

**UNION COUNCIL – Monday 16 October 2017 – Meeting Room 1,
6:30pm**

AGENDA

1. Election of the Chair and Deputy Chair of Union Council
2. Co-option of Postgraduate Taught Students Officer
3. Adoption of the agenda
4. Apologies for absence (for acceptance)
5. Minutes from previous meeting (to note) (Paper A)
6. Trustee Board minutes (to note) (Paper B)
7. Student Officer Reports – Objective updates (Paper C)
 - a. President
 - b. Education Officer
 - c. Welfare & Community Officer
 - d. Sports Officer
8. Ratification of Societies (for acceptance) (Paper D)
9. New General Business
 - 8.1 M.1718-1 Motion to move the Environment & Ethics Officer to the Welfare & Community Zone (Paper E)
10. Your Ideas (if relevant)
11. AOB

Date of next meeting:

The next meeting of Union Council will take place on Monday, 13 November, 6.30pm, Meeting Room 1.

HULL UNIVERSITY UNION

UNION COUNCIL – Monday, 8 May 2017 – Hull Campus, 6:30pm, Meeting Room 2

MINUTES

Attendance

First Name	Surname	Position	Attendance		
			20 th Feb	27 th March	8 th May
Student Officers					
Matthew	Thorneycroft	VP Education			
George	Bainbridge	VP Welfare & Community			
Amy	Jackson	VP Activities			
Matthew	Bramall	VP Sport			
Simon	Hernandez	VP Scarborough			
Governance Zone					
Edward	Towers	Campaigns and Democracy Officer			
Aona	Stuart	Environment and Ethics Officer			N/A
Welfare & Community Zone					
Connor	Robinson	LINKS Officer			
Connor	Massey	LGBT+ Officer (Role share)			
Rayne	Goddard			N/A	N/A
Claire	Govera	Black Asian Minority and Ethnic (BAME) Officer			
Kym	Cardona	Women's Officer			
VACANT		Disabled Students Officer	N/A	N/A	N/A

Education Zone					
VACANT		Mature Students Officer	N/A	N/A	N/A
VACANT		Part-time Students Officer	N/A	N/A	N/A
VACANT		Postgraduate Taught Officer	N/A	N/A	N/A
Rebecca	Devine	Postgraduate Research Officer			
Qiwen	Wu	International Students Officer			N/A
Vassili	Crispi	Faculty Rep Hull York Medical School			
Steven	Storey	Faculty Rep Faculty of Science and Engineering			
Jack	Price	Faculty Rep FACE			
Victoria	Welborn	Faculty Rep Faculty of Health and Social Care			
Charlie	Hart	Faculty Rep Business, Law and Politics			
Theodoros	Stylianou	Faculty Rep Business, Law and Politics			
Lisa	George	Course Rep Forum Rep			N/A
Carla	Busuttil	Course Rep Forum Rep			N/A
Activities Zone					
Christopher	Knott	Chair SEC			N/A
		Media Representative	N/A	Henry Smith	Tim Goodfell ow
Danielle	Griffin	Chair RAG			

Max	Cummins	Societies Council Rep			
Scarborough					
Bernhard	Budin	Campaigns Officer			
Josiah	Barker	Community Officer			
James	Lamb	Sports Officer			
Eden	Clark	Welfare Officer			
Rebecca	Potter	Education Officer			
Rosalyn	Davey	Equality and Diversity Officer			
Sports Zone					
Evie	Edmed	AU Tour Officer			N/A
Declan	Whiting	AU Kit & Equipment Officer			
Jags	Sanghera	AU BUCS Officer			
Millie	Rowbotham	AU Participation & Inclusivity Officer			
Laura	Webb	AU Secretary & Communications Officer			
Kimberley	Houghton	AU Varsity & Events Officer			
Councillors for Scrutiny					
Ben	Howard	Councillor for Scrutiny - Education		N/A	N/A
Elizabeth	Barracough	Councillor for Scrutiny – Education			
Oliver Edward	Taylor	Councillor for Scrutiny – Governance			
Christian	Calgie	Councillor for Scrutiny – Governance			N/A
Joshua	McMullan	Councillor for Scrutiny - Activities		N/A	N/A

Salman	Anwar	Councillor for Scrutiny – Activities			
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In attendance:

Tania Struetzel, Democracy & Governance Co-ordinator (DGC)
Emily Normington, Executive Support Co-ordinator (ESC, Minutes)
Liz Pearce, Membership Services Director (MSD)
Joseph Sanderson (Badminton Club)
Jennie Watts (VP Welfare & Community – elect)
Daniel Linford (RAG Treasurer – elect)
Abigail Triner (Chair RAG – elect)
Ellie Gillies
Katie Wilkie (WARPS President-elect)

1. Adoption of the agenda
Agenda adopted.
2. Resignations (to note)
Christopher Knott, Chair SEC
3. Apologies for absence (for acceptance)
Apologies accepted as noted above.
4. Minutes from previous meeting (for approval) (Paper A)
Minutes approved as a correct record.
5. Elections Report (to note) (Paper B)
No questions received.
6. New General Business

6.1 M.1617-22 Motion to amend SO 4002 Sports Zone (Paper F)

VPS read through the motion. VPA suggested an amendment, as Union Council has no financial impact, VPA agreed with some elements of the proposed motion, however noted that other zones could take issue with it; VPA recommended appointing but not paying AU Exec, and instead giving the officer team a mandate to improve support for volunteers generally. VPE suggested to work on it as a project as a zone by zone change. The amendment was seconded by other members.

Amendment to remove Resolves 1 and only state that the selection process for AU Exec members will change to appointment. To add to Resolves to mandate the Student Officers to discuss this project proposal at their next UEC meeting and holistically review support for part-time Officers.

With 9 in the affirmative, 2 in the negative and 4 abstentions, the amendment passed.

VPS clarified that the AU Presidents have passed this motion at the last AU Council as they feel this must go ahead to improve their zone. Kim Houghton (KH) said she spends 75% of her week doing admin roles within the SU, she doesn't engage with students or the community to represent students, it's a role with a lot of admin; if it was a paid role, it would give students the opportunity to be involved and get paid; KH added she gave up her paid job to fulfil the role.

VPE said it should not be restricted to the AU, student staff could help with other zones, not just the AU. VPA added that generic student staff could do these tasks, KH said staff must be passionate about the AU to apply. Max Cummins (MC) is currently a student staff member and involved in societies, agreed that the roles are needed, student staff is a good idea; however noted that UC cannot pass financial decisions. KH said this motion can be passed, but may be rejected by the Trustee Board. KH noted that this would be the only way for the AU to move forward.

VPSc agreed that it could bring issues with other zones, however if this worked out, it would be easier to lobby for officers of other zones to be paid for their roles; KH in agreement. Jack Price (JP) asked for clarification on whether applicants would be general or AU; KH confirmed that anyone could apply, applicants would know it's an AU role but there would be no set role, just AU staff; there would be a list of tasks which must be done.

VPWC asked whether there could just be one paid role, 4 may be too many financially. VPE suggested 1 project lead, with 3 voluntary. Connor Massey (CM) pointed out that AU Presidents agreed with this proposal. CM asked who would be conducting interviews; would it need to be a more neutral panel not just Sports & Societies Co-ordinator and VPS. DGC clarified that interview process would follow standard HUU HR procedures.

VPA reiterated her amendment to mandate Student Officers to discuss who should be paid within HUU, but still implement the appointment of roles rather than election, potentially aided by the creation of a volunteer agreement.

With 14 in the affirmative, 0 in the negative and 1 abstention, the motion as amended passed.

6.2 M.1617-24 Motion to amend SOs 1001, 2001, 3001, 4001, and 5001 relating to the Student Officers (Paper H)

VPA explained the proposed motion and the reasons behind it. Jennie Watts (JW) said the Officer-elects did not approve the proposed name change of the VPWC role to Equality & Community; JW noted that she had issues with the equality title as welfare covered a wider range of issues than just equality and liberation and proposed that there should be more discussion about the title of the role. KH pointed out that there are welfare officers now in the sports zone, and that students view them as a support or counselling role which they are not; these issues are not the job of an officer, hence the new title would be representative of the role. JW agreed that it is not a counselling role, but reiterated that there must be more discussion within the zone to change the name of the role and zone. VPWC withdrew support from his own motion. VPE said the word 'welfare' must be removed, KH agreed. JW proposed an amendment for the next officer team to review and change the role title in the upcoming academic year. VPE said this would be too late for 2017/18 as marketing material would show the title. CR asked where LINKS would fit in; VPA responded that they are part of the community; CR noted that LINKS do wider welfare work. VPE highlighted that they are not counsellors. CM proposed an *amendment to remove the name change to Equality & Community from Resolves and instead launch a wider consultation on the role title led by the incoming Student Officer Team*. The amendment was seconded.

With 12 in the affirmative, 1 in the negative and 2 abstentions the amendment passed.

With 13 in the affirmative, 1 in the negative and 1 abstention the motion as amended passed.

6.3 M.1617-21 Motion to amend SO 8007 Complaints Procedure (Paper E)

VPA explained the motion and updates to the complaints procedure. UC had no questions on the motion.

With 13 in the affirmative, 0 in the negative and 2 abstentions, the motion passed.

6.4 M.1617-23 Motion to give the Trans Representative on the LGBT+ Committee a vote on Union Council and on the Welfare and Community Zone (Paper G)

Connor Massey (CM) explained the motion, adding that this position would continue to be elected at an AGM not by a campus wide ballot.

Edward Towers (ET) noted that the LGBT+ Officers represent the whole community and queried why those roles existed if they were not representative of all LGBT+ issues; did not believe it should be divided up. CM responded that this was what the trans* community wanted to ensure their specific issues would not be overlooked. ET noted that he had received concerns from a trans* student regarding the proposed motion. CM responded that this would be additional representation. VPA highlighted that this was what students asked for and therefore representative. Student noted that VPS had to represent all of sport, therefore how could the additional role be defended when the sport roles are different too; VPA clarified Student Officers have no vote on UC.

VPE raised concerns about representation for representation's sake as any zone could say a similar thing to gain more votes and have additional roles; questioned whether this undermined the LGBT+ Officers, noted it would make UC bigger and was unnecessary. VPSc responded that there are some cases where it may feel like that was true, however liberation groups should be an exception to the rule, and it would account for differing views to represent other issues. VPA added that trans* students were underrepresented and that this proposal would help to alleviate that.

ET raised concerns he had received from a trans* student, and queried again why there were two LGBT+ Officers if not all areas were accurately represented. He further noted that elevating the role of the trans* rep to a voting member on UC would change the dynamic within the LGBT+ committee as there are the co-officers who vote and represent the community by raising their concerns, but one group would be elevated above the rest, which could be divisive between the officers, and should not happen as the two roles should maintain unity. CM responded that it was originally created as a dual role to divide the work; it was not representation for representation's sake, but the representative element was very important.

Chair asked UC to move to a vote.

With 9 in the affirmative, 2 in the negative and 4 abstentions, the motion passed.

6.5 M.1617-25 Motion to allow members of Union Council to vote via proxy at Union Council (Paper I)

VPS explained the motion was to ensure UC was quorate by the introduction of proxy votes.

Danielle Griffin (DG) queried whether the person attending on someone's behalf would be random or from the same zone. DG proposed an amendment for the rep to be from the same zone; amendment seconded. ET asked how this would work for the Governance zone; VPA suggested adding the word "normally", then someone else could attend.

Amendment: The person holding a proxy-vote at Union Council should be from the same zone as the member whose proxy they have.

With 14 in the affirmative, 0 in the negative and 1 abstention, the amendment passed.

VPE questioned whether this could mean that someone was attending who had not been elected; VPA said they would reflect the vote of the person who had given the proxy. VPS asked whether this would create an excuse for UC members not to attend. JP asked if there was a limit on the number of votes any one member could hold. JP proposed an amendment for the maximum number of votes to be two, i.e. their own vote, plus 1 by proxy. KH said the trust would then have to be there, did not agree with UC officers having two votes. KH raised concerns that some may not understand what happens at UC. VPE added that this would be changing democracy. VPWC agreed that the motion defied democracy, as elected representatives would send someone in their stead.

Rebecca Devine highlighted that she would read a motion and form an opinion but may change her view based on the discussion and amendments. She further noted that elected representatives were elected for a reason and expected to attend; questioned why someone would come to the meeting if they could send someone else in their place.

