University of Nottingham Students' Union
Full-Time Officer Committee

25th October 2019 Meeting Minutes

Members Present:
James Pheasey (JP) President
Georgina Pittman (GP) Activities Officer
[until item 7 only]
Jacob Collier (JC) Community Officer
Cassie Ulrich (CU) Education Officer
Myles Smith (MS) Equal Opportunities and Welfare Officer
Abdi Ahmed (AA) Postgraduate Officer
Millie Doherty (MD) Sports Officer

In Attendance:
Chloe Durack-Robinson (CDR) Officer Receptionist (Secretary)
Beth Yearsley (BY) People and Development Manager
[item 9 only]

Apologies:
David Goodacre (DG) Director of Finance and Support Services

Not in Attendance:
Part-Time Officers, Senior Management Team

19.16.

1 Welcome, Apologies, & Quoracy
   .1 JP welcomed everyone to the meeting, noted apologies, and noted that the meeting was quorate.

2 Minutes of the Previous Meeting and Action Log
   .1 The Committee approved the minutes of the previous meeting. The Committee noted the updated Action Log.
   .2 The following were noted as complete and removed from the action log: 19.4.5.6, 19.15.3.8, 19.15.3.10, 19.15.8.3, 19.15.8.4, 19.15.8.5
   .3 The Committee noted JC’s update on item 19.14.3.7 and requested that he keep the Committee updated with any future developments.
   .4 The Committee noted that the changes to the Officer calendars per item 19.15.3.9 need to be discussed at a future meeting.

3 Officer Updates
   .1 President
   JP noted policy that will be coming to the next Union Council. There will be proposed policy on modern slavery put forward by students, the changes to the
pronoun policy, and the proposed environmental crisis policy.

JP met with the Vice Chancellor and had a positive and productive meeting. He noted her support of the SU Democracy Review. JP noted that the Committee has a lot in the November University Council to share updates regarding Democracy Review.

JP noted a student expressed an interest in the SU policy regarding the Uyghur people.

.2 **Activities Officer**
GP attended the first society President’s Group meeting which she felt was successful. She publicised the STARs document, the Sustainable Impact Scheme and emphasised the importance of the Democracy Review.

GP met with CARO (Campaigns and Alumni Relations Office) to give general updates and discuss the fire walk. She noted the possibility of officers taking part.

GP has been organising the Halloween Screening scheduled for the 28th.

.3 **Community Officer**
JC had no updates relevant to the whole Committee.

.4 **Education Officer**
CU collaborated with MD on academic flexibility, specifically how can academics support students who do sports. CU suggested a new survey to gauge student opinion on how this can be best achieved, for example the provision of lecture capture.

CU will be attending the Decolonising Contraception event tonight.

.5 **Equal Opportunities and Welfare Officer**
MS had no updates relevant to the whole committee.

.6 **Postgraduate Officer**
AA attended the Responsible Research and Innovation Conference.

AA attended a meeting with Welfare and Wellbeing Specialist to discuss planning for a Postgrad Awareness Week to highlight the specific issues PG students face and how they can be helped from a welfare perspective.

.7 **Sports Officer**
MD had no updates relevant to the whole committee.

4 **Remembrance Day Statement**
.1 The Committee noted their previous decision to attend a Remembrance Day Ceremony on 10th November to lay a white wreath on behalf of the SU.
.2 The Committee agreed that a statement should be prepared to accompany this explaining the SU’s decision to lay a white wreath and highlighting the event.

.3 ACTION: JP to write statement explaining SU’s choice to lay a white wreath.

.4 ACTION: GP to contact Phil regarding stocking red and white poppies in SU outlets

5 Union Policy Status Report Review

.1 The Committee noted that progress has stalled on this and emphasised that updates to the Union Policy Status Report need to be made by each member.

.2 ACTION: All Officers to update Union Policy Status Reports by 15th November

6 Scrutiny Panel Status Update

.1 The Committee commented on the value of the experience of attending Scrutiny Panel.

.2 The Committee noted certain organisational aspects which could have been improved and that certain questions could have been more probing.

.3 The Committee suggested improvements that could be made in future to facilitate a more robust scrutinization by both panel and non-panel members. These included a possibility for flexibility on presentation style, the provision for questions sent prior to the meeting to be addressed at the meeting, increased publicity of the event and the possibility of opening the floor more to non-scrutineers.

.4 ACTION: JP to give feedback to the Representation Development department regarding Scrutiny Panel.

7 Officer Budgets and Expenses

.1 CU reminded committee that expenses need to be logged within 3 months.

.2 JP noted that both the Initiatives Budget and Officer’s Budget seem healthy.

.3 JP noted that Finance are working on new report for the Initiatives Budget in order for the Committee to stay up to date in a more efficient way.

8 Proposed Policy

.1 CU noted that certain officers had received a student proposal of policy from a PG student regarding pastoral care in halls.

.2 Committee noted that this is something the committee is continuously working on.

.3 JP noting that students should be signposted to the Representation Coordinator (Democracy) with policy ideas.

9 ILM Level 5

.1 BY joined the meeting.

.2 The ILM Level 5 qualification is the equivalent of an Undergraduate level degree in leadership and management. The course emphasis is on specific learning outcomes
over a four-day course. BY emphasised the value of the opportunity due to it being a recognised accreditation and completion would open up time on development days.

.3 BY noted that it will not be compulsory, but she would highly encourage all officers to complete the course.

.4 The Committee were enthusiastic about the opportunity and all officers in attendance requested to be signed up.

.5 MS noted the fact that Officer Development Days all fall on Wednesdays which clash with her prior sports commitments. MS suggested a conversation with BY at a later date to help resolve this.

10 Independent Prevent Review – SU Submission

.1 The government has commissioned an independent review of Prevent however the University will not be contributing to the response.

.2 JP raised the concern to the Vice Chancellor. She expressed sympathy and will consider a reaction if the UUK response does not capture the nuance of the University’s opinion.

.3 CU suggested that the SU gives a response. JP suggested that a joint University and Union response may be stronger.

.4 ACTION: CU to oversee this submission.

11 Recruitment – Governance and Admin Assistant

.1 The Director of Finance and Support Services requested that an Officer attend the recruitment process for the Governance and Admin Assistant.

.2 No Officers are available for the proposed dates, but the Committee suggested that Student Trustees attend as an alternative.

12 House Hunting Stall

.1 JC notified the committee that SU Advice will be running House Hunting Talks in halls 5-7pm on the 12th, 13th, 14th of November.

.2 JC requested an officer attend each of these talks.

.3 ACTION: ORF to book officers for House Hunting Talks in Halls.

13 AOB

.1 The trip to Manuscripts scheduled on the 31st has had to be cancelled. An alternate date needs to be found.

.2 The Committee noted that the Welfare Network Committee asked for video submissions and encouraged officers to take part if they wished to.

.3 ACTION: ORF to rebook the Manuscripts and Special Archive trip.

Date of Next Meeting: 01 November 2019
Chair of Next Meeting: Millie Doherty