



UNION EXECUTIVE COMMITTEE MINUTES

PRESIDENT, CHAIR
TUESDAY 25TH MAY 2021, 2PM
VIA MICROSOFT TEAMS

Present: Phoebe Bastiani (President of the Students' Union – Chair, PRES, she/her); Simeon Orduen (President of Education, PE, he/him); Ellis Leonard (President of Activities, PA, he/him); Ryan Ward (Student Trustee, RW, he/him); Huseyin Arslan (Student Trustee, HA, he/him)

Attending: Jane Stafford (Chief Executive, CEO, she/her); Nicole Steele (Student Voice Manager, SVM, she/her); Alexandra Tute (Student Opportunities Manager, SOM, she/her); Leanne Spencer (Administration Co-Ordinator – Minutes, AC, she/her)

Apologies: Sian Doherty (President of Sports, PS, she/her); Gina Rayment (Advice Centre Manager, ACM, she/her); Evie Kyte (President of Inclusivity & Diversity, PID, she/her)

Welcome and apologies

Chair welcomed the Committee to the meeting.

1. Minutes of previous meeting

The Committee APPROVED the minutes of the previous meeting as a correct record.

2. Matters arising

The Committee NOTED the matters arising. An update on ongoing actions will be given at the next meeting.

Items for Decision/Approval

3. Honorary Life Memberships

The Committee APPROVED the following Honorary Life Memberships:

Aiden Hughes
Callum Best
Charlotte Jude
Grace Burnett
Jack Wilfan
Jacob Thorne
Kate Robinson
Lucy Tune
Ovie Enuke
Sam Mills
Samantha Kitchen

4. Associate Memberships

The Committee discussed Associate Memberships and the recommendations set out in the paper. The main points raised, and recommendations from the Committee, were:

- That a write up of the process that would be available to applicants on the Associate Membership page on the website
- The Five-Year fee be removed from the application form
- All applicants who are University of Hull Alumni are checked to see if they have been subject to a disciplinary process or have been banned from the Students' Union
- A staff protocol/checklist should be created to ensure that the application process is completed properly
- The Associate Membership fee does not go to the society or club, but to a separate budget
- The process should still be digital, but it is understandable that the word document form is used until the issues with SUMS are resolved. It was noted that the Junior Web Developer has done a good job with the complaints process so he could replicate this potentially for Associate Memberships

The Committee AGREED that PRES and AC will have a meeting to discuss the points raised by the Committee and then feedback to them.

ACTION: AC to add the Associate Membership process to the website

ACTION: AC to remove the five-year fee column on the word document application form and update the branding

ACTION: AC to check in with the Junior Web Developer around replicating the complaints process for Associate Memberships

ACTION: AC and PRES to have a meeting to discuss the points raised by the Committee

The Committee APPROVED the Associate Membership applications from the March Union Executive Committee meeting.

5. Draft proposal to turn Angels into Wellbeing Champions

PRES explained that she is waiting for feedback and will give an update at the next Union Executive Committee.

Items for Update/Discussion


6. President Team Accountability Reports

a. President of the Students' Union

Take as read.

PRES explained that, in addition to her report, she is also in discussions with students who have been affected by the crisis in Gaza to see if there is anything we can do to support them.

RW asked if we know if we have any students who are from Israel or Palestine and asked if we can help them first before getting involved in any movements. PRES replied that we have reached out to a few people and explained that we do have societies for them but they are not active. PRES said that she and HA wanted to do a march, but noted that it could become very complicated and we need to do something that will not cause difficulties for either side.



CEO communicated that she was invited to a briefing for the Voice of Jewish Students Nationally last Wednesday. CEO explained that she has the slides and has emailed them for the recording. CEO suggested that it would be useful to watch the video before we decide on a course of action. CEO noted that the situation does not affect the students as students under the new campaigning rules, therefore we cannot get involved as it would clash with our charitable status.

