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**Minutes of the Executive Committee (Exec) meeting**

**ELG14, 6.15pm Tuesday 29th September 2015**

**Present:** Issy Cooke (IC – Chair), Umar Yunas-Chaudery (UYC), Yusuf Ahmad (AR), Hadia Chaudhry (HC), Clémence Rouaux (CR), Elizabeth Frumson (EF), Astrid Crowley (AC), Mariam Malik (MM – RAG Officer; Invited Observer), Craig Stewart (CS – Secretary), Max Grieve (MG – Clerk)

**Apologies:** Samira Salasel (SS), Ramsha Khan (RK)

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| **Action Points Arising:**   1. Anti Hate Crime Week: CS actioned to update Exec on current plans; YA actioned to contact faith societies. 2. IC to circulate date, time and details of City Community Working Group meeting. 3. Officers to send short 3 bullet point reports to the Chair before each meeting. 4. CS to consider how the agenda could be made more efficient. |

**1 Welcome & Apologies**

IC welcomed everybody. Apologies were received.

**2 Administrative Business**

1. Conflicts of interest: None were declared.
2. Confirmation of Any Other Business: IC added prayer on campus, a report on Freshers Week, timing and catering for Exec meetings, Black History Month and the Annual General Meeting. UYC added discussion on a potential AGM motion. HC added examination timetables and student lockers.
3. Minutes: As this was the first meeting of the new Exec, no minutes were required to approve.

**3. Items For Discussion**

1. CS noted (Anti) Hate Crime Week would be taking place in a fortnight. He invited suggestions and ideas from Exec to add to the Union’s planning process for this event.  
     
   IC suggested CS report back to Exec with existing plans. CS actioned to pass plans to Exec. CS reported a suggestion from City’s LGBT Staff Network, regarding “I Too Am City” campaign that had been done at other universities. UYC noted it has a visual impact on campus. CS was actioned to speak further to the LGBT Staff Network about the idea.  
     
   UYC suggested that faith and cultural socs might like to be involved. YA was actioned to contact societies to get involved with the project. AC reported conversations during Freshers with the LGBT Soc.
2. IC explained the role of the City Communities Working Group and the kind of subjects it covers, and noted the next meeting was on Friday 2nd October 2015 at 3pm. She asked who from Exec may wish to attend.  
     
   HC and MM expressed an interest in attending the first meeting. IC actioned to send out times and details.

4. **Items For Information**

1. IC noted that election nominations were open for vacant posts on the Executive Committee, Union Council and NUS Conference Delegates. She summarised the positions currently open for nomination and asked Exec to encourage nominations wherever possible.
2. UYC explained the concept behind the Learning Enhancement Awards (the Union’s student-led teaching awards), previously known as the Student Voice Awards, and noted that nominations were now open. He talked about the ceremony at the end of the year and encouraged Exec to get students involved in making nominations. CS noted that the Union’s initial promotional push for the Awards was currently scheduled to take place a few weeks into term.

**9 Standing Items**

1. IC proposed that Exec members send their reports in advance of the meetings, in the form of a few bullet points. Exec members were invited to share their top priorities for the year:  
     
   EF: Looking at “grade breakdown” so international students know what their grades mean. Visa and home office issues, to help students know what to do in various situations. International week with collaborations with societies.  
     
   YA: Create a better nightlife at City with more choice of events, through partnership with Wicked Student Nights. More society collaboration events. Charity week. Possibly looking at Varsity for next year.  
     
   UYC: LEAs. Anonymous marking and a closer investigation on how this affects BME students in particular. Increase e-resources within the library to benefit students who live outside of the city. Monitoring the continued rollout of lecture capture.  
     
   AC: Diversity forum. Networking event to bring together politicians and companies with students regarding LGBT and employment. LGBT & Faith. LGBT & Media. Spoke to chaplaincy at Freshers, sounded promising. Increased presence during LGBT history month.  
     
   CR: Feedback form for disabled students to look at what priorities should be. Campaign for more resources for Learning Success to reach out into schools. Create guide for teaching staff to raise awareness about dealing with requests for reasonable adjustments and what to look out for.  
     
   IC: Students who don’t live in halls and who live around London, and how they can fit into City community. History project to document and celebrate heritage of the Students’ Union to enhance pride students feel in their Union. Faith provisions on campus and interfaith relations. Looking at cutbacks to essential services for students within the Uni.  
     
   HC: Looking at trips and networking events to help Law School students meet people in industry. Exam timetables and when they’re made available. Timetables in general and how these allow students to do part-time jobs.  
     
   In addition to the Officer Reports, Exec invited MM to talk about RAG. She outlined plans for a charity event to support Syrian refugees, and aims to get more support and exposure for RAG Week activities., and Interfaith involvement in RAG activities.
2. CS noted that NUS funding had ended for Green Dragons and it was now a smaller-scale project. It was decided to remove this as a standing item from Exec agendas.
3. IC explained the concept of priority campaigns. She invited Exec to consider as meetings progress whether any of their regular business should be listed as priority campaigns.

**11 Any Other Business**

HC raised the issue of locker availability. IC noted the issue with lockers had been raised with the University, and that it was likely to be an ongoing conversation this year.  
  
HC raised the issue of exam timetables. IC noted that there was particular pressure on space with the current building work but that there would likely be more discussions with the University during the year.

IC talked about the AGM and confirmed the date of 26th Nov. She asked Exec to encourage students to submit motions and encourage attendance. EF asked about how participation in the AGM worked. IC explained that any student could submit policy and attend to debate and vote on it.

IC noted that Freshers had been successful with sales and initial feedback. EF asked if there had been licencing issues with CityBar. IC confirmed this had happened, and said that 11pm closing for CityBar was frustrating for cutting good evenings short. EF asked if it would change. IC said a response would be sent to the council regarding their refusal to grant a late licence, but this dialogue with the council would need to be worked on if the situation was to change in the future.

IC raised time of meetings. After discussion, Exec noted the existing schedule was the best timing. CS actioned to look at how agenda could be made more efficient.

IC raised the subject of food and asked if anybody wanted food at future meetings. There was no appetite for food. It was agreed that food would not be ordered regularly but tea and coffee should still be ordered. IC asked if a social function could be held for the full Exec after the by-election had taken place. CS confirmed this could be arranged.

**12 Choice of Chair, and Deputy Chair for Next Meeting**

It was decided to select a Chair and Deputy after the By-election, at the next meeting.

**13 Date of Next Meeting**

27th October, 6.15pm (