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**Union Council**

**27th November 2018**

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| **Present, Apologies and Quoracy** |
| Chair of UEC,no voting rights | Dan Nonoo |
| Part-time Officers, full voting rights | Academic Officer – Ben ParkesBlack, Asian & Minority Ethnic Officer – Simran TakEnvironment & Sustainability Officer – Helen HillFaith & Belief Officer – Fawziyyah AhmedInternational Students Officer – Ummikhari AhmedLGBT+ Officer – Brandon Carr-MallochMature Students Officer – Louise CritchtonPartner Institutions Officer – VacantPostgraduate Officer – VacantSocieties Officer – Taylor HerrinDisabled Officer – Vacant Volunteering Officer – Abby Williams |
| School Reps, full voting rights | Plymouth Institute of Education – Jasmine Hammond-HartSchool of Art, Design & Architecture - VacantSchool of Humanities & Performing Arts - VacantSchool of Law, Criminology & Government – Ellie MassiePlymouth Business School – Laiba NasirSchool of Health Professions – VacantSchool Psychology – Zoe TurbillSchool of Biological & Marine Sciences – Millie GreenSchool of Computing, Electronics & Mathematics – Dominic Need School of Geography, Earth & Environmental Sciences – Amber Elliott-JarvisSchool of Medicine – Katrina PatonSchool of Dentistry – Celia Diez Alonso |
| Sabbatical Officers, full voting rights | President – Alex DoyleVP Activities – Charlotte PanchaudVP Education – Maja SmithVP Sport – Ben MorrisVP Welfare & Diversity – Matilda FraserVP Communities – Bitty Inyang |
| Other attendees, without voting rights  | Chair of Accountability Board – James LordUPSU Chief Executive – Gina ConnellyUPSU Deputy CEO and Director of Membership Services – Sarah Davey Representation & Democracy Manager – Tracy PriestmanSteph Martin and Emily Taper – Representation and Engagement Co-ordinatorsStudents seeking Co-optionLucie Compton-Cashmore |
| Apologies  | School of  Engineering – Julian HardingSchool of Biomedical Sciences – Humaira Ahmed School of Nursing & Midwifery – Felicity AllmanSports Officer – Niall Beer Accountability Board Member – Luke Lamplough |
| Not present at the meeting and did not send apologies  | Welfare Officer – Megan WarwickWomen’s Officer – Sarah StaplesPlymouth Business School – Alice Thornhill |
| Quoracy | In order for a motion to be passed 75% of the elected voting members need to be present, quoracy is currently 24 members.  |

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| **Minutes** |
| Welcome  | The Chair welcomed everyone in attendance and reminded them that the Union is a safe space where everyone has the right to feel comfortable and to express their opinion, as per the [Safe Space Policy](https://www.upsu.com/resources/7138/Safe-Space-Policy/)  The Chair covered housekeeping and expectations, such as keeping phones on silent, questioning ideas and not being personal, sending apologies in advance and being respectful and patient.  |
| Matters from the Last meeting | There were no matters arising The minutes were accepted as an accurate record of the meeting Proposed: Maja Smith Seconded: Ben Morris  |
| Notice of Any Other Business | Jasmine Hammond-Hart, Plymouth Institute of Education School Rep raised one item |
| Matters to Discuss | Co-option of Nursing & Midwifery School Rep  |
| Lucie Compton-Cashmore gave a speech to support their nomination for the role of joint Nursing and Midwifery School Rep, they were then asked to leave the room.**For: 22****Against: 0****Abstentions: 1****Lucie Compton-Cashmore was co-opted as joint Nursing & Midwifery School Rep**  |
| Ratification of UPSU Bye-laws |
| Alex Doyle, President explained that several By-laws had recently been updated and approved by the Board of Trustees, therefore are being presented to Union Council. These were:* Elections Byelaw
* Board of Trustees Byelaw
* Sports and Activities Byelaw
* External Speakers Policy