CEO said that she will upload the Campaigns Policy to the website so that PRES can reference it. CEO stated that the key thing that came through from the briefing was to reach out to the Jewish societies to see if there is anything we can do to support, this is something which we have been doing.

ACTION: CEO to have the Campaigns Policy uploaded to the website

ACTION: CEO to send slides and the recording to the Committee

PE asked for clarification around how the Sleep Out/Sit in would happen; PRES explained that the Sleep Out/Sit In will raise money for women's charities and is hoping to get some speakers for the event as well.

SOM communicated that HA has done some work to do a Sleep Out to raise awareness around homelessness; PRES suggested that there is the potential to do a joint Sleep Out and stated that she will be discussing this with HA.

ACTION: PRES and HA to discuss a joint Sleep Out

b. President of Inclusivity & Diversity

Take as read.

c. President of Activities

Take as read.

PE asked if it would be useful to have an induction on how the Students' Union raise security issues with the University. PRES communicated that she has had a similar conversation with the Student Misconduct Officer at the University around HUSU staff reporting directly to misconduct at the University. PRES said that the Student Misconduct Officer currently runs training for staff at the University and she is hoping to run something similar for staff at HUSU.


d. President of Sport

Take as read.

e. President of Education

Take as read.

PE said that he met with the Dean of the Faculty of Health Sciences to discuss the concerns of Nursing students. PE communicated that universities are doing a lot of placement grabbing and conversations have been had with the agency handling placements to try and resolve that so that universities get placements in their region first.



7. Student Voice Team Highlight Report

Take as read.

CEO communicated that she has had a meeting with the University Secretary about the External Speakers Policy and he is happy to work with SVM directly on updating it.

8. Student Opportunities Highlight Report

Take as read.

9. Academic Representation Task and Finish Group update

PE explained that the task and finish group has been having conversations around the structure, nothing has been finalised yet. PE communicated that the group have agreed to look at the shape and size of academic representation and whether we need to restructure. PE explained that we can then train staff and look at rollover for course reps so that they do not need to do the training again. PE said that we have looked at the code of practice to ensure that it is clear what we and the University have to do. PE noted that we cannot make substantive changes to the structure as Union Council has ended for this academic year.

SOM asked if there was any thought about how the Academic Societies would link with academic representation; PE replied that we have been trying to declutter the issues in the system to make it easier for them to be linked up. PE explained that we will have discussions around this when we get to discussions around restructuring.

Items for Noting

10. Community Working Group Minutes

The Committee NOTED the minutes.

Any Other Business


Advice Centre Highlight Report

Take as read.

CEO said that we will be doing a services review for the Advice Centre as they lost the most staff due to the pandemic, we have put some funds in the budget to replace staff.

CEO gave an update on volunteering and explained that she has met with the Head of Sport and Student Life as he is leading the project at the University. CEO communicated that he has identified the framework and he said that he would work with us as the University are hoping to learn from us. CEO said that we will not be giving any of our volunteering to the University as that is not in their plans.

VC Meeting update



PRES said that notes had been sent out this morning. The Committee NOTED the Meeting with VC Agenda Notes.

CEO suggested setting up a petition to lobby the University on library opening hours.

ACTION: PRES and PE to discuss the library petition and send email around to the Committee

Student Death Policy

CEO explained that there is a Student Death Policy at the University and the management of it sits in Student Services. CEO has challenged the sending of student death notifications to the President of the Students' Union and has asked that she is copied in on such emails as a President is more likely to know the person. CEO said that she now has a copy of the policy and is making a flow chart so that we can check in with student groups and will be feeding back to the University about students who may need support. CEO explained that the business continuity plan has also been updated and we are looking at setting up a level 3 team which will involve the managers until we resolve what our duties are in regards to a student death. CEO said that it has been approved by SLT and will go to the Board for approval.

CEO said that we had notification of a student death a couple of weeks ago and we are holding the wake on behalf of the family. CEO communicated that the Commercial Services Director is working with the sister of the deceased and it will be held in Asylum.