CM agreed that elected reps should attend and suggested imposing a limit on how many proxy votes UC members can have per year. CM added that there have been trust issues and queried whether the chair should be shown paper/electronic submissions of the proxy votes. DG suggested letting DGC know about the votes for and against; VPE agreed this would be similar to postal vote. VPA asked whether votes could be emailed. DGC confirmed.

JP withdraws his amendment on the number of votes UC members may hold.

DG proposed an amendment that maximum twice a year, with good reason, UC members can email DGC explicit instructions on their votes, with no amendments; any amendments during the meeting turn vote into an abstention; amendment seconded.

Amendment:

If a member of Union Council cannot attend a meeting and wishes to give their proxy to another voting member, they must email the Democracy & Governance Co-ordinator their apology with good reason and designated proxy by noon on the day of the Union Council meeting. Explicit voting instructions must be included and are only accepted if received by the Democracy & Governance Co-ordinator in writing in advance of the meeting. If motions are amended during the meeting, the proxy-vote is automatically counted as a vote in abstention.

Union Council members can only use the option of proxy-voting twice per academic year.

With 11 in the affirmative, 1 in the negative and 3 abstentions, the amendment passed.

With 13 in the affirmative, 2 in the negative and 0 abstentions, the motion as amended passed.

6.6 M.1617-26 Motion to amend SO 2008 RAG (Paper J)¹

DG explained the reasons for the SO amendments; incoming and outgoing RAG committees have approved the changes. No questions were received.

¹ There has been no Activities zone meeting to approve this motion prior to Union Council.

With 14 in the affirmative, 0 in the negative and 1 abstention, the motion passed.

6.7 M.1617-27 Motion to remove the Course Rep Forum Representative positions (Paper K)

VPE explained the reasons for the change, adding the roles were not representative.

With 12 in the affirmative, 0 in the negative and 3 abstentions, the motion passed.

7. Student Officer Reports (Paper C)

a. VP Scarborough

VPSc worked with Health Care students to bring feedback to the Campus Management Team. The Easter Family Fun Day took place and was well received. VPSc attended the Exploring Equality and Diversity Themes event and is working on analysing results from the Liberation Education survey. VPSc has also started work on Mental Health Awareness Day and is making progress on the PTO training programme.

b. VP Activities

VPA report taken as read, the room bookings meeting has been postponed again. VPA added that University of Sanctuary is happening and reminded attendees to register to vote in the General Election. CM asked for more information on the sanctuary event; VPA said Hull is becoming a city for sanctuary due to refugee involvement, University would then help students who are asylum seekers to ensure they can get fee waivers and bursaries; they would still need the grades to get in, just to remove funding gap. MC asked at what point room bookings will be escalated with the University since they keep moving the meetings; VPA said it has gone to the University Registrar & Secretary. VPE added that the new Vice-Chancellor would be the next stage once they start. The meeting had been postponed by room bookings.

VPA promoted the elections debate with Hull North MP candidates on Wednesday evening.

c. VP Education

VPE pointed out that the first recommendations of the Student Voice Project have now been approved; SSCs have been reviewed and renamed as forums to make them more representative; processes have been changed and streamlined, the code of practice will be updated over the summer to reflect these changes. The project also suggested a brand to include all elements of student voice – surveys etc. Technology is the third element; new ways to gain feedback online to capture any issues will be reviewed by the working group next year.

JP asked about study abroad guidance, VPE said it is being developed into a code of practice.

VPSc queried the new technology proposed by the university; VPE said it would be a tool to capture concerns and issues on any topic.

d. VP Welfare & Community

VPWC took report as read, added that banana costumes have arrived and asked people to support his initiative of handing out exam packs. VPWC is working on a report on the fit to sit policy and welcomed feedback from students. Edward Towers noted that he has written a lengthy document on this already which he will send to VPWC.

e. VP Sport

VPS added that the planned Easter blog became a number of social media posts due to availability. Secondly, O'Neill's is the new kit supplier, negotiations are ongoing; will keep UC updated.

8. Zone Reports (Paper D)

a. Scarborough Executive Committee

The committee have helped with liberation campaigns, events and gathering nominations for awards.

b. Governance Zone

CDO is working on mitigating circumstances campaign, awaiting responses from Faculty hubs. CFS has reviewed budget up until 1st April 2017.

c. Activities Zone (no report submitted)

RAG chair has a new committee, handover starts this week. Jailbreak health and safety briefing is taking place tomorrow, one team have already broken their target.

VPA noted that there are a lot of society awards nominations; tickets currently on sale.

Media alumni day went well. New station managers and editors have also been appointed for next year.

MC added that Chair SEC has stepped down; key positions for next year were filled at the SEC AGM. Vacant positions will be reviewed before they are elected.

d. Education Zone (no report submitted)

VPE noted that the SLTAs evening happened and went well.

Rebecca Devine held a PGR forum that was well attended, students voiced their concerns, minutes will go to PVC for R&E.

e. Welfare & Community Zone (no report submitted)

LGBT+ is hosting a Eurovision party next weekend. The last committee meeting is taking place on Friday, handover to follow. CM noted that the work with the AU will continue into next year.

CM further explained that a number of students had approached the group who have had issues with their accommodation and housemate problems; there will be a meeting with accommodation to include the question 'would you like to be in an LGBT+ friendly household' on the accommodation form. VPE asked how this would be monitored. ET asked whether students may be put off answering that question if they are completing it with their parents. CM welcomed any ideas or suggestions. VPA noted that it is important that the wording is correct. JP suggested having contact details for amending form post-submission.

UK pride event being held in July with involvement of HUU and University; there will be t-shirts etc. and participation in the parade.

f. Sports Zone

Taken as read, no questions received.

9. AOB

VPS announced that Millie Rowbotham has been awarded Volunteer of the Month for April.
VPSc added that Becky Potter received Volunteer of the Month in March.

This was the last Union Council meeting for the academic year 2016/17.
The next meeting is due to take place on Monday, 16 October 2017.

MEETING OF THE BOARD OF HUU LIMITED
Held on 9 March 2017 at Student Central

Present: Trustees: Stuart Ferguson (Chair, SF), Simon Clements (SC), Robin Gilchrist (RG)
Student Officers: Matthew Thorneycroft, Vice-President Education (VPE); George Bainbridge, Vice-President Welfare & Community (VPWC); Amy Jackson, Vice-President Activities (VPA); Matt Bramall, Vice-President Sport (VPS); Simon Hernandez, Vice-President Scarborough (VPSc)
Student Trustees: Andrew Paluszkiwicz (AP); Osaro Ootobo (OO); Rebekah Greaves (RGr); Shannon Webb (SW)

Attending: Jackie Berry, Chief Executive (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kevin Pearson, Finance & Resource Manager (FRM); Kate Jude, HR Manager (HRM); Rachel Kirby, Marketing & Communications Manager (MCM); Stephen Willis, University CFO (UCFO), Emily Normington, Executive Support Co-ordinator (Minutes, ESC), Communications Manager (CM) and University Director of Information & Communication Technology (DICT) attended for part of the meeting.

Digital Strategy Presentation

John Hemingway (University Director of Information & Communication Technology) presented the University's digital strategy to the Board. DICT said the University have made significant investment in the digital provision on campus in the last 5 years; including the implementation of WiFi. DICT said the University must have a flexible digital approach to keep up with student expectation and needs and hope this ambition will be reflected in national sector league tables. Digital capabilities can be used to improve services across campus, including attendance monitoring and online assessments. The University recognise that students require a personalised and interactive digital experience, to reflect their course or skillset.

RG asked how HUU can work with the University to increase engagement around the digital strategy; DICT would like to work with HUU to ensure the strategy is inclusive and engaging for all users. UCFO said HUU can support the strategy by helping the University understand student requirements. VPSc believes digital engagement with postgraduate students who do not live on campus is important, and offered support with providing feedback on these issues. DICT said the University could improve digital aspects of the wider community in the future.

CEO asked how the University are using software such as Google Suite and working with secondary schools in the area to use technology younger students may expect. DICT said the University have continued to use Microsoft, to equip students with a broader range of skills to improve their employability.

Apologies

None received.

1 Minutes of last meeting

The minutes were approved as a correct record.

2 **Matters arising from last meeting**

The matters arising from the last meeting were noted as completed or on the agenda.

4 **Financial Performance P6 & Forecast**

FRM updated on the financial performance to the end of period 6. HUUSL has made a surplus of £72k to the end of period 6. Retail continues to perform well; although wet sales continue to struggle. HUUL is better than budget to the end of period 6. Events continue to struggle, with some changes being made to the running of events, including the removal of the Saturday club night and closure of Sanctuary on a Sunday. There has been some negative feedback following Sunday closures, relating to students accessing meeting rooms; these issues have since been resolved. To date, CSD has received one complaint from an Infinity Card holder regarding the removal of the Saturday club night. CSD is hoping to run one event per month on a Friday night. AP said one off events keep students interested.

The positive risk is the funds to be received following the fraud; the police have confirmed that the first repayment of £248k will be made at the end of March. The budget setting process will start in March, FRM will then have a clearer idea of how the recovered funds will impact on reserves and this can be considered by the Board when the budget is presented for approval in May.

FRM has consulted FARC on the proposal to move to a 12 period year; split into 4, 4, 5 periods. FARC were comfortable with this change, FRM asked the Board for their approval on the proposals. RG added that FARC members and the external auditors responded positively to the proposed changes. The Board approved a move away from 13 periods to 12 per year.

5 **Strategy Work Update**

CEO welcomed the Board's feedback on the paper, outlining the ongoing work to HUU's strategy and KPI's. SMT have reviewed the objectives for 2017/18, which will be used as part of the budget setting process, to ensure staff can achieve their aims for the year. One of the key objectives for all staff members, is the need to work efficiently and effectively to save time and money.

VPA said the Officers had initially provided feedback to ensure the strategy work was based on student needs, this feedback has been considered. CEO advised that the next stage will be creating a visual dashboard to measure KPIs, with different measures of interest to students, trustees and staff. AP asked whether the measures could be accessed through Canvas for students; a table to show the results of fixtures and how sports teams are performing in national leagues may also be of interest to students. VPS said there must be a focus on communicating outcomes to students. SC suggested showing how money is spent on the activities and services provided to students. VPE said live information online could be a simple way of raising awareness of events and activity regularly.

AP queried whether there could be an anonymous feedback section, some students may be put off suggesting their ideas if they can be identified; VPA said a level of moderation must be maintained. VPE said the current Your Ideas scheme does not show surnames, AP and OO said the student ID number would be the best way of identifying students as it is more anonymous.

SF said students should be informed, but not receive too much information. RG would like the dashboard to quantify engagement and show a joint approach with the University to support the student experience. VPA has started a project to ensure University staff and Academic Support Tutors are aware of HUU activities and services, which could utilise the dashboard.

RG suggested using time after Board meetings for trustees and SMT to progress the strategy and KPIs; CEO agreed this could be beneficial to incoming Student Officers and Student Trustees. CEO and ESC to co-ordinate a strategy workshop in May. **Action: CEO/ESC**
CEO will bring a working dashboard to the May Board meeting. **Action: CEO**

6 Rebrand Update

CM presented the progress and findings from the rebrand project to date to the Board. The presentation included the research done by Redbrick with HUU staff and key stakeholders, including University staff and HUU trustees. Feedback from students will be released once the Rate Your Union survey results and responses have been analysed. CM advised that Redbrick were chosen for their experience of rebranding within the students' union sector.

RG queried whether HUU currently offers students the right services, asking the Board whether the rebrand will include understanding what services students would like HUU to offer; then carry out a gap analysis against other students' unions. CM said the project will carry out the research to highlight the gaps, which will then be addressed. MCM said the process for students' union rebrands is different, with the aim to raise awareness of the services we offer to students. MCM hopes to research other charity brands, to create an innovative new brand that is different to those used by students' unions. RG added that the new brand must be creative and work closer with the University and students to encompass the campus community. RG queried whether the brand timeline should be extended; CM and MCM said the brand would be best implemented by September 2017. It was agreed that work would progress as outlined; should more time be required, then the schedule could be reviewed; it was recognised how important this work was for HUU.

SF asked how the brand will link in with the University and wider community; CM said the University marketing team have been involved in the project, the University have recently refreshed their brand. UCFO queried whether the brand could be better promoted on campus; with HUU making better use of digital spaces on campus, such as within the student hubs to promote activities, services and events. MCM said the improved relationship with the University has given HUU more access to promotional space on campus. VPE raised concerns over student groups, including course reps and society members, not feeling like they are a part of HUU. Students must have a strong sense of belonging with HUU. RG said there must be a clear brand and strapline, to make HUU's purpose clear to students. SC added that visibility is crucial to building a new brand; the partnership with the University needs to be carefully considered within the rebrand.