There were no questions and all present agreed that they were happy with the updated documents. |
| Student Life Committee Update  |
| The Chair of Union Council, Dan Nonoo explained that along with the Sabbatical Officers, he, Ben Parkes, Zoe Turbill, Simran Tak and Megan Warwick attend the Student Life Committee (SLC). This meeting is co-chaired by Alex Doyle, UPSU President and Julian Chaudhuri, Deputy Vice Chancellor Education and Student Experience and discusses key student issues. Dan encouraged Union Council Members to feedback to SLC reps with any issues they would like raised, as he would really like to develop a stronger link between Union Council and SLC.Maja Smith- VP Education added that several working groups will added to report to the SLC. They will involve Sabbs and staff such as the Head of Library Services and Heads of each Faculty *Ummikhari Ahmed arrived* |
| Union Council Networking event  |
| Dan Nonoo explained that the Student Voice Department have suggested that they run Campaigns training after Christmas and include a social/networking element. It was also requested that the Student Voice Team run report writing and policy proposal training. This will be arrange in due course (*5th December*)  |
|  | Union Council Communications  |
| It was agreed that a Facebook group would be set up for Union Council Members for informal communication. |
| Chief Exec Update |
| Gina Connelly, UPSU Chief Exec gave a verbal update of key information since the last Union Council meeting * There are currently good levels of engagement and UPSU continues to be busy.
* Starting the next phase of the Strategy with Directors and Managers develop plans further. These plans will be approved at the Board of Trustees In February and then will be shared
* There are currently a few financial concerns with end of year predictions being £30K under budget, compared to £5k last year. This is attributed to several factors, including the decline in Totum cards sales and a reduction in students using the gym. However, commercial areas are exceeding budget and all budgets will be re-forecast in January.
* The Board of Trustees and Directors will be having two days away from the office on the 6th and 7th December.
* UPSU received no increase in the Block Grant funding from the university last year and are preparing an application for this year. UPSU produce an outputs paper to show what the union achieves/what the block grant is spent on.
* Preparing for the ASM on the 4th December, please do attend.
* The NUS Affiliation Referendum is open from 26th-30th November and results will be announced the week beginning 3rd December.
* The SU will close for Christmas on 20th December

Sarah Davey, Deputy CEO and Director of Membership Services explained that UPSU had commissioned an external company called Redbrick to undertake research for the Strategic Plan. They are also working with UPSU this year to undertake a series of surveys focusing on different aspects of the student experience. There will be three surveys spread over the year and they will be targeted at different groups to avoid survey fatigue.The first survey will be regarding arrivals and freshers and data should be shared back with UPSU in January. There are key and optional questions available covering topics such as commercial services, employability and wellbeing. Feedback will used internally to inform staff and, where appropriate, this will also be shared with representatives.  |
| Part-time Officer updates  |
| Reports were circulated in advance of the meeting. Brandon Carr-Malloch reported that he was working on a campaigning against casual prejudice, he would like to work with as many Sabbatical Officers, Part-time Officers and School Reps as possible, so do get in touch if you would like to get involved. Simran Tak added that they would like to run a similar campaign regarding casual racism.Maja Smith, VP Education explained that last year a previous officer identified that there was no effective reporting mechanism for hate crime and there is currently a working group looking at developing a reporting tool for both anonymous and non-anonymous reporting.Maja further added that a new award has been added to the SSTAR Awards this year to celebrate champions of equality and diversity.**Action: Maja Smith to share the minutes of the relevant meeting relating to anonymous reporting of hate crime.**Tilda Fraser, VP Welfare and Diversity noted that if any student contacts the advice centre regarding a hate crime, they are given appropriate support and signposted to the relevant information.Sarah Davey, Deputy CEO and Director of Membership Services added that the Students’ Union have been in discussion with the university about this previously and that a joint approach that offers a range if diverse, inclusive people to report to, is needed. It is heoped that the reporting tool will lead to that eventually.  |
| School Rep updates  |
| Reports were circulated in advance of the meeting. It was reiterated that if School Reps need support about any aspect of their role, they should contact the Student Voice team and/or the VP Education.  |
| Accountability Board Update |
| James Lord, Chair of Accountability Board explained that they are there to support elected reps and students in engaging in open and transparent dialogue.James noted that several reports were submitted after the deadline and a few reps did not submit any reports. In future, this will count as a ‘strike’ as explained in the code of conduct.There are three policy proposals due to expire next semester;