Never OK Campaign

CEO communicated that the Head of Sport and Student Life will taking over this project as the Director of Student Services is leaving. CEO is currently chair of the action group and is looking at HUSU being more involved.

Reports for UEC in June

PRES informed the Committee that the deadline for the reports for next Union Executive Committee is next week, with papers to go out the week after.

Next meeting: Tuesday 15th June 2021

President of the Students' Union Report

Phoebe Bastiani

27/04/21

Objectives		
<u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
<p><u>Sustainability & Community</u> To improve environmental sustainability of HUSU and the wider University community</p>	<p>BIODIVERSITY</p> <ul style="list-style-type: none"> • 2 litter pick days on campus and now planning the planting days and wildlife building days e.g. hedgehog houses etc • Continuing to work with members of the Sustainability board to plan and implement biodiversity across campus- vegetable patches, rooftop gardens <p>CAMPUS WASTE</p> <ul style="list-style-type: none"> • Plastic pledge, working with the University to revamp the plastic pledge <p>SUSTAINABILITY</p> <ul style="list-style-type: none"> • Green ambassadors • Planning for world environment day 	<ul style="list-style-type: none"> • Do an audit of the University campus and recycling bins • Campus biodiversity audit with the University • Work with University to resolve issues raised in the security survey responses

	<ul style="list-style-type: none"> • Student sustainability training • Sustainability policy • Working with HUSU staff to deliver other community schemes such as pink bags etc. & Waste Wednesdays <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Written an open letter to landlords asking for them to be flexible given the latest lockdown and also urging them to offer rebates for the cost of bills for those students who haven't returned to their accommodation. Continuing to lobby on this and asking landlords to be flexible if students wish to stay in their accommodation or want to leave contracts early given the latest govt guidance on students returning • Emergency accommodation survey! Review with the University 	
<p><u>Additional Costs & Value 4 Money</u></p>	<p>STUDENTS FIRST: REFUND. RETHINK. REINVEST.</p> <ul style="list-style-type: none"> • In talks with WORN & SUAF • Customer service workstream- improving the systems students use, lobbying the streamline the systems so students have a one-stop shop • Student credits petition & survey • Planning for protests 	<ul style="list-style-type: none"> • Continue to push the petition and the students first campaign • Lobby the university for student credits which will make sports/societies & other student activities more accessible and affordable
<p><u>Support, Safety, & Mental Health</u></p>	<p>CONSENT</p> <ul style="list-style-type: none"> • Working on promotion of consent training on My Journey- filming with Torch • GDPR issues now resolved so the module can go live! • Working with the University on sexual violence in a 	<ul style="list-style-type: none"> • Lobby to make consent training mandatory for student groups • Increase library opening hours on the weekend

	<p>group sponsored by the VC. Lobbying for increased resource in misconduct, an improved and updated misconduct policy around sexual violence and SVLOs/ISVAs.</p> <ul style="list-style-type: none"> • This ends now campaign launch- petition & social media awareness campaign- planning next action groups and recruitment of new students as others graduate • One Hull of a woman- leave me the hull alone campaign- continuing to work with ambassadors to improve safety on campus and with the 'Our Streets Now' campaign to end PSH • Organising an event for post May 17th that will keep the momentum of reclaim the night going • Planning a week of celebrations for liberation groups in June <p>COVID-19</p> <ul style="list-style-type: none"> • Library opening hours- finally increased opening hours Mon-Fri to midnight- continuing to lobby for the increase to 24/7 • Continuing to lobby re panopto recordings <p>MENTAL HEALTH</p> <ul style="list-style-type: none"> • Organising a series of coffee mornings with various staff and lecturers- looking to now do some of these in person, outside so booking out marquees • Tea & Toast • I am leading on a community workstream to improve the mental health support for students in a community setting (working in partnership with the University). • Wellbeing champs/advocates & angels projects 	<ul style="list-style-type: none"> • Plan and implement a buddy scheme for OHOAW • End the stigma campaign • Growing for wellbeing week (June)
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	<ul style="list-style-type: none"> • Healthy heads hull- planning for mental health awareness week and stress awareness month • One hull of a woman MH strand- fabulass programme development 	
<u>Social & Transparency</u>	<ul style="list-style-type: none"> • Continuing weekly drop-in sessions on teams for students • Re introducing tea & toast and choc & chat 	<ul style="list-style-type: none"> • Q+A session for students

