asian and Minority Ethnic (BAME) Officer - Simran Tak |
| Not present at the meeting and did not send apologies |  |
| Quoracy | In order for a motion to be passed 75% of the elected voting members need to be present, quoracy prior to co-option was 16 with 17/21 voting members present. After co-option quoracy rose to 21, with 24/28 voting members present. |

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| **Minutes** | |
| Welcome | The Chair welcomed everyone in attendance. |
| Matters from the Last meeting | Emma Quinn highlighted the need to update the minutes to reflect how too many Senate Reps were elected, and how she was asked to step-down as having received the least number of votes.  The minutes were accepted as an accurate record of the meeting. |
| Notice of Any Other Business | * Climate Emergency – Matilda Fraser * Sustainability Project – Jannike Smye * S4 – Millie Green * Overcrowding in rooms during lectures/workshops – Millie Green * Bitty Inyang – Men’s Mental Health Forum |
| Matters to Discuss | Co-Option Of Remaining Roles |
| **Representative for the Plymouth Business School**  Perran Johnson  For: 16 votes  Against: 0 votes  Abstentions: 1 votes  Perran Johnson was co-opted onto Union Council and given full voting rights going forward.  **Representative for the School of Psychology**  Nicole Gayler: 7 Votes  Tafadzwa Nyambuya: 7 Votes  Abstentions: 4 votes  A tie in the voting resulted in the Chair casting a vote for Tafadzwa Nyambuya  Tafadzwa Nyambuya was co-opted onto Union Council and given full voting rights going forward.  **Representative for the Peninsula Medical School**  Sophie Schenk  For: 19 Votes  Against: 0 Votes  Abstentions: 0 votes  Sophie Schenk was co-opted onto Union Council and given full voting rights going forward.  **Representative for the School of Biological and Marine Sciences**  Willow Moody  For: 13 Votes  Against: 2 Votes  Abstentions: 5 votes  Willow Moody was co-opted onto Union Council and given full voting rights going forward.  **Representative for the School of Geography, Earth and Environmental Sciences**  Paris Song  For: 21 Votes  Against: 0 Votes  Abstentions: 0 votes  Paris Song was co-opted onto Union Council and given full voting rights going forward.  **Postgraduate Part Time Officer**  Martins Akhemigbeze  For: 22 votes  Against: 0 votes  Abstentions: 0  Martins Akhemigbeze was co-opted onto Union Council and given full voting rights going forward.  **Disabled Students Part Time Officer**  Liz Staples: 10 Votes  Elias Marchetti: 8 Votes  Abstentions: 5 Votes  Liz Staples co-opted onto Union Council and given full voting rights going forward. |
| Election of Deputy ASM Chair |
| The Chair asked candidates to step forward, of which Alex Butters did. A vote was held.  For: 22 Votes  Against: 0 Vote  Abstention: 1 Vote  Alex Butters was elected as the Deputy ASM Chair. |
| Election of A School Rep onto the UTLQC Sub-Committee |
| Millie Green explained the role. Janson Yuen and Emma Quinn put themselves forward. A vote was held.  Jansen Yuen: 9 Votes  Emma Quinn: 9 Votes  Abstentions: 4 Votes  A tie in the voting resulted in the Chair casting a vote for Janson Yuen  Janson Yuen was elected as the School Representative to sit on the UTLQC Sub-Committee. |
| Room Availability For University Mentoring Services – Mike Jones (Trans and Non-Binary PTO) |
| Mike highlighted how he had picked this issue up as there wasn’t a Disability Students Part Time Officer at the time.  He informed the meeting that the University brings in external organisations to support students who have dyslexia and autism, and that the meetings the students have with staff from said organisations, can take place in public spaces, which raises confidentiality concerns. Because they are from an external organisation, the mentors cannot book private rooms, and in the past, they have used classrooms, but which has then seen them being asked to leave when a class is due to be taught within such.  Mike continued highlighting that the old CES Hub had rooms that could have been used. He has raised the issue with Student Services, who shared his concerns, but had no immediate ideas for remediating such. He has also been informed that the new Student Services Hub will not have any useful bookable rooms for the purpose required here, and so was hoping to get an idea from Union Council of solutions to the issue. Mike questioned whether Millie Green’s work on Booking Rooms for study could eventually be used to book rooms for mentoring sessions as well.  Tilda Fraser highlighted that from a recent meeting, the library had offered Student Services the use of two big booths, but that the Student Hub weren’t too sure whether to take them. **AP: Tilda said that she will raise this issue and the use of the rooms on offer at the next appropriate meeting.** Emma Quinn highlighted that the hexagonal spaces within the library were not that private, which may be a concern.  Will Styles highlighted that on the 2nd floor of Roland Levinsky Building there are a few useful spots for private/quiet discussions and 1 to 1s. He highlighted that there are spots out there, and that the focus should be on campaigning for better communication around where these spaces are.  Tilda Fraser highlighted that a quick fix could be to list these spaces and put something out to students. **AP: Mike, Timmy, Liz, Emma, Will and Bitty, to organise a meeting and take this forward.** |
