**Students’ Union Executive Meeting, Tuesday 26th January 2016: 12 Noon**

*Present: Issy Cooke (IC), Yusuf Ahmad (YA), Umar Yunas Chaudhery (UC), Marlis Kornrumpf (Chair) (MK), Elizabeth Frumson (EF), Mariam Khawaja (MAK), Samira Salasel (SS), Astrid Crowley (AC), Lucie Repova (LR), Craig Stewart (CS), Laura Dickens (Secretary)(LD).*

*Apologies Received: Mariam Malik, Clemence Rouaux, Dimitri Dolor, Hadia Chaudhry, Ramsha Khan.*

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| *Action* | *Responsible* |
| Exec members to indicate interest in conference attendance (ongoing – please contact Craig or Laura if you haven’t) | All Exec |
| Find out more about Cass study abroad and placement issue (Unknown – report back) | UC |
| Create Peer Sharing Working Group | MK |
| Set up Meeting between Environment and Ethics Officer, and Head of Sustainability | IC |
| Set up Liberation support meeting | CS |
| Revise Environmental Policy | MK |
| Set up new DoodlePoll for future Exec Meetings | LD |
| Send forms to Exec on funding for projects | LD |
| Report back on possibility of International Guarantor Scheme  | EF/IC |
| Email Exec on New Student Webpages | IC |

1. Chairs’ Business: MK said new doodle poll should be put up now everyone knows their timetables as quite a few Exec unable to join meeting. Action LD to create new poll to find better meeting time.

2. NUS Conferences: Officers to email LD /CS if they wish to attend any NUS or other conferences. Elections will run for NUS Annual Conference during Elections period.

3. Maximum Registration: Queries about the amount of time students can take to complete their degrees. UC to investigate and report back.

4. Tait Level 1 plans: IC had circulated plans to Exec members. YA encouraged Exec to feed into Tait plans as part of collecting student feedback into proposals.

5. Lecture Capture: LR confirmed that CASS are using Lecture Capture. MK said some modules are using it and others aren’t. UC updated that any new SASS programmes approved with classes bigger than 60 automatically have Lecture Capture. UC has printed leaflets in the SU and asked that Exec push Lecture Capture to students.

6. University Budget Cuts: UC outlined the proposals from the University for departments to make outlines of how they would cut their budgets by 3, 6 and 9%. Exec worried that this might impact students if modules were cancelled, and staff morale. UC outlined the University’s intentions to introduce BA degrees in English and in Geography. It was noted that Exec should think about their position on any proposed cuts in future meetings as discussions progress. EF talked about the changes in the International Advisors and Visas, but IC reassured that they will recruit, but look for experience with more focus towards visas. IC reported about a recent meeting with SHS David Boulten who said that savings from departments will be reinvested into the departments and that cuts will most likely be from non-student facing staff.

7. Prevent: YA explained what Prevent is and the implications for the University and Students’ Union as it begins to be rolled out. NUS are still protesting against Prevent, and some SUs have already been approached for information on students. YA explained the challenges that could be faced in the SU refused to give information if asked by the University. MK suggested putting Prevent as a standing item on the agenda as it develops – Exec agreed.

8. Campaigns Budgets: Exec were reminded that they have budgets they can use for campaigns until May. LD was actioned to send forms for applying for extra money for projects from Exec.

9. Catering: UC talked about how SECs are e-mailing in to complain about catering, so he is seeking out further opinions to make a case to Sodexo. UC talked about recent serving of non-halal food on same plate near margarita pizza and how he took the complaint to Sodexo. YA emailing Sophie for certificates of halal food. UC asked Exec to send through, and encourage students to, any incidents of poor catering or other issues. UC talked about how toilet cleanliness and heating had been solved from evidence submitted.

10. Segmentation Research: IC updated on the segmentation research that is being conducted for the Students’ Union to help understand City Students and how to communicate effectively with them on the things they are interested in. IC asked Exec to think about different stereotypes of students and this will feed into strategies for Students’ Union.

11. General Meeting: CS reminded Exec that the next General Meeting will take place on 4th February. CS actioned Exec to think of any policies they would like to propose and for the SU to work on. The deadline for this is 27th January 2016. IC offered to assist any Exec wanting to write policies.

12. Officer Elections: CS handed Exec a timetable for Officer Elections and asked them to promote Officer Elections and to encourage themselves and others to stand for their position and the other positions available.

13. HE Green Paper: CS confirmed that the Students’ Union’s response to the HE Green Paper had been submitted. Exec were given a copy of the response for reference. CS said that the paper has gone up to Senate to look at.

14. Learning Enhancement Awards: UC updated that he had been advertising the nominations form on social media and is making his way round those who have been nominated to give them badges. UC asked Exec to share the nomination form and nominate anyone they feel deserves recognition.

15. Feedback from Trans Conference – Exec received a report of NUS Trans Conference from the representative who attended for reference. IC updated that each building at City is due to be updated to have Gender Neutral Toilets.

16. Feedback from International Activist Network – EF and IC fed back on the recent Network event. Prevent and the Green Paper were key focuses. EF and IC talked about International Guarantor Scheme and whether City can be a guarantor for international students. Action EF and IC to report back to next meeting on progress.

17. Staff Programme Reps Briefings – UC updated on the staff briefings that he is developing on programme reps and how staff can support them in SSLCs and how they can involve reps in meetings and have them contribute more. SHS are the first school to trial the Briefings. UC welcomed feedback and input from any Exec who wish to contribute.

18. Officer Reports (What working on):

- Issy

* Strategy and Segmentation
* History Project
* Faith

- Umar

* Staff Briefings on Programme Reps
* Postgraduates’ Integration
* Lecture Capture
* Anonymous Marking

- Yusuf

* One World Week and RAG Week
* Activities Awards
* Budgets

- Mariam

* Bins
* TedX
* (Awaiting Replies)
* - Marlis
* Meet and Greet for SASS Reps
* Peer Share Group
* - Astrid
* LGBT History Month
* Networking Event
* (If Officers wish to get involved, let Astrid know)
* Elizabeth
* One World Week
* Translating Degrees
* NUS Events and Promotion
* Lucie
* Provide UG students With Business Cards
* Careers Event On Studying Masters – 15th March
* CASS Party

19. City Communities Working Group: IC updated that they are looking at priorities for next year, particularly on getting rid of barriers to communities. They will focus on at least 2 projects. Exec to email IC any ideas they have for projects.

20. Union Council Quoracy: IC fed back from recent Trustees meeting about Student Council, and the powers that they have. IC said that a democracy review will be conducted this year, but that as the current structure leaves a lot of power to a few people this might need to be reviewed. IC asked for Exec to email over their thoughts on this.

21. University Strategy: IC said that she has spent a lot of time going to meetings and helping review the University’s Strategy that they are putting together to cover the next 10 years. IC was actioned to circulate to Exec information on the strategy, and Exec to respond with their thoughts to provide student input.

22. New Student Webpages: There wasn’t time to discuss this item fully. IC agreed to email Exec for further thoughts and explanation on this.

23. Date of the next meeting: **March 1st**.