<u>Core Responsibilities</u> Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.	
Name of activity	Description
Look after your mate train the trainer	Did a training course so I can now deliver the training to students
USEEEC strategy	Completed and handed back to the University
PTO Reform Task & Finish	Reform and improvement of current PTO roles and training- leading on this work

President of Inclusivity and Diversity Report

Evie Kyte

12.05.21(For Union Executive Committee 25.05.21)

Objectives		
<u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Accessibility	<p>Image Descriptions</p> <ul style="list-style-type: none"> • Motion at Union council for image descriptions passed! • HUSU marketing team developing inclusive marketing policy to encompass this and closed captions. • The University already going through archived content to add image descriptions. <p>Closed Captions</p> <ul style="list-style-type: none"> • Delivered training on importance of closed captions to course reps. • Updated that from September 2021 in the new academic year, lecturers will be expected to use closed captioning. This will be via panopto. 	Release communication to students RE closed captions and image descriptions.
LGBT+ Students	<ul style="list-style-type: none"> • Released statement RE preferred names. https://hulluniunion.com/news/article/preferred-names?fbclid=IwAR3qTfQkDpZhHKmeHy-Sn6l-KknXQcspSFCsNKfISWf683Uw-w_-fTIOS3w • After delayed response from University RE gender neutral toilets, produced statement. 	Chase up estates team in a couple of weeks RE gender neutral toilets, and if no progress, release

	<p>https://www.facebook.com/photo?fbid=511432583498059&set=a.110338123607509</p> <ul style="list-style-type: none"> • Social Justice board for May cancelled and therefore will present LGBT+ mental health report in June • Presented Black Asian and Minority Ethnicity and LGBT+ mental health reports to EDI committee with emphasis on HUSU's role in the recommendations. Actioned a meeting to discuss how this could be incorporated in to the organisation's EDI plan. 	further statement.
<p>Mitigating Circumstances</p> <p>Collective Trauma</p> <p>Communications and mitigating circumstances that account for events which have impacted an individual because of their community/protected characteristic, rather than family member/friend. Further context here https://universityofhull.box.com/s/pjih2pbd0gv8r6d1hcnagqshmjantv58</p> <p>Disability/Long term conditions</p> <p>What evidence do students with disabilities/long term conditions submit for mitigating circumstances? Do they have to repeatedly submit evidence.</p>	<p>Mitigating Circumstances</p> <p>Collective trauma</p> <ul style="list-style-type: none"> • There were three meetings of this group. • Wrote rolling communications and standard communications for explaining what collective trauma is and how students could find support. • On final meeting (7th May) I chaired and the group made the following decision • Collective trauma to be allowed as a valid reason via the self-certification route • Communications about collective trauma and mit circs and other support mechanisms to happen on a rolling basis. Focus towards having general communications about what collective trauma is, and awareness of lots of different events going on in the world. Concern of focusing on responding to every specific event, a) lots of work b) Students may feel dismissed if there is not an oversight is there is not a communication about something. • Any wider projects/issues RE mitigating circumstances to be taken as a wider long term group. I have given my recommendations for important things for this group to 	<ul style="list-style-type: none"> • Decision for collective trauma to be formally approved at Education committee on 12th May (fingers crossed). • Meeting with Katharine Hubbard and Kate Crawford to discuss proposal in more depth.