| Chief Executive Officer Update – Gina Connelly |
| Some areas are quiet, some areas are busy.  The kitchen saga is ongoing. University need to pay for the costs as they are the landlord, rather than using Block Grant.  From a financial perspective, our budgets for October were a slight improvement on September.  Numbers at the gym have improved, with them now only a couple of thousand pounds down.  The SU is currently renewing its Investors In Volunteers accreditation, with the bulk of interviews and assessment taking place next week.  At the recent Best Bar None awards, the SU took home best Student Venue in Plymouth.  The SU is continuing to celebrate student successes through its new Comms. And Digital Strategy, telling stories of what students are up to through the website and social media channels.  Gina reminded everyone that she is stepping down in March/April and that the SU is working with external recruitment company to recruit the new CEO. Advert went out today. Student Representatives will be needed on Jan 30th to take part in the recruitment process i.e. sit on the Presentation Panel and Student Debating Panel. An e-mail will be going out to School Reps shortly. |
| Part-Time Officers Updates |
| **Lesbian, Gay, Bisexual, Transgender + (LGBT+) Officer - Molly Austin-Knight**  Molly highlighted that she is currently putting together an LGBT forum, and will be looking to have discussions with Wellbeing Services around specific mental health support for members of the LGBT+ community.  **Welfare Officer – Alex Butters**  Looking to create a Mental Health Awareness Forum to supports people’s understanding around what is meant by the term mental health. Alex highlighted some research he had undertaken, which had shown how students are unaware of the symptoms of poor mental health. Alex wishes to bring a policy to Union Council. Also working on autism awareness campaign, beginning by looking at the University’s current approach to supporting students with autism.  **Transgender and Non-Binary Officer – Mike Jones**  Wanting to look at the current to installing gender neutral toilets in the Students’ Union and across campus, and wanted to look at creating a fresh direction for such. Will be looking to reach out to those involved in putting together the current approach, as well as understand the opposition to such through working with the Women’s Officer to understand why this is.  Emma Quinn highlighted that whilst she didn’t want to speak on behalf of all women, she highlighted that bathrooms play more of a role than just being a toilet. They can be a safe social space. There was some ongoing debate.  **Environment & Sustainability Officer - Jannike Smye**  The first forum went well, with a good number having attended, and constructive feedback acquired. The biggest things that came from this was the lack of awareness amongst students around what the University and the Student Union are doing to lessen their environmental impact, and to act more sustainably. Jannike wants to work on getting the university and SU to showcase more on what they are doing, particularly as the credentials of the University are already appraisable. Wants to fill students up on this knowledge, so that they can then identify gaps for improvement, and champion change accordingly.  **International Students Officer - Oluwatimilehin Ajibode (Timmy)**  Timmy is looking to bridge the gap between International Students and the SU. Going to have an interactive Q and A. Met with the ISA to discuss this. Only open Monday to Thurs – 9-11. Other times, you have to book. Having a meeting with Careers Service. Most International Students want to stay after graduating to get some work experience. Sponsorship is limited to certain companies. Went to 21 companies, and could only get a job from 8-9 of them. One remarked that they wold choose EU/English students, over international student. Looking to create more events to enhance integration on campus.  **Academic Officer - Sandra Chiamaka Ikeh**  With regards to Punopto, Sandra has been in touch with School Reps to get an idea of how much Punopto is utilised across the University. She wants to be able to create a heat map on where it is used and not used, so we can lobby key parts of the University. Also working on lobbying the University to ensure academics set clear assessment guidelines, over ambiguous ones. Wants to see students provided with a clear check list of what is required of them during assessments.  **Disabled Students Part Time Officer – Liz Staples**  Liz highlighted how she is really excited to have been elected into a position to hopefully have a positive impact on students’ lives. Looking for snippets of how she can help. Recognises that the role important and is looking forward to getting stuck in. The Chair highlighted how good it was to see the Disabled Students Part Time Officer role filled, as opposed to last year.  **Postgraduate Part Time Officer - Martins Akhemigbeze**  Martins highlighted his awareness of Postgraduate Students’ lack of awareness of what the University has to offer outside of their academic studies. Wanted to create video content to get out to students, to make sure key information is more accessible. Wanting to raise awareness of how societies and sports clubs can be more accessible. |
| School Representatives Updates |
| **School of Humanities & Performing Arts – Paige O Williams**  Has held meetings with lectures and is having her first meeting with students on Thursday. Will take things from there.  **Institute of Education – Emma Quinn**  All Course Reps have been trained. Had a cake and catch up with these reps to get to know them. Been to SQLTC committee. Getting into gear.  **School of Geography, Earth and Environmental Sciences – Paris Song**  Wants to encourage students learning across Schools. Would like to link in with those in School of Arts and Humanities.  **School of Engineering, Computing, & Mathematics – Sam Duffield**  STEM training progressing. Sandra has helped to find contact to provide training  Flipped Classroom – Opened a Can of worms. Found out a lot of the school don’t provide feedback, even on their dissertation, and can’t access such.  Attending appropriate meetings. Working With Course Reps – Had meeting last week. Topic of lecturers providing feedback dominated. LinkedIn Learning came up – is being cancelled. Suggested other School Reps bring this up at SQLTCS.  Millie Green highlighted that School Reps should keep the VP Societies and Development – KC - in the loop around the feedback they get from students and staff concerning LinkedIn Learning.  **AP: All School Reps to inform the VP of Societies and Development around any feedback they collect from students and academic staff concerning LinkedIn Learning.**  Sam continued, highlighting how he is working on improving library resources for those students in SECAM.  **School of Psychology – Tafadzwa Nyambuya**  Tafy highlighted their desire to get on and introduce them self to the Course Reps. Wants to learn more around the engagement of ethnic minorities in psychology.  **Plymouth Business School – Perran Johnson**  Already a Course Rep For Business. Managed to get a group chat with the course reps up and running already and has already had a meeting with School leaders. Highlighted concerns around Business School specific networking events and the Careers Fair.  **School of Biological & Marine Sciences – Willow Moody**  Wants to get to grips with what Course Reps are finding out and feeding back.  **Peninsula Medical School – Sophie Schenk**  Only just finding out who the course reps are in her School. Going slow. Looking at feedback for lectures. Lecturers are not getting feedback. Want to engage students in the technological feedback mechanisms available. Focus on John Bull building – issues with seating and learning space. Got rid of the microwave. Verity Lemm highlighted that the decision to remove the microwave came down to the University’s unwillingness to provide a staff member to clean and maintain such.  **School of Health Professions – Luke McRoy-Jones**  Waiting for course reps names. Met a couple at Course Rep training. Looking at collecting feedback around the development of Intercity Place where his school will be based. Looking to help promote the Eye Clinic to get students to use such and acquire free eye tests.  **Peninsula Dental School - Tej Morjaria**  Attended the Faculty TLQC. Commented on how nice it was to see that there is a lot going on behind the scenes, of which students are oblivious to. Fedback on certain issues accordingly. EDL Rep – Go to meeting with Programme Leader to feedback. Nice to see school were aware of some of the things he had mentioned. Had a meeting with Bitty around encouraging academics to put a link to mental health support in their signatures. Course Reps – the faculty is behind on announcing such. Want to get an e-mail out about having their voice heard, as well as getting out what the Students’ Union can do for them.  **School of Biomedical Sciences – Janson Yuen**  Janson has been talking to the IT team around what the best way is to collect feedback from students. Currently have no technological means to do this. Will look to encourage the use of the DLE for the moment to collect feedback. Only received Course Rep e-mail addresses recently. Set up Faculty Course Rep social media groups. Due to have meetings on Wednesday. Attended the E and S forum hosted by Jannike, with plans to take some of the thoughts and ideas and share them within his school. Attended SSLC meeting- got to chair it as well.  **School of Art, Design & Architecture - Will Styles**  LinkedIn Learning – our school use it, but would prefer to use Youtube. Maybe a compromise is students request to have access, so only pay for those who have it. Looking at elected modules – learning different things from different academic interests across campus. There are some real technicalities to overcome to implement this. Put together a page for Art and Design students to share and promote their creative activities and events. |
| Sabbatical Officer Update |
| **UPSU President – Matilda Fraser**  Working with the university to upload online a reporting tool, so that students, staff and members of the public can report abuse, harm or hate. Tool should be available from December on the university’s website, with an official launch in January. There was meant to be a video campaign, but the audio on the video was corrupted. Tilda asked the room to let her know if she could have officers and school reps form a part of her video campaign to help promote the tool.  **AP: All to consider helping Tilda with her video campaign. Student Voice to send round info.**  Registering to Vote – Has sent out messaging to encourage lectures to spend the first five minutes of their lectures getting students to register to vote. Jannike highlighted that this did happen in one of her lectures. Timmy asked whether something could be done to raise awareness amongst those International Students who can register to vote. The Union Council Chair highlighted that NUS have a simple tool that can be shared to help students understand whether they have the right to vote or not.  Student Life Committee –Tilda explained the function of SLC – enhancing life and learning of students at the University, i.e. mainly focussing on the non-academic experience. Tilda has been working in partnership with fellow colleagues to make the meeting more effective. There are 2 more meetings this academic year, and it is requested that 3 PTOs/School Reps attend the next one on top of all the Sabbatical officers. A different group of 3 should then attend the one after that. Tilda explained the commitment required, with the 21st January being the next one.  The Chair asked for three people to step forward to attend the next Student Life Committee. Will Styles, Alex Butters and Liz Staples put themselves forward to attend such A vote ratify their attendance was then undertaken:  For: 20 Votes  Against: 0 Votes  Abstention: 0 Votes  Will, Alex and Liz are down to attend the next Student Life Committee  **AP: Matilda Fraser to invite these three to the next Student Life Committee.**  **VP Sport – Verity Lemm**  Looking to create some sort of policy framework for supporting harm reduction – helping people with a drug addiction problem. Prevalent in sports, but hopefully embedding it across the SU. The SU will still be a holding up their zero tolerance policy for time being, but will be looking to create a more supportive approach to those caught abusing substances in the future.  Well Being Advocate training ongoing. Some Sports Club members going through this to provide support to fellow Sports Club members  Women in Sport Forum – Discussing on how we can run events to overcome barriers in sport.  Varsity – Working to make it more open and remove the stigma associated with the event. Wanting to make it as inclusive and approachable as is possible. Working with Marjon on this, including looking at a drinking ban, which already exists at the Marjons Campus. Wants to hear your opinions on this.  **VP Education – Millie Green**  48 Hour reporting tool online. Asked School Reps to share with their course reps. Will be reporting back any failures to meet the policy to Associate Heads. Will hopefully see some changes as the year goes on.    Had a policy passed at the University TLQC regarding the need for breaks in lectures. The wrong wording however was utilised within such, and so changes are being made before this success is announced to students.  Course Reps – Attended training.    Working on lecture capture with Sandra. Looking for student feedback and what other Unis have. Work with Sandra to pass a University Policy around capturing lectures accordingly.  