VPS asked whether students have had a say on whether the name should include students' union; MCM said this would be considered at a later stage of the process, adding that a change in name could resolve the confusion. SW said HUU and the University are both considered to be part of the establishment. SF thanked CM for presenting the findings to date to the Board.

7 WelcomeFest Survey

CM presented the main elements of the WelcomeFest survey results. The survey was conducted during October, receiving 936 responses. As WelcomeFest reaches the end of its three year trial; the survey asked students whether WelcomeFest should continue in future years and included questions about City of Culture and the HUU rebrand. Students believed WelcomeFest should continue, as not all first year students relate to the term fresher. 90% of those surveyed believed HUU and the University were welcoming in September. There had been an increase in students knowing that HUU is run by elected officers, proving that additional profiling of the Student Officer team this year has been successful. Help and support, representation and entertainment were the top three free text responses to the

question, what do HUU do for you? 30% of respondents read the WelcomeFest newspaper, the WelcomeFest app proved successful, with a high number of downloads and positive satisfaction rates. CM recommended focusing on digital marketing in future years. CM advised that the University are keen to launch a week 0, to create a campus wide induction week. A project group for WelcomeFest has been set up with the University to co-ordinate the event and welcomed questions from the Board.

RG said the report was well written and congratulated the marketing team for their work on WelcomeFest. OO said WelcomeFest is an inclusive concept, adding that WelcomeFest Reloaded could have been better advertised. CM said WelcomeFest Reloaded has a smaller budget, with an increased focus on digital marketing following survey feedback. CEO said this could be considered when setting budgets for 2017/18. MCM said promotion for WelcomeFest Reloaded should start earlier, so students expect events in the same way they do in September. VPA suggested using societies and sports teams to promote events taking place during this week, as some did not realise there were fairs and events. MCM added that developing networks would be important, yet challenging.

VPS asked if there is any data showing what students would like from the Reloaded event, CM said focus groups could capture these ideas. VPE asked whether it was relevant and should continue; MCM said the decision was made to keep WelcomeFest Reloaded to give students another chance to join in with activities. SW and VPE added that some course start in January, mainly for international students.

CSD said the WelcomeFest branding creates a good atmosphere, but the change in focus of events restricts commercial sales. SF said marketing commercial events during WelcomeFest should be smarter, with material linked to commercial targets. VPE suggested reviewing the length of WelcomeFest, MCM said the first week was well received amongst students, with returning students appreciating the events and welcome. The WelcomeFest project working group will tailor events and services to groups of students or individual faculties. VPSc asked how well received mature and postgraduate student events have been in the last 3 years; CM said the events offering for these students will be developed alongside the Give it a Go programme.

CM said the app would continue, with discussions required over using a WelcomeFest or HUU mobile application. VPA supported the idea of having a HUU app, as it could be used to promote events across the year and remain on students' phones permanently. RG questioned whether HUU material could be circulated to applicants before WelcomeFest; MCM confirmed this happens. MSD added that WelcomeFest branding is used on open and applicant days.

The Board agreed to continue with the WelcomeFest branding and values.

8 **Relationship Agreement**

CEO asked the Board to note the relationship agreement and code of practice, which have been formally updated by CEO, President and the University Registrar & Secretary.

9 **Report from Student Officers**

VPE has removed one objective, as it is no longer relevant to students. In addition to objectives, VPE has been working on various projects which will be included in the handover to the next VPE.

VPWC is working on a joint project with VPSc to review the training and handover for Part-Time Officers; with the possibility of including a volunteer agreement to ensure volunteers fulfil the role they are elected to do.

VPA has added City of Culture as an objective, following ongoing work with the University's Culture Campus team to provide opportunities for students. SC queried why student room bookings have become an issue; VPE advised that there are fewer rooms available due to refurbishment works. VPA added that there have been issues with double booking rooms due to the new room booking system. VPA is starting a project to evaluate the usage of rooms on campus, to discover whether any further rooms could be offered to student groups.

VPS had a busy February planning and running events including Varsity. Unfortunately HUU did not win this year's event, but feedback from students has been positive, VPS will provide a more detailed report on Varsity at the next meeting. Sports teams are preparing to hold their AGMs, VPS is hoping to have staff attend AGMs and ensure financial details are covered during the meetings; similar to the way society AGMs are currently run. VPS hopes to ensure University partnership events are better co-ordinated with HUU, so staff can prepare for and promote events. SF asked if sports team committees receive financial training; VPS said historically, financial training has been given to Treasurers by VPS. VPS would like to organise an event for alumni to help train sports team committee members. MSD added that staff will be included in future training to ensure training is delivered consistently.

VPSc has added Part-Time Officer Training as an objective; each year training for these roles is delivered differently. VPSc hopes to create a standard training template for Student Officers to amend as necessary. The training would ensure volunteers knew about HUU and provide information on key operations such as budget management. VPSc will work with Part-Time Officers who currently sit on Union Council, to gain their thoughts and discover the problems facing volunteers. VPSc recently visited Manchester Metropolitan University to review their Part-Time Officer training and to visit their satellite campus, which will be closing. As part of the Scarborough transition, the final phase will focus on the Seaside Story, showcasing the 105 year history of the campus and the developments that have taken place during this time. There will be an open day exhibition in April, where some student bands will reunite to perform on the day.

10 Report from CEO & Senior Managers

CEO updated on progress of trustee recruitment. The successful candidate for the External Trustee vacancy has accepted the position; ESC will circulate their CV to Board members. CEO is hoping to appoint other candidates to sub-committees. **Action: ESC**
Student trustee interviews have taken place, two first year candidates will go to election in March.

SC queried how soon candidates appointed to sub-committees would be suitable to take up a trustee role; CEO said this will be reviewed later in the year. RG queried whether this approach would ensure a balanced skillset amongst External Trustees. CEO clarified that this would be reviewed by AGDC at their next meeting.

CEO advised that other students' unions would like to visit HUU to find out more about SPAR.

MSD said nominations have now opened for the elections. SF asked if there were many candidates, MSD advised that all positions are expected to be contested.

HRM will be reviewing the employee engagement survey results with staff at workshops in April; the findings will be presented at the May board meeting. Performance reviews must be completed by 17 March, HRM will update on the performance review scoring in May. A survey will be circulated to staff to gain their feedback on the review process. Last week the

consultation period started for staff in Scarborough. HRM has met with another benefits and rewards provider, work will now begin on the next steps. SC said People HR appears to have been successful so far; HRM said the system is cost effective and has received interest from other students' unions.

FRM is reviewing the possible legal issues that may arise regarding the sharing of student data, as part of the data protection changes taking effect in May 2018. FRM will keep the Board and FARC updated.

11 **Report from Finance, Audit & Risk Committee**

VPS updated the Board on the Finance, Audit & Risk Committee meeting on 16th February.

The committee approved a spend of £11k to lower the raised floor area of the shop, to make the shop accessible for all of our members; this will take place during the summer. Changes to the End of Year Ball (EOYB) were agreed, with the fun fair being removed due to works to the Wilberforce car park. The ticket price for EOYB was set at £29.99. FRM advised the committee that HUU are now in a formal dispute with HMRC over the tax issue raised at previous meetings. The committee confirmed that a crime insurance policy is now in place. Armstrong Watson will begin their regular auditing in March, to review HUU Homes.

12 **Report from Appointments & Governance Development Committee**

VPA provided an update on the Appointments & Governance Development Committee meeting on 2nd February.

The committee welcomed SF to his first meeting, where the main agenda item was the governance review. VPA advised that since the meeting, the decision was taken by the Student Officer team to not hold a second referendum; this decision was approved by Trustees via email. During elections, slating will be trialled to enable groups of students to run their campaigns together. The committee agreed that improving attendance at the AGM was a low priority for this year, but could be improved for 2018. The committee approved all of the Standing Order changes taken to Union Council in semester 1.

13 **Health & Safety Report**

SMT have agreed to centralise all health and safety training, HR will now be ensuring staff have completed all training.

FRM expects insurance premiums to increase due to increased activity on the insurance this year. The insurance company have provided a settlement of £14k for the water damage to the flooring in Sanctuary which will be repaired in summer 2017.

14 **Any Other Business**

CEO reminded trustees of the AGM taking place in the John McCarthy bar at 2pm.

Next Meeting

25 May 2017 at 10.30am

MEETING OF THE BOARD OF HUU LIMITED
Held on 25 May 2017 at Student Central

Present: Trustees: Stuart Ferguson (Chair, SF); Simon Clements (SC); Robin Gilchrist (RG); Gaius Powell (GP)
Student Officers: Matthew Thorneycroft, Vice-President Education (VPE); George Bainbridge, Vice-President Welfare & Community (VPWC); Amy Jackson, Vice-President Activities (VPA); Matt Bramall, Vice-President Sport (VPS); Simon Hernandez, Vice-President Scarborough (VPSc)
Student Trustees: Andrew Paluszkiwicz (AP); Osaro Otobo (OO); Rebekah Greaves (RGr)

Attending: Jackie Berry, Chief Executive (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kevin Pearson, Finance & Resource Manager (FRM); Kate Jude, HR Manager (HRM); Rachel Kirby, Marketing & Communications Manager (MCM); Stephen Willis, University CFO (UCFO, part of meeting), Emily Normington, Executive Support Co-ordinator (Minutes, ESC), Jennie Watts, Vice-President Welfare & Community Elect (JW); Salman Anwar, Vice-President Education Elect (SA, part of meeting); Jack Craig, Vice-President Activities Elect (JC, part of meeting); Caitlin O'Neill, Vice-President Sport (CON); Madeline Holden, Student Trustee Elect (MH); Kathryn Sharman, Student Trustee Elect (KS).

Apologies

Received from Shannon Webb (SW).

1 Minutes of last meeting

The minutes were approved as a correct record.

2 Matters arising from last meeting

The matters arising from the last meeting were noted as completed or on the agenda.

3 Approval of 2017/18 Budgets

FRM gave an overview of the budget summary and the detail explored within the budget commentary. FRM advised that budget managers have had more involvement in setting budgets this year. The budgets are cautious and balanced, with a small surplus budgeted. A strategic fund budget of £20k has been included; FARC challenged this and were keen to see the fund increased. The 2017/18 budgets for the charity and commercial were recommended for approval by FARC.

FRM requested approval from the Board to use the CAPEX budget to fund works to Sanctuary in summer 2017. SF asked whether the works are necessary considering the proposed changes to Student Central; CSD said the works would be beneficial to HUU and work would not be reversed if wider building works were to take place.

FRM said Humberside Police have recovered an additional £271k from pensions in relation to the fraud, which should be received by 31 May. An additional amount is expected to be confirmed from a further two pension schemes soon. SF queried whether the recovered money will be transferred to an investment manager; FRM said FARC are inviting Cazenove

to present investments at the July meeting, with the positive balance providing an opportunity to change investments.

RG said FARC consider the finances to be steady and were disappointed by the lack of innovation presented in some areas. VPE queried what the budget impact would be if student staff were recruited to replace the AU Executive. It was confirmed that this would result in a deficit budget. VPA said including a budget for an additional member of support staff within Membership Services was a positive.

The Board approved the budgets for 2017/18 and a CAPEX spend of £113,775 for works to Sanctuary.

4 Jobshop

HRM presented the proposal to move the Jobshop to the University Careers Service to create a central place for students to access CV advice and vacancies. The University service have more external contacts and would provide an improved service, with HUU student staff vacancies continuing to be advertised through Jobshop.

AJ queried whether in the long term, HUU and University Careers could hold joint events such as part-time job fairs; HRM said this could be suggested to the University.

The Board approved the transfer of the Jobshop to University Careers.

5 Financial Performance Period 9

FRM presented the financial performance for period 9, adding that the period 10 results have been presented to staff. The shop and catering sales remain positive, with a significantly positive surplus expected at the year end. SF asked how much HUU invested in the change to SPAR; CSD advised this cost was around £20k. FRM said more will be done to ensure charity funds are fully invested next year.

RG asked if there are any outstanding matters that may affect the year-end figures; FRM said the only possible effect is the ongoing VAT tribunal against 4 students' unions, FRM and Armstrong Watson are monitoring the developments.