	<p>discuss based on my conversations with students.</p> <ul style="list-style-type: none">• Evidence for disability/long-term conditions and mitigating circumstances• Faculty hub staff's awareness of support/organisations that might be used to support a condition. (eg accounts that hub staff were not aware that Let's talk was specifically for mental health conditions)• Increased self-certifications, and support for those who self-certify several times.	
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President of Activities Report

Ellis Leonard

17.05.2021

Objectives		
<u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Accommodation Security Survey Report	<p>Currently in the process of writing up the results from our Security Accommodation Survey, to present to the university</p> <p>The results contain some rather sensitive information that I'm currently figuring out the best way to include the sensitive information into the report.</p>	<p>We have dug into some information that came up on the report and have some 'unsubstantial' information that I wish to present to the university for them to investigate, regarding the name of a specific security guard that popped up frequently.</p> <p>I'll be speaking to some staff to see the best way to approach on this, but it will be a recommendation for the university to fully investigate</p>

		<p>what we present and get back to us with a report of their own on the information that we present.</p>
<p>Livestream Training</p>	<p>I've been working closely with Torch TV and their new equipment so that we can be prepared for them to be able to Livestream events coming up and in the years to come!</p> <p>Also working closely with Marketing so that if Torch are unavailable to do any livestreaming of an event, we have marketing trained and able to do so as it is actually quite easy once you learn how!</p>	<p>Have dedicated training year in and out for Torch TV and anyone who needs it so that we can use more internal people to cover any livestreaming we may need</p> <p>This allows for cost saving and advertisement of student led activities because if Torch lead on livestreaming for things such as; Awards, Elections etc. it shows that we have our student voice back and continuing to represent the students! It also gives them plenty of employable experiences, allowing for them to run Torch TV (in effect) as a small business.</p>
<p>Never OK Campaign – Torch TV</p>	<p>Jane and I met with Torch TV Committee members (This years and next years) to discuss their interested involvement in inputting creative ideas etc into the Never OK Campaign. They expressed their interest in being involved and believed that it would give them a consistent project to always be</p>	<p>To link up the Never OK Campaign group with Torch TV to discuss their first project, costs, ideas etc and see where Torch can go with what the</p>

	<p>involved in</p> <p>It's really exciting to see Torch TV really getting involved in projects like this within the University/Union and really utilising student's creativity in projects.</p>	group one!
O'Neils	<p>Sian, Alex, Lizzie, Vicky, and myself attended a meeting with O'Neils to see if they can offer a 'societies' version of clothing for what they currently offer for sports teams.</p> <p>They believe that they can offer what we would be after, which is a optional societies store for them to get their t-shirts, hoodies, etc in one place that offers quality at affordable to students prices!</p>	<p>We need to come up with a 'societies' colours, similar to how the AU uses Blue and Yellow for branding – go out to the students and see if they like the idea and want it.</p> <p>They wouldn't have to shop with O'Neils, it would be optional to see how it runs and if it works for us. This is another step in creating a 'unified' zone in the same way that sports zone pulls together. A lot of work to do!</p>
Committee Fest	<p>We have just held our two week event; Committee Fest for the upcoming committees for the next academic year, and those who have been in committees this year. I've had some good feedback on this and students really seemed to appreciate it!</p> <p>I worked mostly on the Societies and Volunteering workshops for committee fest and really enjoyed having the opportunity to speak to so many students who will be undertaking these roles in the next academic year! I felt like it was a good opportunity for myself to get out there</p>	

	(especially with COVID) and speak to those students and allow them to get to know me.	
Opportunities – June/July Social Media Campaign	<p>Last year Sian did August and I did SOCTober – These were rather successful campaigns in using our social medias to advertise student groups!</p> <p>I want to do something similar again but for a combined Opportunities campaign – this would focus on groups that still require committee members to advertise these, also volunteering and employability opportunities for students.</p>	Name and Graphics – was thinking something like Oppor-junities but it's a bit of an ugly awful pun, happy for anyone who has suggestions (please)

