

University of Gloucestershire Students' Union Management Committee

Minutes of the meeting held 16 November 2022

Present: JC, EB, KH, PA, EH, BT

Apologies: BF

Actions	Who resp	Date due	Status
To book a meeting to draw up a stock response to common queries from international students, including appropriate university contact details.	Officers	After graduation	Done
To send EB details of the specific sports which will be played at Reunion.	PA	Next Meeting	Done
To speak to Endsleigh about insurance for Sports Reunion. To enquire if alumni, current students and members of the other team will be insured.	EB	Next Meeting	Done
To speak to DC about physio, first aid and the Folley for Sports Reunion.	PA	Next Meeting	Done
To consider the impact of budgets and any changes they would like and to feedback to JC and EB.	MC	Next Meeting	Done
To meet to discuss student safety at night and to then speak to other parties, for example, Student Activities and lecturers.	Officers	Next Meeting	Done
To speak to Estates about poor lighting on campus and a broken light.	BT	Next Meeting	Carry Over.
To arrange a meeting with MC members to discuss whether the City Campus SU space meets the SU's needs before the 28 November 2022 deadline.	KH	Before 28 November 2022	Done
To meet to discuss the format of graduation and speech writing.	Officers		Done

Item

1.	<p>Welcome and Apologies for absence</p> <p>PA welcomed attendees to the meeting. BF sent her apologies.</p>
2.	<p>Minutes of the last meeting</p> <p>The minutes of the last meeting were agreed.</p>
3.	<p>Finance Update</p> <p>The auditors are onsite which is easier than undertaking a remote audit. They are hoping to complete the audit by Thursday or Friday. They are just asking for information on a sample of staff. EB is working on the Management accounts.</p> <p>Action: Staff to consider the impact of budgets and any changes they would like and to feedback to JC and EB.</p> <p>This is so that JC and EB can start preparing for the meetings with the university.</p> <p>EB said that City Campus will need additional SU Assistants manning reception which will have cost implications. The bank is working with an external team to check customer details. They populated the wrong information for the SU. The SU is therefore not able to complete the request. There is a deadline of 23 November, after which banking facilities will be stopped. EB has been assured that the SU's deadline will be extended. EB has drafted a complaint letter to the bank.</p>
4.	<p>Priority Campaigns:</p> <ul style="list-style-type: none"> - Cost of Living <p>PA is to go to a variety of different activities and is offering for students to come with her, for example, trampolining. She is trying to encourage students to try different activities.</p> <p>JC does not want PA to work excessive hours but thinks that this is having a good impact.</p> <p>PA has given out 90 pots of pasta and has order another 100 pots.</p> <p>Students are completing PA's survey as they want action to be taken.</p> <ul style="list-style-type: none"> - Access All Areas <p>The Thursday drop in session at the job centre is specifically for international students. EH is thinking about Christmas and January as most international students will not go home. EH is obtaining feedback by going into lectures beforehand and afterwards to speak to lecturers and students. EH and Toby have written questions on sheets for students to complete. A feedback workshop may be run for Health and Social Care.</p> <ul style="list-style-type: none"> - Never OK <p>BT is making a video on being an activist and ally. This is being sent to the sports societies and accommodation. BT will be posting information on socials about Never OK over Christmas.</p> <p>EH said that students are worried about student safety and travelling in the dark. Lecturers have noticed this. Students would like specific advice on how to stay safe.</p>

	<p>Action: Officers to meet to discuss student safety at night and to then speak to other parties, for example, Student Activities and lecturers.</p> <p>Action: BT to speak to Estates about poor lighting on campus and a broken light.</p> <p>JC said that individuals also have a level of personal responsibility to stay safe rather than it being an institutional issue.</p>
5.	<p>Equality, Diversity and Inclusion</p> <ul style="list-style-type: none"> - Black, Asian and Minority Ethnicity Plus There was a discussion at the Fair Access Committee about the make-up of the university staff team. This will now go to the Human Resources Committee. The SU have been pressing the university on this issue, particularly around ethnicity. The number of appointments of non-whites has dropped and there seems to be no understanding of the reason. Interventions need to be made to address this and to ensure that the staff body is representative of the student population. JC said that a lot of university posts require a degree but fewer ethnic minority applicants have a degree. - Women's Plus Safety The LGBTQ+ Network Lead has raised concerns about the preferred name system. Rob Blagdon is going to meet with BT and Jade about this.
6.	<p>City Campus The RIBA Stage 4 meetings are happening today. PA is attending them.</p> <p>Action: KH to arrange a meeting with MC members to discuss whether the City Campus SU space meets the SU's needs before the 28 November 2022 deadline.</p> <p>Consideration should be given, for example, to whether sockets are in the right place and the desk layout. EB also suggested a tour of the site. BT said that she has already been on a tour of the space.</p> <p>Rachel Porter can arrange a tour of City campus but it will only give an idea of the scale of the rooms as the walls are yet to be built. The size of the rooms have now been decided. Three sets of the Officers have been involved in the decision-making so Officers may not like all the decisions that have been made.</p>
7.	<p>World Cup This has been discussed in a separate meeting.</p>
8.	<p>Graduation EH would like more information about graduation.</p> <p>JC said that there is parking on site and Officers should turn right and go up the hill to the staff car park rather than the visitors car park. Graduation is in the Centaur building. The SU stall is in the hallway of the main entrance to the Centaur. JC said that Officers have been sent invites for lunch and afternoon tea from Listra and that Officers are being treated as guests. Officers have to provide details of their speeches and dietary requirements to the university.</p> <p>Action: Officers to meet to discuss the format of graduation and speech writing.</p>
9.	<p>Any Other Business – To be notified to Chair in advance</p>
10.	<p>CLOSE</p>