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| [I](https://www.upsu.com/pageassets/studentvoice/unioncouncil/Improving-Recycling-at-UPSU-Motion-Revised.pdf)[mprove Recycling at UPSU](https://www.upsu.com/pageassets/studentvoice/Improving-Recycling-at-UPSU-Motion-Revised.pdf) |
| [Gender-neutral Toilets and Sign-posting](https://www.upsu.com/pageassets/studentvoice/unioncouncil/Gender-neutral-toilets-and-sign-posting-motion.pdf) |
| [Reduce Deadnaming and Misgendering](https://www.upsu.com/pageassets/studentvoice/unioncouncil/Reduce-Deadnaming-and-Misgendering-motion.pdf) |  |  |

 James confirmed that the next drop in session is scheduled for 6th December 14:00 – 15:00, in the Hive. If anyone needs to contact the Accountability Board they can email at accountability@upsu.com  |
| Sabbatical Officers Update |
| Reports were circulated before the meeting. Sabbatical Officers gave a verbal update on those items that had progressed or arisen since the reports were distributed.Maja Smith, VP Education reported that the university have just launched a new module evaluation tool which all university surveys and feedback will move to eventually, except the National Student Survey. Maja noted that the Student Perception Questionnaire will not be rolled out to all courses next year, however, some courses have chosen to run it. There will be a option of completing online or paper forms, depending on what Is decided is most appropriate, with both being fed into the system for collationBen Morris, VP Sport reported that the second sports and wellbeing meeting was really positive and it is hoped additional funding from the university will be forthcoming in due course.Matilda Fraser, VP Welfare and Diversity reported that the new Advice Volunteers have been trained and the six students will start in January to signpost to student services and to support campaigns.Alex Doyle, President noted that members of University Executive Group will be attending future Sports and Societies forums to answer questions, these will be open to all students **Action: Alex Doyle to circulate dates of Forums where UEG will be attending** Bitty Inyang, VP Communities reported that the international guarantor scheme has been approved but no date has been set for the launch yet. This week is international employability week, do check out the events on Facebook.Charlotte Panchaud, VP Activities reported that term one funding has been allocated with 87 societies being given more money than ever before. A positivity campaign is being planned; this will be a collaborative celebration of equality and diversity on campus. Do get involved in the campaign and do share ideas.  |
| Trustees Update  |
| The Trustee Board had an extraordinary meeting to discuss NUS Affiliation but have not yet met to discuss anything else.Brandon Carr-Malloch, Part-time LGBT+ Officer noted that in his experience, NUS have engaged more than other organisations. Charlotte Panchaud, VP Activities & Development agreed that they are active in some areas but that there is a feeling that they no longer have the political influence they once had. For example, SU’s were told not to submit policy to conference as NUS were unable to progress anything.Tilda Fraser noted that she understood Brandon’s concern regarding links with NUS however, she saw no reason why working with other local unions and organisations could not be as positive. Charlotte Panchaud, VP Activities & Development and Ben Morris, VP Sport both added that he support they had received had been from other Sabbatical Officers and not from NUS.Debate Society are hosting a debate on Thursday 29th, do attend. |
| AOB | Rep LanyardsJasmine Hammond-Hart, Plymouth Institute of Education School Rep suggested that School Reps and Part-time Officers should have lanyards to make them more visible. Student Voice will progress this**Action: All to submit photo and information for the website**  |
| Dates for the Diary  | ASM 4th December, all to attend Referendum voting closes 30th November 17:00 |
| Next Meeting  | 29th January 2019 |

## Actions from this meeting

**Action: Maja Smith to share the minutes of the relevant meeting relating to anonymous reporting of hate crime.**

**Action: Alex Doyle to circulate dates of Forums where UEG will be attending**

**Action: All to submit photo and information for the website**