SC asked what is being done to improve staff benefits, CEO said money has been included in the budget to provide a benefits platform package for staff. HRM is meeting with various benefit platform providers alongside the University HR department to identify the best offering.

CSD circulated an update on the End of Year Ball (EOYB) and highlighted that around 60 tickets are sold per day. For the first time, tickets for the event will be sold on the day, a ticket collection marquee will also be set up if there are over 100 uncollected tickets. CSD will be meeting with Humberside Police this week to improve security at the event; thorough security checks will also be carried out. CSD expects there to be no cost implications as a result of enhanced security.

SF asked what the key findings are for future years; CSD said students are more difficult to reach due to social media; AJ added that buying EOYB tickets used to be a big event for students. MCM hopes that the new marketing structure will improve future marketing of EOYB.

VPE asked whether Infinity Cards will still be available next year, CSD said they will no longer be available as they due to the very low level of actual usage, if did not feel appropriate that

HUU continued to sell them. CSD is reviewing alternative offerings which will be taken to UEC.

8 **Employee Engagement Survey**

HRM presented the findings of the Employee Engagement Survey 2017 to the Board, adding this is the last year we will use the NUS survey. HRM and CEO chose a selection of students' unions and third sector charities to benchmark results against. The overall response rate for the survey was 69%, compared to 57% in 2016. HRM also presented the changes made since 2016.

SF queried how far behind other organisations HUU stands; HRM said the results have been briefed to all staff and workshops have been completed to identify what changes staff would like to see. The workshops focused on lowlight areas and other areas of interest such as rewards.

9 **Rate Your Union Survey Results**

Item moved to the July meeting.

10 **Rebrand Update**

CEO updated the Board on the decision to re-evaluate the timeline for the rebrand; MCM will continue work on the rebrand following her maternity leave with a view to implementing the new branding in 2018.

11 **Report from Student Officers**

VPE highlighted the positive impact the Student Voice Project will have, following the changes to Student Staff Committees, consistent branding for all feedback channels and enhanced use of technology to provide feedback. The project will continue in the next academic year.

VPWC explained that work to the 'Fit to Sit' policy will be continued by JW next year. VPWC is presenting the proposed changes at the Student Progress Committee in June. VPE added that the current policy is not fit for purpose and needs updating. VPWC is working with KS for additional input on changes to the policy.

VPA updated the committee on recruitment of the Hullfire Executive; VPA hopes to have external engineers ensure the radio studio is appropriately maintained. The media alumni went well, with positive feedback received. The society awards were cancelled due to low ticket sales, a smaller informal event will take place to present the winners with their awards. VPA has now resolved the issues with societies booking rooms. In the short term, societies will have access to library teaching rooms which are 24 hour. JC and Chair SEC will be included on the tender panel for a new timetabling system in the next academic year.

VPS said the sport branding working group is a joint venture with the University as part of the next phase of the sports projects. The group hopes to unify sports branding, to align the Sports & Fitness Centre, Campus Sport and the Athletic Union; with a view to improving the promotion of sporting success and enhancing sponsorship opportunities. MCM asked whether the University are aware of the rebrand taking place at HUU; MSD said they are and the sports branding project is being managed by University Marketing. MCM said it must be established who will have ownership of the branding.

VPS and FRM will be meeting with incoming and outgoing treasurers to explain financial processes before September. VPS is also working to ensure HUU review and approve sponsorship deals made by clubs. VPS updated on the appointment of a new kit provider, O'Neills. VPS, MSD, FRM and CSD have suggested amends to the tender document for a one year contract.

VPSc updated on the Scarborough transition; the HUU team in Scarborough have moved offices. The remaining HUU furniture was transferred to the Hull campus on 23 May. VPSc said final transition plans are being confirmed with the University. The Scarborough exam period has now ended, VPSc is providing input on a guide for students regarding intercalation and resits. SC and the Board thanked VPSc for his work on the transition over the last two years.

12 **Report from CEO & Senior Managers**

MSD updated on the decision to move the HullSTARS Housing Fair to November following a vote by students. In recent years, the fair has moved from February to December, due to the early student housing market in Hull. MSD said the earlier fair will be reviewed before a date is agreed 2018. The November fair will use the 'don't rush' campaign branding. MSD said work has also begun on reviewing data to better hold landlords to account who do not improve their low ratings. AP said it is important the 'don't worry' branding is used so students are not rushed. MSD said the venue for the Housing Fair will be reconsidered, to enable additional stalls to be offered to the police and environmental health.

VPE added his thanks to the Student Voice & Opportunities Team (SVOT) on the work put into running all awards events.

HRM report was taken as read. SC noted the contribution made by SMT which has been reflected in the improved employee engagement survey results. GP asked whether a rolling Bradford score of 18.86% was high or low; HRM said compared to other organisations the score is low.

MCM gave an overview of the current and proposed structures of the Marketing team, the new structure would spread the workload across 3 positions and improve capacity. MCM added that the new structure would better support all departments within HUU.

FRM updated on the legal changes to General Data Protection Regulations.

13 **Report from Finance, Audit & Risk Committee**

VPS updated on the FARC meeting on 11 May; adding that most agenda items have already been covered earlier in the meeting. VPS confirmed that Cazenove will be invited to attend a future FARC meeting to present details of the current investments. FARC approved the amended forecast, considering the effects of leaving the EU and more on campus accommodation.

The risk register currently has no red risks due to the implementation of tighter financial controls. Health and safety training for all staff is now managed centrally by HR. Risks are still presented relating to data protection changes in 2018. FRM will include cyber fraud on the risk register.

14 **Report from Appointments & Governance Development Committee**

OO updated the committee on the AGDC meeting on 27 April. The committee reviewed the elections report and provided their feedback; emphasising the importance of improving candidate welfare. The committee were also keen to promote elections during semester 1, to raise awareness and the importance of elections.

Student engagement changes should also be more ambitious to encourage participation; a working group will be established to review engagement practice. Engagement and outreach was agreed as the ideal background for the next external trustee; which will be

advertised from the end of June. A verbal update was given on the increased faculty focus by Student Officers and possible changes to the format of Union Council.

The committee gave feedback on the updated complaints procedure, which will make processes simpler. AGDC also noted the changes to Standing Order and policy from Union Council and the board dates for 2017/18.

15 **Health & Safety**

CSD presented the health and safety report, highlighting the review of risk assessments to ensure all HUU activity is supported by an accurate and suitable risk assessment.

HUU have admitted liability for the RIDDOR incident, a claim is ongoing and CSD will continue to update the Board on any progress. CSD added that a defrosting procedure is now in place.

16 **Any Other Business**

The committee agreed the 3 big things from the meeting would be the decisions made around the strategic direction of HUU, the significant positive result for the year end finances and the approval of the budgets for 2017/18; with the board proposing increased funding for strategic development.

RG thanked the 2016/17 Student Officer team for their support and input over the last year. RG also thanked the student members who have presented the FARC update to trustees.

SF thanked the outgoing Student Officer team and Student Trustees for their contribution to the board.

Next Meeting

20 July 2017, time to be confirmed

Team Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

As an Officer Team we want to ensure that students at the university have better academic representation by:

- Having a Student Officer assigned to each faculty and working together with faculty reps & the associate deans to make change
- Having faculty drop in sessions once a fortnight to allow students to raise their concerns
- Having lecture shoutouts throughout the year with an important HUU topic (e.g. which officer is assigned to the faculty) mentioned on a slide each time (a minimum of 5 times per year)
- Working together with the university as an Officer Team to make sure that the online feedback form is used by students to raise their concerns. We also want to make sure that student officers and course reps have an insight to the data being collected so we can analyse the data, take appropriate action and hold the university to account.
- Actively asking students around the campus about their concerns by going around with a whiteboard and asking them to write it down.
- Making an informative video to students about academic representation.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

We will know if we have achieved success if our NSS question on academic representation (Q26) improves.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will benefit every student studying at the university.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Talk to Associate Deans to ensure that we can do shoutouts and have HUU slides at lectures.	<p>End of August</p> <p>September</p>	Emily	<p>We all have met with our ADs, we have done shoutouts & had a HUU presence in induction lectures during WelcomeFest.</p> <p>ADs support having HUU slides in lectures.</p> <p>The Officer Team has decided on 5 topics for the slides including:</p> <p>WelcomeFest/Introduction to Officers</p> <p>Your Ideas</p> <p>Varsity Elections</p>

Talk to the team managing SID in regards to the online feedback form to ask how we can have insight to the data	August/September	Emily	Jeannette & Anji have said that there will be a form but we have not been told when it will be operational.
Talk to marketing about making a video on academic representation	<p>End of August</p> <p>September</p> <p>October – End of Semester 2</p>	Rachel	<p>The video that was made last year is the one that is being used this year as it is still fit for purpose in regards to the information about the academic reps we have.</p> <p>As a team we did facebook live videos to introduce ourselves and tell students which faculties we are aligned to. We also mentioned it in our lecture shoutouts.</p> <p>The officer team will do regular facebook live videos to promote our faculty drop-ins as well as our hot-topics of the week.</p>

Decide which committee meetings we will attend	September		<p>Each Officer is aligned to a faculty board and SEERs level 4 panel. Faculty reps will sit on the Faculty Education and Student Experience committee meetings. Each Officer will have meetings with Faculty reps before Faculty board and Faculty Education and Student Experience committee meetings.</p> <p>The Officer team will get SVEN minutes from SEOs so you can keep up to date with what's happening and from minutes can see if there's any consistent themes.</p>
Plan and carry out School & Faculty Training	October	Tania/Benedict	<p>Each officer will be supporting the School & Faculty Training on 09/10. We ran through with Tania & Benedict exactly what it will consist of on 06/10.</p>

			Osaro invited the VC to attend the training and it will be a good way to show School & Faculty reps how much HUU and the university values them.
Look online at timetabling to see when big lectures are to be able to try and engage outside, cafes nearby? Hubs are okay but also get limited footfall.	Mid-October	Salman	We have found that hubs have very limited footfall so we are right to look at other areas to engage with students in our faculties
Decide on questions we have from our objectives that we want to have as our Hot Topics	September/October		The officer team will Our first Hot Topic will be related to Anti-hate Crime Week.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged?			
We will engage with students by actively asking them, about their academic concerns and encouraging them			
Monthly reflection			
<p>September/October - The Officer Team have been active in course, school & faculty recruitment – we wanted more course reps but we have found that only a similar amount of people from last year were interested in being course reps at the beginning of this academic year. We have now made course rep nominations open for the whole year. As a team we are happy that each faculty now has a faculty rep.</p> <p>We feel that lecture shoutouts have been a great way to get our faces out there to the students in our faculties. Facebook live videos have been an easy innovative way to also introduce ourselves & explain our alignment to faculties.</p>			

Footfall at hubs are very limited so we have been looking into doing our drop-ins at other places.

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Osaro Ootobo: Objectives Template

This template provides a mechanism for you to record, plan, monitor and reflect on your activities this year. Not only will this help you report on your activities, celebrate your success and reflect on areas for development but will also provide value examples which you can use in applications and interviews when the time comes.

Policy Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

To have no lectures after 12pm on a Wednesday, to allow students to engage in activities and opportunities which HUU has to offer.

(Background is that PG students are more likely to have lectures after 12pm)

How will I know I have achieved success? What KPI will I need to measure?

There will be no lectures taking place after 12pm on a Wednesday (or a significant decrease in the numbers which take place).

How will this benefit students? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done? Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will improve their student life experience, by helping them make friends, do activities to enhance their employability and skills, give balance to their life and improve student wellbeing. All students that normally have lectures on Wednesdays after 12pm will benefit from this. Once I know exactly how many students have lectures on Wednesdays after 12pm I'll be able to comment on the number of students it will benefit but it will definitely have an impact on Postgraduate Students.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Investigate with University how many lectures are scheduled to take place in 17/18 on Wed after 12pm. Breakdown of	4 September	Jeannette/Anji	Salman has emailed Timetabling expressing my interest in attending an already pre-existing

where/groups of students it affects. Can the new student card which tracks attendance, give any information on this?	Mid October – End of semester 2		meeting with them. I have had a meeting with Nikki Davies (Timetabling Group) – she said she will send me information on how many students are affected by lectures after 12pm but can't guarantee when she'll be able to send it to me as they are busy with finalising the timetable to release to students in time. I've received the timetable now and I have my whiteboard; I will go out to lectures each week (on a Wednesday or on another day) to talk to students about how Wednesday lectures effect their experience.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged?			
Once I know exactly which students are affected, I will go to them to find out the impact they think this is having on their student experience. I will go out to them with a whiteboard to get them to write their views down and take a photo (if they are comfortable with me taking one) so eventually I'll have many photos to have a collage on have on display at various locations (e.g. Student Central).			
Monthly reflection			
September/October – So far I've had feedback on how timetabling is effecting the student experience for many students – it appears to be the main problem throughout the first weeks of the semester. The first time I will go out to a Wednesday lecture is 11/10 so I'll have more to say once that gets going.			
This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? 			

- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

<p>Activist Objective Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p>			
<p>There will be 3 visible student campaigns by the end of the academic year (on campus and online) which engage with students.</p>			
<p><i>Ideas of options – Women's Officer, LGBT?, links to Varsity/Sport?, BME (racial discrimination on campus?) Welfare? Are there any national campaigns that could be a focus?</i></p>			
<p>How will I know I have achieved success? What KPI will I need to measure?</p>			
<p><i>3 visible student campaigns – how will engagement be measured? Hits on web site? Likes on FB, Retweets? Attendance at events?</i></p>			
<p>Ultimately new leaders will be developed and more people will run for elected positions. I will need to measure: attendance at events, likes on facebook, the number of people that join a facebook group relating to a campaign, the number of people that engage with a campaign hashtag.</p>			
<p>How will this benefit student? Roughly how many students will this benefit? Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?</p>			
<p>Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p>			
<p>It will benefit students by empowering them to make change. Depending on the individual campaign, it will benefit students by bringing about the change they want to see. Making sure that the campaigns are visible on campus and online will make sure every student has the potential to feel included. The particular groups of students that it will definitely benefit will become known when the campaigns arise.</p>			
<p>Action Plan</p>			
What actions do I need to take?	By when?	Who can help me?	Update
Discuss with Tania and Chloe the support needed to hold a campaigns workshop during semester 1	Semester 1	Tania/Chloe	<p>I will tie in campaigns/projects with the Your Ideas scheme during WelcomeFest</p> <p>We have a date set for the workshop - 25/10</p> <p>Everyone is welcome to attend the workshop; part time officers will be told it's a</p>

			<p>compulsory thing for them to attend. I will then see how I can support each of their campaigns.</p> <p>I will attend the session on Union Council, to promote to the volunteers how important it is.</p>
Discuss with University any opportunities to partner together on BME campaign?	<p>End of August</p> <p>2nd October</p>	Patrick John	<p>BME attainment is a big issue that EDI want to focus on. Along with Patrick John, we will have focus groups with 8 to 10 students to discuss their own experiences to help understand why there is a problem and what we can do about it. Deadlines tbc (End September?)</p> <p>I'm now working with Beverley Palmer from EDI on the Race Equality Charter and focus groups. We are aiming to have them take place in week 7.</p>
Discuss with University any opportunities to partner together on possible welfare campaign?	<p>End of August</p> <p>October – End of Semester 1</p>	Anji Gardiner/team Jeni D&W	<p>I have monthly meeting with Anji and Jeanette (18/08) – I will ask Anji if there are any welfare campaigns I can work with her on.</p> <p>Anji suggested these campaigns as possible ones to partner on: White Ribbon, Hull Uni Angels, Mental health, Studying Abroad.</p> <p>I'm working on making HUU a Hate Crime Reporting Centre, I will get in contact with</p>

Reflection on completion
Overall <ul style="list-style-type: none">• What has gone well?• What hasn't gone well? Why?• What would you have done differently?• What did you learn (about the topic / your approach / yourself / others?)

Representative Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

To improve the employability prospects of students from minority groups/those looking at restrictive career areas, giving them an equal fighting chance at employment by:

- having an equality job fair* with inspirational speakers from relevant areas that connect with these groups
- to give all final year students an employability guide tailored to their course.

Question to think about - how will you "empower" students?

**working with the Universities career fairs to widen their participation with the above groups. Could be an event that sits alongside the current University fairs, that is solely targeted towards these groups. Could Ben in Alumni help with this i.e. speakers/Alumni as mentors?*

How will I know I have achieved success? What KPI will I need to measure? This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

Feedback from students (survey?) and looking at employability rates. OR are there measures which Careers and E&D have which could be used?

Short feedback after the events (e.g. dropping counters in labelled columns), the positive response to the question relating to employment in the RYU survey will improve and the overall employability rate will improve.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will benefit students that identify as these minority groups (BME, disabled, LGBT+ and women) and those that are looking at careers in restricted areas

(e.g. women in STEM). I will update with rough numbers once I get data from Patrick John.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
<p>Investigate what groups fall into "restrictive career areas"</p> <p>Ideas to date are women in stem subjects, LGBT, BME, Disabled students.</p> <p>Investigate what the University already does; how can it be enhanced to connect with these groups?</p> <p>Understand what employability guides exist at present? Can it be made more accessible e.g. on line?</p> <p>What part could Hull Awards play in this objective? What is the current participation of students in these (and also of these target groups)</p> <p>What KPIs do you use, that could be relevant to this objective?</p>	End August	Norman Day	<p>Had a meeting with Norman on 10/08. We discussed having a big event and smaller events in the year. I will have a Team Meeting with him again in the beginning of September when he is back on holiday and he will introduce me to Julia (who is in charge of resources on SharePoint and canvas) and John (who will help with deciding what events we have and how many). We will set a date for the big event for early next year.</p> <p>He said they can provide funding for the events too</p> <p>The big event will have inspirational speakers as well as different companies attending.</p> <p>The smaller events may involve workshops and presentations run by the Careers team and external organisations.</p> <p>I will work alongside Norman and the Alumni Office to make sure the "Inspired in Hull" speakers are more diverse (they come from the minority groups I've mentioned previously) so it's more inclusive of all the students we have.</p> <p>PDFs for employment guides can be made</p>

	October – February/March	Ben Butler	<p>available online. Once I met Julia we can make it happen in the 1st semester.</p> <p>When I met with Ben Butler he said Alumni from the groups I want to target (e.g. BME, LGBT, Disabled, Women) will be happy to come and speak at events.</p> <p>I'm now working with Matthew Beecroft & Amy Blenkiron from the careers team for this objective. We are planning to have the job fair event in February/March. We are currently researching employers and organisations we might want to reach out to. Matt & Amy have been tasked to handle inviting the employers and organisations. They also have been tasked to talk to Ben Butler regarding getting alumni to be speakers at this event. I'm also working with Amy & Matt on the employability guide. Our last meeting was on 04/10 and we will keep in regular contact and have another meeting in 4 weeks time. I'm also working with them to promote the events they do to get a wider reach of students.</p>
Investigate what data University E&D have already, and what their plans are for 17/18. Are there any synergies that OO can help? What KPIs do you use, that could be relevant to this objective?	Mid August	Patrick John	<p>EDI aren't focusing on employability. I will be working with them on the Race Charter, BME attainment gap and Disability Confident.</p>

	October		<p>EDI want the union to help celebrate and push important dates and events more like Black History Month and LGBT+ which is something I put down in my original manifesto so will be happy to work on that.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies.</p> <p>I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie & I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>
Investigate other methods of employment e.g. setting up your own business	End of September – End of Semester 2	Paula Gouldthorpe	<p>I met with Paula Gouldthorpe on 14/08 to discuss Enterprise, here are the outcomes:</p> <ul style="list-style-type: none"> - Engage and bring together students of different cultures and countries via existing societies - Help draw out and identify those who have a passion for entrepreneurship or

			<p>being their own boss someday</p> <ul style="list-style-type: none"> - Sharing of experience and knowledge on different cultural approaches to business (and networking) - Opportunity for students to meet new contacts and develop friendships and potential business ideas - Potential to continue on as a peer group for continued cross cultural shared learning on enterprise <p>I last spoke to Paula on 03/10, I'm now actively going to contact societies now that all the returning students are back and welcomefest is over.</p>
How will you working with students on this?			
<p>What roles will students plan and how will you engage / keep them engaged?</p> <p>I plan to keep them engage by talking to 2nd and 3rd regarding what things are they worried about when it comes to employment and what a good employability guide should have.</p> <p>I will take to the part time officers that represent the minority groups and the people that identify as those groups to ask them about their concerns about employment to help make the events relevant.</p>			
Monthly reflection This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			

July/August – fact finding with relevant University departments

September/October – things are going really well. Careers are very supportive and helpful in making this happen. I've had regular meetings with Careers and it looks like my big event will actually happen next semester. In terms of celebrating diversity, HUU have made a massive impact for Black History Month and I've had very positive feedback from students. In terms of the enterprise side of my object, I need to be more proactive and have more concrete steps established.

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Trustee Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Make student officers and student trustees feel confident to communicate at the board and challenge anyone including SMT for this current board of trustees and all the future ones to come.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

I will know I have achieved success if everyone contributes at the board and if board members challenge SMT when they present their reports and if I get positive feedback on how well everyone was able to contribute & challenge at the board.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

I will benefit all students studying at the university as it will make sure that their Union is an outstanding board that represents them well. It will also develop the student trustees well and give them skills that they can use throughout their life.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Speak to Stuart re this - I will have a monthly meeting with the Chair.	18/08		We spoke about helping the student

			<p>trustees and student officers remain in better contact with the external trustees outside board meetings so that they feel more confident and comfortable at the board.</p> <p>I also spoke about making sure that the student officers remain in contact with their student trustee buddy.</p> <p>I've created a whatsapp group for trustees so we can stay in contact better.</p>
Review with Emily how to attract student trustees in 2018	End of Semester 1	Emily	
Review the new governance code of practice at AGDC to see what areas can be prioritised to support this objective.	19 th October	Emily	
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged?			
Monthly reflection			
<p>September/October – I think things are going well. In terms of my weekly catch ups with the Chair I need to have them planned more in advanced. I can enlist the help of Alex (Administration Co-ordinator) to help with getting that in my diary.</p> <p>I've had positive feedback regarding creating the whatsapp group from Trustees.</p> <p>I need to organise a meeting with Emily to look at how to attract student trustees in 2018 & review the governance code of practice.</p>			
This month:			

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none"> NSS Union Council 	What am I going to do? / The part I played. <ul style="list-style-type: none"> Support Part-Time Officers in organising an event Contribute to a University Working Group 	Who can help me?	When will I do this by?
There is a lack of promotion and visibility of important events online and on campus for minority	Feedback from EDI Director Patrick John and Societies	<p>Contact these groups and tell them to send us info whenever they are doing these events and we will make sure we shout out about it online and on campus.</p> <p>Osaro to speak to Rachel/Liz re how to effectively communicate to these groups.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies.</p> <p>I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie & I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>	<p>Society Presidents</p> <p>Part Time Officers</p> <p>Officer Team</p> <p>Marketing</p>	Mid October – End of semester 2
Monthly reflection				
This month: <ul style="list-style-type: none"> What has gone well? 				

- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Personal Development Plan – Review Monthly

This section is about reflecting on the skills and strengths you currently have and the ones you would like to develop. Areas for development might be very practical (e.g using a specific piece of software) or more focused on your approaches (e.g having difficult conversations, giving and receiving constructive feedback).

Strengths (identified from strengths finder)	How can I best use this in my work?	How am I using this in the team?	What else can I do?
Relator <i>People who are especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.</i>	<p>I can use this by making sure I take the time to get to know the people I work with, it is important for me to feel comfortable and trust my work colleagues, it will help me work with them efficiently.</p> <p>I can let it be known that I am more interested in the character and personality of others than in their status or job title.</p> <p>I can like my caring nature show more.</p> <p>No matter how busy I am, I need to</p>	<p>I am using this by:</p> <ul style="list-style-type: none"> - Working on bonding with the team by organising team bonding sessions - Working on a Team Objective together - Encouraging the team to work together and offering my support to achieve their goals 	<p>I prefer to be seen as a person, an equal, or a friend, rather than a superior or a title. I can let people know that they can address me by my first name, they don't need to refer to my title all the time.</p>

	make sure I stay in contact with colleagues and ask them how they are		
Deliberative <i>People who are especially talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.</i>	I can take responsibility for helping others think through their decisions. I may see factors that others may not see.	I can act as a sounding board for the rest of the team.	I can explain my process of careful decision making – I don't want others to misconstrue my deliberative talents for tentativeness or fear of action.
Consistency <i>People who are especially talented in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone in the world with consistency by setting up clear rules and adhering to them.</i>	I can treat everyone the same and aim to work at the same high standard in anything I do at work – I can lead by example.	I can lead by example in the team.	I can show students I care about making sure everyone is treated fairly by trying to help unrepresented groups.
Competition <i>People who are especially talented in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.</i>	<p>I can measure my own achievement against myself each time to try and be a better version of myself throughout the year.</p> <p>I can remember to take the time to celebrate my wins.</p>	I can let my team know that being competitive does not equate with putting others down.	I can have a role model that I look up to and try to be as successful as them
Analytical <i>People who are especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.</i>	My mind is constantly working and producing insightful analysis. Other may not be aware of that. I need to put value to your thoughts by communicating them.	I am using this in the team by helping lead team discussions with information I have analysed.	