President of Education Report

Simeon Orduen

20.05.2021

Objectives		
<u>Objective & Context</u> Name the objective you are working towards. Briefly describe why this is your objective, who it affects and what outcome you would like to achieve.	<u>Completed actions</u> Include subheadings and detail of engagement with students, meetings and feedback to students.	<u>Next Steps</u> List your next steps and what you hope to achieve from them.
Nursing student concerns	<p>Following several meetings with Nursing students, I put together a list of the feedback they had given regarding their current student experience, as well as some of their concerns about things going forward as well.</p> <p>Some of these include:</p> <ul style="list-style-type: none">• Lack of clear communication:• Placements• Inconsistencies in Teaching <p>In addition, there are reports of students withdrawing or considering dropping out.</p> <p>As at the time of writing this report, I have a meeting this afternoon to discuss this further</p>	While I am still here, should Benedict require anything from me to support with this, I am happy to help!

<p>The Academic Experience of Muslim students</p>	<p>In recent weeks, I have done my best to raise this issues that were going to affect Muslim students during this time; some of them before they occurred and others afterwards. So far, to no avail.</p> <p>I tried to ask for the extension of library hours to enable these students better cope with having to study and complete their work whilst observing the Ramadan to no avail. I was invited by Evie to a meeting with a student who was raising a concern around her inability to celebrate Eid, due to clashes with Exams.</p> <p>To top it off, there was been no guidance from the government nor Universities around travel plans or anything during this time.</p> <p>I have further raised this with Susan Lea , Becky Huxley-Binns, Alison Craig & Kate Crawford. I am hoping that going forward, Muslim students will be taking into consideration for planning and procedures at least, at our University.</p> <p>I am currently thinking on what more I can do during the little time I have let to support these students and get their voices heard.</p>	<p>Keep working with Ellis to support his work around this.</p>
<p>Feedback on:</p> <ul style="list-style-type: none"> • The Knowledge Management Framework • Academic Integrity Charter 	<ul style="list-style-type: none"> • Knowledge Management Framework: I was contacted to give some feedback on this. The Knowledge management framework (KMF) is intended to support academics and students in the development of the competency of Knowledge management. It had to do a lot with ensuring that the right support was put in place to ensure that students have an optimal academic experience. It covered things like: 	

- Referencing
- How to read different kinds of information
- Data collection, etc.

It also seeks to break the barriers put up by the **'assumed student,'** which a lot of times leads to disadvantaged students being left when process, procedures & support is put in place.

I mentioned the fact that it was important that they did not forget that there is also the **'assumed lecturer/staff'** as well, as Universities tend to hold wonderful assumption that **most(if not all)** their staff want the best for students or are in support of the ideals of ULT or the strategic direction of the University. We must remember that we are dealing with human beings, and human beings are more complicated than that.

- Academic integrity charter (still ongoing):
The University are looking to sign up to QAA's Academic Integrity Charter. At the moment, I am not completely in support of QAA's charter. They seem to subtly emphasise on Essay mills and assigning the blame on students without a focus on supporting them (or at least that is how it comes across to me). The University have also omitted the fourth principle within the original QAA charter, which is **'Engage with and empower students.'**

We are still going to have further conversations on this before the feedback window closes.

Core Responsibilities

Includes meetings, events, extra campaigns, training, assisting student training etc. include details of student engagement and student feedback where relevant. Check your standing order for guidance.

Name of activity	Description
QAA Conference	<p>I would not support asking members of the student community attending these as they are very inaccessible for a lot of students. Only about one-sixths of the time I spent there was useful for me. I would have expected that QAA would have answers to some of the questions I was asking them as related to making education Inclusive, but for the most part, they had no solutions.</p> <p>This makes me question whether they are really useful for Quality Assurance from an Inclusive point of view, as I believe they excel more on the operational side of things.</p>