Working on enhancing the Union’s Sustainability Credentials with Jannike and Tilda and is currently exploring barriers to postgraduate students.  **VP Wellbeing and Diversity – Bitty Inyang (Walter)**  Bitty – October events, Black History Month. Ongoing – working with Tej on putting mental health support services in staff signatures. Have to be careful, impartial. Before taking it to the Uni – Staff at the Union need to do it first.  Men’s Society – Meeting with Will and relevant University Staff. Wanted the council’s thoughts on what it should be called. Recognised the need for careful use of language. Highlighted that it is about the wellbeing. Names suggested included, Men’s Mental Health Group, Order of Man (based on a local group). Want’s as much of everyone in the room to be involved. The Uni support group is on-board.  It was highlighted that a women’s mental health forum should be considered. |
| **Board Of Trustees Update** |
| Nothing to update |
| AOB | Climate Emergency  It was highlighted that we need to declare a Climate Emergency. It was also highlighted that Union Council can’t lobby the university effectively to enhance it’s initiatives to act more sustainability, if the Union itself hasn’t declared a Climate Emergency, when the University has. Declaring a Climate Emergency will also seek to create positive change within the SU. Matilda and Millie spoke to students on the roof of the SU, with the majority supporting the idea. A vote was called on whether Millie and Tilda should formally ask the USPU Trustee Board to Declare a Climate Emergency:  For: 19  Against: 0  Abstentions: 2  **AP: Tilda and Millie to formally ask the UPSU Trustee Board to declare a Climate Emergency.**  Green Events  Jannike highlighted the plan for a Green Exhibition with the Art and Design Society and requests that those present circulate to information for such to courses who can submit something artistic to represent sustainability. Steph martin highlighted that a design brief would be useful. Tilda highlighted that the Design Soc are putting together a design brief.  Overcrowding In Lecture Theatres and Classrooms  Millie wanted to hear from fellow students and elected representatives around rumours that some lectures/workshops etc. are being held too small rooms for the size of the classes. Molly, Sam, Jannike and Perran highlighted that they had had experience of this.  S4  Attendance monitoring has been happening in School of Biological and Marine Sciences, Plymouth Institute of Education and SOGEES. Students use an app to record their attendance. Will be made mandatory in all courses in Semeseter 2 . System will collect other information, including tutorial notes. Millie will be getting more information on what they are collecting, who is going to be able to see it etc.  Emma highlighted concerns around the Semester 2 roll out as the system currently has no way of recording students’ attendance when they are not on campus e.g. on placement.  **AP: Millie to share concerns around the S4’s incompatibility in recognising and recording students’ attendance when not on campus, but on placement.**  Discussion continued around S4 with some highlighting concerns around its difficulty to use, as well as concerns of it being used to monitor International Students’ movements, something which was highlighted at Exeter University.  Men’s Forum  Bitty – Looked at research, statistics highlight that Men do face particular mental health concerns, such as higher suicide rates. Molly highlighted the need for other support groups for others, such as Trans and Non-Binary individuals. |
| Dates for the Diary | UPSU Annual Student Meeting: Monday 2nd December, 6:00pm, Big Room in the SU Building |
| Next Meeting | Thursday 23rd January (Deadline For Papers is Tuesday 9th January) |

## Actions from this meeting

**AP: Tilda to raise the issue concerning room availability for mentors at the next appropriate meeting.**

**AP: Mike, Timmy, Liz, Emma, Will and Bitty, to organise a meeting to discuss and lay out room availability on campus for quiet mentoring sessions to take place in.**

**AP: All School Reps to inform the VP of Societies and Development around any feedback they collect from students and academic staff concerning LinkedIn Learning.**

**AP: All to consider helping Tilda with her video campaign. Student Voice to send round info.**

**AP: Matilda Fraser to invite the three chosen UC members to attend the next Student Life Committee.**

**AP: Tilda and Millie to formally ask the UPSU Trustee Board to declare a Climate Emergency.**

**AP: Millie to share concerns around the S4’s incompatibility in recognising and recording students’ attendance when not on campus (i.e. on placement) through relevant channels.**