Area for development	What am I going to?	Who can help me?	When will I do this by?
Being less debilitating when need be	State my honest opinions quicker	Mentor	21/08/17
Being more confident	Keep reminding myself that I am a good leader and have the capacity to do great things.	Mentor	21/08/17

Salman Anwar - Education Officer : Objectives and Development Template

This template provides a mechanism for you to record, plan, monitor and reflect on your activities this year. Not only will this help you report on your activities, celebrate your success and reflect on areas for development but will also provide value examples which you can use in applications and interviews when the time comes.

Personal Objective (not shared with Board / UC)			
Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.			
Become a more visible and engaged student officer. This involves attending student events and going to student areas outside of student central. To make sure I'm reaching out of HUU, weekly surgeries across campus for students to pop in and talk to me throughout the day. This means students will know who I am, to make myself more approachable outside of surgeries, whilst also listening directly to student concerns and voice.			
How will I know I have achieved success? What KPI will I need to measure?			
Ask for feedback from students using the service but also through number of students that interact with me.			
What actions do I need to take?	By when?	Who can help me?	Update
Talk to Liz about ways in which I can best interact with students	As soon as possible	Liz Pearce	In Progress
Build a calendar for dates across the year	Have in place before the first surgery	Michelle Anderson / Ali Craig Trudi Vout / Alex Thompson (Lawns)	Put in calendar engagement time across the year
Work with marketing to promote the surgeries	As soon as possible	Rachel Kirby	Still need to get in contact with marketing about what to call the

			regular engagement time
Monthly reflection Think I've been a more visible Education Officer but need it to be consistent. Can't let it wane after This month: <ul style="list-style-type: none"> • What has gone well? • What hasn't gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			

Policy Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

A more welcome atmosphere for international students. This includes; Lobbying university to keep international fees frozen and the university keeps EU students fees low after Brexit in 2019. Ask the University to sign up to the We Are International campaign to signal we are a welcome home to international students. Host a cultural event celebrating international students.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

The university agrees to keep international fees frozen and the EU students fees the same after 2019, signs up to the We Are International campaign and good student feedback from cultural event.

How will this benefit students? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

The objective is directly aimed at international students and EU students, keeping the costs low for students and keeping university attractive for international students.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Talk to Alan about international fees and We Are International campaign	ASAP	Alan Speight	Will bring up at next Alan 1-2-1
Lobby university committees on international fees	Throughout year	Alan Speight Andrew Abbott	Meeting set up with Andrew Abbott about EU Recruitment post to

			feed into FSSG
Talk to Marketing about cultural event	ASAP	Rachel	Was given a deadline for marketing by end of September but didn't meet. Looking to meet with elected International Students Officer to discuss plans.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged?			
- Engage with new ISO to about ideas around event, and work with different societies around the event			
Monthly reflection			
Don't think I've fully put in enough work around the event, may need to move the date of the event for a more oppopriate time in the year (originally schedules for November).			
This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			

Activist Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Encourage a social environment for course reps for them to network in and build connections, whilst also reviewing the reward process for course reps. This is all to help with course rep retention.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

Feedback from the course rep survey. Feedback from here allows me to see what course reps feel about the changes.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

By making academic reps feeling more appreciated, it encourages more to become academic reps or continue in their positions in the future. It also encourages course reps to remain engaged in the system and gain more out of it by making friends and networking.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Set up a way to contact reps	ASAP	Tania Benedict	In Progress
Review rewards system	By November	Tania Benedict	
Look at other university unions to see the social aspect of academic representation.	On going	Tania Benedict	Completed. Went to a number of universities

			in August and September and saw a much more social and rewarding course rep system.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged? - Hopefully engage with a more inclusive and rewarding course rep system			
Monthly reflection			
Benedict already working on this but I need to feed into this more.			
This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			
Reflection on completion			
Overall <ul style="list-style-type: none"> • What has gone well? • What hasn't gone well? Why? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) 			

Representative Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

As part of the ongoing Student Voice project work, help create and facilitate school level meetings, open to all students. Ideal would be two in the year, one in late semester 1 and mid semester 2 but possible pilot in low scoring NSS areas.

These open school level meetings would take place like a town hall meetings. Across the faculties there are 11 schools. What this does is open up academic accountability to all students, ensuring a smaller and quicker feedback loop.

School level meetings have taken place at other universities and within faculties at Hull in the past with success. This practice should be encouraged across the university. Marketing of dates will be need to happen on a school level but from HUU, as these will become a university wide structure.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

Well attended meetings and feedback will be there measure of success. This can be determined through % of school students attending and also feedback forms from the event.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

This helps students by making the accountability and feedback process within faculties more transparent. This means students are able to feel they are listened to but also provides easier feedback too.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Talk to FACE to see how they have done this in past	ASAP	Ally Dunhill	Completed
Work out structural details	ASAP	Tania	Still need to work out.
Work with marketing to ensure known about	After details worked out	Rachel	Still need to work out.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged? <ul style="list-style-type: none"> - Need to work with the school and faculty reps on the details of the student forums - Make sure students know these are important for the student voice 			
Monthly reflection			
Need to work on this more. FACE are really up for it, as are FBLP but just need to work out timings and details so can finalise and advertise.			
This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			
Reflection on completion			
Overall <ul style="list-style-type: none"> • What has gone well? • What hasn't gone well? Why? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) 			

Trustee Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Making sure board papers are read thoroughly before the board meeting and at least 3 questions are prepared. A minimum number is set because there are always questions to be asked about board papers and it's important for there to be officer contribution.

How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

By having at least 3 questions prepared for the board meetings and make sure I have discussions with the other officers before forming the questions.

How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

This will benefit students by providing more scrutiny to the board and making sure I know what is happening with the union and university

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Ensure I read and prepare properly for board meetings	Throughout the year		

How will you working with students on this?

What roles will students plan and how will you engage / keep them engaged?

Monthly reflection

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none"> NSS Union Council 	What am I going to do? / The part I played. <ul style="list-style-type: none"> Support Part-Time Officers in organising an event Contribute to a University Working Group 	Who can help me?	When will I do this by?
Timetabling	Student Feedback	Collected feedback from students and sent it to Registry Services. Will also raise at next timetabling group meeting.	Anyone at HUU that runs into students receiving timetabling issues.	Ongoing throughout the year
Excellence in Learning & Teaching Day at the Lawns	Alan Speight, Ian Smallwood, Glen Burgess, Chris Turnock	Took away what staff at university aimed for in their approach to teaching and learning and I gave the student perspective on what they good practice in learning and teaching was and their expectations.	Liz helped me on preparing for the day.	Completed
Monthly reflection				
This month: <ul style="list-style-type: none"> What has gone well? What would you have done differently? What did you learn (about the topic / your approach / yourself / others?) Revisit actions above – what else do you need to do? 				
Reflection on completion				
Overall <ul style="list-style-type: none"> What has gone well? What hasn't gone well? Why? What would you have done differently? 				

- What did you learn (about the topic / your approach / yourself / others?)

Personal Development Plan – Review Monthly

This section is about reflecting on the skills and strengths you currently have and the ones you would like to develop. Areas for development might be very practical (e.g using a specific piece of software) or more focused on your approaches (e.g having difficult conversations, giving and receiving constructive feedback).

Strengths (identified from strengths finder)	How can I best use this in my work?	How am I using this in the team?	What else can I do?
Area for development	What am I going to?	Who can help me?	When will I do this by?

Personal Objective

Not a work related objective and doesn't need to be shared but from experience having something outside of 'Sabb life'/work, which you want to focus on, is an important part of work-life balance. You might want to think about continuing to participate in a club or society, start a new hobby or learn a new skill.

During 2016-17 I would like to...			
What actions do I need to take?	By when?	Am I doing it?	If no – why?

Welfare and Community Officer: Objectives and Development Template

Policy Objective			
To Improve the representation of the Welfare Zone within the union and the university and also improve the unity of the zone			
How will I know I have achieved success? What KPI will I need to measure?			
<p>Full and active zone with fortnightly meetings for regular updates from all committees – open meetings to encourage more students to get involved and raise any issues as well as hold chairs and myself to account.</p> <p>Assess through group reviews to show evidence of improvement throughout the year (quick surveys)</p> <p>Review the Zero-Tolerance Policy in line with ENTS, HR and Marketing etc – how do we compare to other SU's? – Drug use, initiations etc</p> <p>This year the purpose of this is to achieve a bench mark in order to assess the long term impact of the Zero-Tolerance Policy</p> <p>Facilitate the zone to interact with students outside the union which will generate exposure</p>			
How will this benefit students? Roughly how many students will this benefit?			
It will improve the representation of minority groups and encourage officers to collaborate with each other within the zone on campaigns for change			
Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Establish a time for the meetings at a fixed time each week	9 th Oct 2017	PTO	Waiting until after the by-elections to confirm a time Still TBC
Fill the zone in the by-elections	9 th Oct 2017	Officer Team SVOT Team	All unfilled positions have had nominations at the by-election
Get the reviewed Zero Tolerance Policy approved by Union Council	Jan 2018	Tania Liz Students	Collated all the information in regards to the zero-tolerance

			<p>policies we have within HUU need to review before student focus groups</p> <p>Review of current policy with Tania – 10/10/17</p>
Get the Zone into faculty HUBS throughout the year		Officer Team HUBS	<p>Had a good reception from FBLP and FHS just need to set up a timeline for this with zone at first zone meeting</p>
How will you working with students on this?			
<p>Working within the zone to encourage participation and zone exposure</p> <p>Encourage Students to run their own change campaigns on campus and online</p> <p>Get students involved in every level of campaigns throughout the year</p>			
Monthly reflection			
<p>This month: Verbal</p> <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			

Activist Objective			
Show students how to make change by getting them to run campaigns and projects throughout the year			
How will I know I have achieved success? What KPI will I need to measure?			
2 Organically thought through student led campaigns (on campus or online) in the community			
Linked to the campaigns above – providing students with a campaign template so they have tools and confidence to plan and activate their own campaigns			
How will this benefit student? Roughly how many students will this benefit?			
Part time officers and students that want to make change within the union and university which will improve representation on wider issues benefiting all students			
Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Facilitate campaigns workshop with Osaro	25 th Oct	Tania and Osaro	Workshop has been booked and pizza ordered to encourage students to come along
Encourage students to campaign about the stuff they are passionate about throughout the year through telling them about the campaigns budget and showing that they are supported by HUU	Ongoing	Student officer team Staff	Currently have two students groups interested in running a campaign one about mature student timetables (working with EO on this) and another about Breast Cancer Awareness

Review the campaigns booklet and look at putting in an example/template of how to run a campaign <ul style="list-style-type: none"> - Personal experience of running a campaign do's dongs etc 	October 15th	Chelsea Sam Page Marketing	Decided that we would use HUUSaysNo as a campaign example as an additional tool in the workshops, and available for students online as well.
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged?			
Student issues are the core of this policy and therefore they will run the campaigns etc ☺			
Monthly reflection			
This month: Verbal <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			
Reflection on completion			
Overall <ul style="list-style-type: none"> • What has gone well? • What hasn't gone well? Why? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) 			

Representative Objective

Improve the representation of the FHS students and shout about the welfare and community zone outside of the union building

How will I know I have achieved success? What KPI will I need to measure?

Welfare Wednesdays 6x throughout the year to encourage participation and awareness of what the zone does within the union – who engages? How many do so? Pictures promo response rates etc

Welfare and opportunities fayre – number of stall that want to sign up, number of people through the door, written feedback, welcomefest survey

Into HUBS weekly and regular engagement with the SEOs in FHS

Have 1 faculty rep and 2 of each school reps in FHS – as many Course reps as possible!

How will this benefit student? Roughly how many students will this benefit?

This will improve representation of the FHS and also of all students through the welfare zone

It will show students what we do as a zone and as a union and allow them to get involved if they want

It will encourage representation of academic issues (inspired by NSS and RYU survey data)

Will alter students to issues in and around campus and encourage them to think about community as well

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Plan and timeline campaigns	Sept 15 th	HullStars Marketing	Community campaigns have been planned for

			the year as have the Anti-hate campaign and the lighting campaign
Welfare fayre and Wednesdays	Semester 1 - 1 st August Semester 2 – December 22 nd	Angie	W&O Fair was a huge success with over 1000 students engaged and positive feedback from those involved Welfare Wednesdays for Semester 1 are planned and ready to go on the day
How will you working with students on this?			
Similar to previous objectives – the idea is to get students engaged in every single level through research and leadership roles etc			
Students are key to representation so this objective is about them specifically			
Working with FHS student representation at all levels			
Monthly reflection			
This month: Verbal <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			
Reflection on completion			
Overall <ul style="list-style-type: none"> • What has gone well? • What hasn't gone well? Why? 			

- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Trustee Objective			
To develop a greater understanding of governance mechanisms and process in action through AGDC and Trustee Board in order to progress and challenge my own thinking about this in regards to my dissertation			
How will I know I have achieved success? What KPI will I need to measure?			
I will have a clear understanding of processes and accountability mechanisms in line with MSc Research Project			
Attend ADGA as part of my role			
Be prepared for board and willing to contribute			
How will this benefit student? Roughly how many students will this benefit?			
It will allow for a greater understanding of governance so will encourage the organisation to consider accountability mechanisms (linked to Research Project)			
Will also help the students understand the processes and help improve the transparency of the organisation			
Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Propose something to AGDC	December 2017		
Attend at least one FARC	December 2017		
How will you working with students on this?			
Want to work with student trustees closely on this 'project'			

Monthly reflection

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none"> NSS Union Council 	What am I going to do? / The part I played. <ul style="list-style-type: none"> Support Part-Time Officers in organising an event Contribute to a University Working Group 	Who can help me?	When will I do this by?
DBARN	HullSTARS	Build and grow the campaign so it is a continuous message Incorporate No Rush campaign into DBARN As part of this we've launched a student-resident intro card to encourage people to introduce themselves to encourage greater communication and approachability Regular waste management leaflet drops	HullSTARS HullCC Jeni Day?	Continuous year long campaign
Lighting Campaign	Student feedback	Improve lighting on campus and lobby HullCC to improve lighting in the general area Board ready to go just waiting to get it started	Jeni Day Students (lead?) HullSTARS	Ready to run as of the 23 rd Oct Idea to get a report to the university about lighting by 6 th Nov
Mental Health Research and Campaign	Student feedback on elections	Run a campaign alongside SWLWS to promote the use of mental health facilities in uni and also in the wider community through regular campaign days First 'event' is for World Mental Health Day – 10/10/17 to encourage greater use of the services already provided	Officer team SWLWS	Starting with WMHD 10 th Oct already planned
Anti-Hate Campaign	Prayer Room Meeting	Find and highlight areas where hate crime/ harassment/discrimination takes place in the Newland/Bev Road/university area so we can provide detailed (anonymous) information to the police and so we can help to provide support and education Launched on 16 th to promote anti-hate week – going to use it to provide evidence for hate crime reporting centre OO is working on	Students SWLWS SMT Officer team	October to tie in with BHM

Monthly reflection

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

Caitlin O'Neill: Objectives and Development Template

This template provides a mechanism for you to record, plan, monitor and reflect on your activities this year. Not only will this help you report on your activities, celebrate your success and reflect on areas for development but will also provide value examples which you can use in applications and interviews when the time comes.

Personal Objective (not shared with Board / UC)			
Inspire sports team and individuals in general to be a better version of themselves and to engage more with them.			
How will I know I have achieved success? What KPI will I need to measure?			
What actions do I need to take?	By when?	Who can help me?	Update
Take part in team training with individual clubs.	All Year – Ongoing	Marketing, Vicky Dean, Other Officers (Osaro has similar objective)	Went down to team try-outs with Marketing to get photos and promote teams on social media
Speak to individual clubs during their training sessions if I am unable to take part.	All Year – Ongoing	Marketing, Vicky Dean, Other Officers (Osaro has similar objective)	
Act on the information gained from the club interaction. Celebrate success of what if going well for the clubs.	All Year – Ongoing Post on AU Facebook page – weekly for results and other information when relevant.	Marketing, Vicky Dean, Other Officers (Osaro has similar objective).	
Be visible during Wednesday afternoons whilst clubs are playing.	All Year – Ongoing	Marketing, Vicky Dean, Other Officers (Osaro has similar objective)	I've been at the friendly matches and with BUCS starting I'll be out every Wednesday watching BUCS games as well as intramural

			matches.
Formulise some community activities for the AU to encourage a better reputation of the AU in the wider community.	Caitlin to explore ideas with Jennie and discuss at next meeting.	Jennie.	Working on ideas, get teams involved with anti-domestic violence pledge.
Consider a communal Guinness World Record attempt which would bring the AU together. http://www.guinnessworldrecords.com/	Caitlin to explore ideas and bring back to next mentor meeting.	TBC	Research ongoing.
Monthly reflection			
<p>This month:</p> <ul style="list-style-type: none"> • What has gone well? Sports Fair, communication with sports teams. • What hasn't gone well? Discussions with the SFC about sports passes have been challenging. • What would you have done differently? Not stress out so much about the Sports Fair. • What did you learn (about the topic / your approach / yourself / others?) I'm a lot tougher than I thought and being open and honest with sports teams goes a long way. • Revisit actions above – what else do you need to do? I need to focus on the Guinness World Record attempt and find time to think about community activities. I need to be really strict with myself and make sure I'm always at matches on a Wednesday afternoon. 			

Policy Objective – AU & SFC Semester Membership + Calendar Year Membership Changes.

The plan is to introduce 1 semester AU memberships for both September and January. Currently they are only available in January and this limits participation of students who are not here for the full year. Look at introducing a full calendar year membership option.

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

How will I know I have achieved success? What KPI will I need to measure?

The introduction of the new scheme will be sufficient to show success as this will give students greater value and only charge them for the time required rather than a full year.

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

How will this benefit students? Roughly how many students will this benefit?

This new scheme will specifically benefit students who are only at UoH for a short period of time including International students and PHD etc. Also, students who decide to join a team in their 2nd Semester only pay for what they use. This links in well to the Student Officer joint objective regarding cost of living for students.

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Formulate exactly what the scheme will look like and how it will operate.	15 th September 2017	Vicky Dean, SFC, UEC.	Done.
Policy update following approval	15 th October 2017	Tania Struetzel	

Publish policy change to AU members and wider student body	31 st October 2017	Marketing, Vicky Dean	
How will you working with students on this?			
Caitlin will involve the AU presidents throughout the process and keep them informed along the way. As this is such a positive change for students we do not envisage any negative connotations from this policy change.			
What roles will students plan and how will you engage / keep them engaged?			
Monthly reflection			
<p>This month:</p> <ul style="list-style-type: none"> • What has gone well? The SFC are on board with this idea. The problem we are having at the moment is adding it onto SUMS and how that would work. • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) I learnt that although everyone involved is on board with the idea it is going to take time because adding it to SUMS is a lot more complicated than I realised. • Revisit actions above – what else do you need to do? I need to make sure the right conversations are being had to keep things moving forward. 			

Activist Objective – Club Sustainability (Club Debt)

Club sustainability.

Teach clubs to be self-sufficient, manage their finances and grow as a stable team.

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

How will I know I have achieved success? What KPI will I need to measure?

Clubs will be more financially aware and stable.

Reduce club debt.

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

How will this benefit student? Roughly how many students will this benefit?

Clubs being more stable will be able to offer more opportunities to more students. All students engaged in a sports team and students who want to get involved.

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Draw up club debt plan	Before next FARC meeting	Kevin	Support fund approved by UEC, taking it to the next FARC.
Send out sponsorship contract template to teams	End of September	Kevin	Done.
Sponsorship Fair	April (after Easter break)		Ongoing
Treasurer training	September	Vicky	Done

Draft Report for FARC following approval by UEC.	Thursday 5 th October 2017	Emily	Done
How will you working with students on this?			
<p>Work with team committees to brainstorm ideas on how they can raise their own funds. Encourage teams to get their sponsorships in writing to avoid being 'ripped off'. Promote fundraising events for teams to help them raise money. Set up a meeting with teams who are severely in debt and talk about ways they can raise funds.</p> <p>What roles will students plan and how will you engage / keep them engaged?</p>			
Monthly reflection			
<p>This month:</p> <ul style="list-style-type: none"> • What has gone well? The support fund was approved by UEC and is going to FARC. • What would you have done differently? N/A • What did you learn (about the topic / your approach / yourself / others?) Club debt is graver than I thought and coming up with innovative solutions has been really engaging. • Revisit actions above – what else do you need to do? Set up meeting with clubs in serious debt this month. 			
Reflection on completion			
<p>Overall</p> <ul style="list-style-type: none"> • What has gone well? Support fund being approved by UEC. • What hasn't gone well? Why? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) 			

Representative Objective – This Girl Can (Fabulass)

To increase general fitness sessions for women. Open to all students of UoH. This project will be in partnership with Fabulass.

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

How will I know I have achieved success? What KPI will I need to measure?

1. By monitoring participation.
2. Increase in membership by none AU students.
3. General positive feedback following the events.
4. Uplift in social media participation.

Caitlin to go away and work out specific KPI's (i.e. totally number of events, number of participants per event, AU membership increase % following these events).

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

How will this benefit student? Roughly how many students will this benefit?

1. Opportunities to meet new people and create new friendship groups.
2. Opportunities to get involved in activities.
3. Social events not having to include alcohol which will appeal to a more diverse student base.
4. Potential to appeal to none AU students so circa 8000 – 10000 students on campus.

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
See Fabulass excel spread sheet for project timeline.			
Launch Sunday 8 th October in Asylum	8 th October 2017	Marketing Promotion from Monday	
How will you working with students on this?			
Existing AU students will take it in turn to host the events during one of their existing training slots. They will schedule it in as a fitness session open to all female students.			
What roles will students plan and how will you engage / keep them engaged?			
Monthly reflection			
<p>This month:</p> <ul style="list-style-type: none"> • What has gone well? Teams are enthusiastic about the idea and the boxing team will be running the launch. • What would you have done differently? N/A • What did you learn (about the topic / your approach / yourself / others?) Teams got on board with the idea without having to come up with a lot of incentives. • Revisit actions above – what else do you need to do? Promote launch. 			
Reflection on completion			
<p>Overall</p> <ul style="list-style-type: none"> • What has gone well? This objective has been running smoothly and once the launch has been done the teams will be running it themselves. • What hasn't gone well? Why? It has been difficult focusing on this during WelcomeFest. • What would you have done differently? Focused a little bit more time on it during WelcomeFest. • What did you learn (about the topic / your approach / yourself / others?) A lot of teams want to increase female participation in sport and are more than willing to get involved. 			

Trustee Objective -

To ensure I am fully engage as a Trustee and carry out my duty to full effect.

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

How will I know I have achieved success? What KPI will I need to measure?

I will make sure I have read all the papers and be able to participate in discussions.

I will be available to student trustees to advise and support them.

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

How will this benefit student? Roughly how many students will this benefit?

This will benefit the student trustees. Being able to engage in conversations with the rest of the board and be the voice of students will benefit the rest of the students at the university.

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update

Read committee/board papers	Before each board/committee meeting		
Ask questions if there is something I'm unsure of	Before/during each board/committee meeting	Other trustees	
Engage with the student trustees and ask them questions about their and how they're coping	Throughout the year		
How will you working with students on this?			
Having conversations with the student trustees.			
What roles will students plan and how will you engage / keep them engaged?			
Monthly reflection			
This month:			
<ul style="list-style-type: none"> • What has gone well? I've been keeping on top of papers and I understand the functioning of the Union as a charity better. • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? I need to get in touch with the student trustee I'm mentoring before the next board. 			
Reflection on completion			
Overall			
<ul style="list-style-type: none"> • What has gone well? I've been reading papers and am in regular contact with my external trustee mentor. • What hasn't gone well? Why? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) 			

Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none">NSSUnion Council	What am I going to do? / The part I played. <ul style="list-style-type: none">Support Part-Time Officers in organising an eventContribute to a University Working Group	Who can help me?	When will I do this by?

Monthly reflection
This month: <ul style="list-style-type: none">What has gone well?What would you have done differently?What did you learn (about the topic / your approach / yourself / others?)Revisit actions above – what else do you need to do?

Reflection on completion
Overall <ul style="list-style-type: none">What has gone well?What hasn't gone well? Why?What would you have done differently?What did you learn (about the topic / your approach / yourself / others?)

Personal Development Plan – Review Monthly

This section is about reflecting on the skills and strengths you currently have and the ones you would like to develop. Areas for development might be very practical (e.g using a specific piece of software) or more focused on your approaches (e.g having difficult conversations, giving and receiving constructive feedback).

Strengths (identified from strengths finder)	How can I best use this in my work?	How am I using this in the team?	What else can I do?
--	-------------------------------------	----------------------------------	---------------------

Area for development	What am I going to?	Who can help me?	When will I do this by?

Personal Objective

Not a work related objective and doesn't need to be shared but from experience having something outside of 'Sabb life'/work, which you want to focus on, is an important part of work-life balance. You might want to think about continuing to participate in a club or society, start a new hobby or learn a new skill.

During 2016-17 I would like to...			
What actions do I need to take?	By when?	Am I doing it?	If no – why?



HUU SOCIETY CONSTITUTION FORM 2017-18

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

"The Hull University Union Vietnamese society"

1.2 The shortened name of the society is:

"The Vietnamese society"

1.3 Hereinafter referred to as the society.

2.0 Society Aim & Objectives

2.1 The aim of the society is:

connecting the Vietnamese student community, building a strong relationship between them

2.2 The objectives of the society are:

(a) helping each other in academic and life perspectives via many events

(b) uniting Vietnamese students, introducing Vietnamese culture to friends from other countries

(c) _____

3.0 Membership

3.1 Full membership is open to any University of Hull student.

3.2 Associate membership is open to:

- all staff of Hull University Union;
- all staff of the University of Hull;
- anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws).



HUU SOCIETY CONSTITUTION FORM

~~2014-15~~
2017-18

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

*The Hull
University
Union*

ASIAN

society"

1.2 The shortened name of the society is:

The

ASIAN

society"

1.3 Hereinafter referred to as the society.

2.0 Society Aim & Objectives

2.1 The aim of the society is:

CREATING A MULTI-CULTURAL ENVIRONMENT FOR PEOPLE OF ASIAN ORIGIN,
OR THOSE WHO WANT TO EXPERIENCE THE MIXTURES ASIAN CULTURE

2.2

society are:

The objectives of the

(a) CREATING A HOME AWAY FROM HOME FOR PEOPLE OF ASIAN ORIGIN

(b) ENSURING PEOPLE ARE ABLE TO SOCIALISE AND MEET NEW PEOPLE, THROUGH VARIOUS EVENTS
AND SOCIALS

(c)

3.0 Membership

3.1 Full membership is open to any University of Hull student.

3.2 Associate membership is open to:

all staff of Hull University Union;

all staff of the University of Hull;

anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws).

3.3 The society's annual membership fee, payable by full and associate members, is £

payable in

5

Hull University Union and via the Hull
University Union web site
(www.hullstudent.com).

3.4 The society's annual membership fee is payable in full no later than four weeks after Societies and
Volunteering Fair in Semester One, or if submitted during the year, no later than four weeks after the date the
constitution is submitted.



HUU SOCIETY CONSTITUTION FORM

~~2014-15~~

2017-18

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

"The Hull University Union Healthcare Innovation Team" society"

1.2 The shortened name of the society is:

"The Healthcare Innovation Team" society"

1.3 Hereinafter referred to as the society:

2.0 Society Aim & Objectives

2.1 The aim of the society is:

"Offer a range of skills and insight into management and healthcare systems to inspire members to become better leaders in the future."

2.2 The objectives of the society are:

(a) Integrate leadership into the curriculum and establish a mentoring programme

(b) Offer a widening participation scheme for local schools to inspire them to apply for healthcare courses

(c) Hold events + a conference, for knowledge and skill acquisition

3.0 Membership

3.1 Full membership is open to any University of Hull student

3.2 Associate membership is open to:

- all staff of Hull University Union;
- all staff of the University of Hull;
- anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws)

3.3 The society's annual membership fee, payable by full and associate members, is £ 5 payable in Hull University Union and via the Hull University Union web site (www.hullstudentunion.co.uk)

3.4 The society's annual membership fee is payable in full no later than four weeks after Societies and Volunteering Fair in Semester One, or if submitted during the year, no later than four weeks after the date the constitution is submitted

HUU SOCIETY CONSTITUTION FORM

2015-16
2017-18

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

"The Hull University Union HIMS PHYSICIAN ASSOCIATE society"

1.2 The shortened name of the society is:

"The PA society"

1.3 Hereinafter referred to as the society.

2.0 Society Aim & Objectives

2.1 The aim of the society is:

TO SUPPORT PA STUDENTS ON THE HIMS MSc IN PA STUDIES
& TO PROMOTE / ADVANCE THE PA PROFESSION WITHIN HIMS, IN
ASSOCIATION WITH PARTNER NHS ORGANISATIONS.

2.2 The objectives of the society are:

- (a) PROMOTE UNDERSTANDING THE PA PROFESSION
- (b) PROMOTE TRAINING, PROFESSIONAL DEVELOPMENT &
EDUCATIONAL SUPPORT
- (c) UNDERTAKE FUNDRAISING & CHARITY WORK

3.0 Membership

3.1 Full membership is open to any University of Hull student.

3.2 Associate membership is open to:

- all staff of Hull University Union;
- all staff of the University of Hull;
- anyone who holds Associate Membership with Hull University Union (as defined in the Bye Laws).

3.3 The society's annual membership fee, payable by full and associate members, is £ ~~10~~ ^{£25} payable in Hull University Union and via the Hull University Union web site (www.hullstudent.com).

(£25 for
2 YEARS
(COURSE LENGTH))
£15.00 for 1
year



HUU SOCIETY CONSTITUTION FORM 2017-18

Please fill out this form using block capitals. Any form that is illegible will not be processed.

1.0 Society Name

1.1 The official name of the society is:

"The Hull University Union - Social Work-
society"

1.2 The shortened name of the society is:

"The Social Work- society"

1.3 Hereinafter referred to as the society

2.0 Society Aim & Objectives

2.1 The aim of the society is:

To enhance the social work student experience by providing preparation for entering the field of social work, welfare support during studies, promoting social integration, and creating relevant social and educational opportunities to bring students together outside of timetabled sessions.

2.2 The objectives of the society are

(a) To support students across all programmes, promoting their wellbeing, welfare, emotional resilience and morale.

(b) To strengthen social work student links and reputation across programmes, with the Student Union, within the local community, with charities and with the Humberide Teaching Partnership.

(c) To provide opportunities for personal and professional development, education, training, networking, and discussion around social work issues.

3.0 Membership

3.1 Full membership is open to any University of Hull student.

3.2 Associate membership is open to:

- all staff of Hull University Union;
- all staff of the University of Hull;

M.1718-1 Motion to move the part-time officer position of Environment and Ethics Officer from the Governance Zone to the Welfare and Community zone

HUU Notes:

1. That the Environment and Ethics Officer is currently the only part-time officer with a specific remit in the Governance zone. Other members of the zone include two Councillors for Scrutiny (if elected) and the Chairs of the other four zones.
2. That Welfare & Community Officers in the past have led on organising community action days that included street clean-ups and other activities.

HUU Believes:

1. That the position of Environment & Ethics Officer should be moved to the Welfare & Community zone.
2. That the role is better suited to this zone as it involves actions with the local community, concerning itself with student wellbeing and environment and is an opportunity for the Welfare and Community zone to broaden its reach.
3. That it will allow Environment and Ethics the opportunity to receive equal attention to the Liberation campaigns and make it easier to cooperate/liaise with them where there is crossover instead of organising separate meetings.

HUU Resolves:

1. That SO 1004 (Environment & Ethics Officer) is amended as appended with immediate effect.

Proposer: Ruth Williams (Environment & Ethics Officer)

Seconded: Jennie Watts (Welfare & Community Officer), Osaro Otobo (President)

SO 5003~~1004~~

STANDING ORDER GOVERNING ENVIRONMENT & ETHICS OFFICER

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye-Laws and the relevant Standing Orders of HUU.

2. **Definition**

The E & E Committee is a Standing Committee as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO ~~1004~~5003. The Chair of the Committee and the Committee are accountable to the ~~President~~ Welfare & Community Officer and the Welfare & Community Governance Zone.

3. **Aims**

The aims of the role are to:

- a) educate students at the University of Hull (UoH) on environmental issues, both locally, nationally and globally;
- b) educate students at the UoH on ethical issues, both locally, nationally and globally;
- c) promote and support active student participation in environmental and ethical campaigns such as Fair Trade Fortnight;
- d) organise and run awareness and pressure campaigns to lobby increased environmental and ethical practices by both HUU and UoH;
- e) liaise and work with local, national and international organisations over environmental and ethical issues;
- f) work towards HUU leading the Student Union movement in both innovation and participation on environmental and ethical issues.

4. **Election and Duties**

The Environment & Ethics Officer shall be elected once per academic year, in accordance with S.O. 8001. The Officer is required to attend the Welfare & Community Governance Zone and Union Council. The Officer requires the permission of the Welfare & Community Officer ~~President~~ before any campaign is run.

5. **Membership**

The Committee has two types of membership:

- a) Full Membership:

Full membership is open to all full members of HUU as defined in the Bye-Laws.

b) Associate Membership:

Associate membership is open to all associate members of HUU as defined in the Bye-Laws

6. **Elections**

The Executive with the exception of the Chair shall be elected from the Committee membership in Semester Two in accordance with S.O. 8008 and shall hold their positions for the next academic year. Vacancies are to be elected in accordance with S.O 8008. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

7. **Executive Committee**

In addition to the Chair there shall be an Executive Committee. The Executive Committee shall be responsible for the organisation, promotion and running of the Committee's campaigns. ~~Executive Committee positions (5) – (8) shall keep themselves and the Committee informed on developments within their area, in regard to issues at HUU and UoH, nationally, internationally, technological advances and research findings. The Executive Committee shall be responsible for the organisation, direction and performance of the Committee in fulfilling its strategy. The Executive Committee shall be responsible for monitoring and updating the Committee's long term strategy.~~

The voting membership of the Executive Committee shall be:

(1) **Chair Environment & Ethics Committee:**

The ~~Chair~~ Environment & Ethics ~~Committee Officer~~ is Chair of the Executive;

(2) **Secretary:**

The Secretary shall assist the Chair in the administration and organisation of the Committee. The Secretary shall be responsible for maintaining the membership list of the Committee; ensuring the Committee meets all relevant dates detailed in the Regulations; preparing and circulating publicity prior to meetings and taking minutes;

(3) **Treasurer:**

The Treasurer shall be responsible for keeping the Committee's Primary and Secondary accounts solvent. Responsibilities shall include budgeting; monitoring expenditure and signing claim forms;

(4) **Fundraising officer:**

The fundraising officer shall be responsible for raising funds to support the campaigns and activities of the committee;

(5) **Biodiversity officer:**

The Biodiversity officer shall campaign and raise awareness of HUU's and UoH's impact on the surrounding ecosystems and methods through which this can be improved;

(6) **Ethics officer:**

The Ethics officer shall be responsible for researching and raising awareness of HUU's and UoH's ethical practices, their impact and ways both organisations can become more ethically sound.

(7) **Energy & Recycling officer:**

The Energy & Recycling officer shall be responsible for campaigning for more efficient and less energy use on both campus and in student accommodation. They shall research and promote creative energy saving and energy creation methods for both institutions and students. They shall also investigate and promote both the recycling and reusing materials on campus and in student accommodation. They shall lobby HUU, UoH and local authorities to support student recycling initiatives.

8. **Meetings**

Meetings of the Committee shall take place at least monthly, ~~and meetings of the Executive on a bi-weekly basis.~~

9. **Budget**

The ~~Welfare & Community Officer~~**President** is the budget head and shall ultimately control expenditure. The ~~Welfare & Community Officer~~**President** may request the Officer to report on the financial performance of the Committee.

SR/PM/AM: November 2010.

Passed by Governance Zone: 26/11/10

Passed by UEC on: 7/12/10

Passed by Union Council on: 13/12/10

Updated: CO/ME

Passed UEC:

Passed UC: 19 October 2015

Updated: RW/OO/JW

Passed UC: 16 October 2017