# Executive Meeting

## Date: Friday 16th September 2022

## Location: Moss House Board Room

Members: Leilani-Gabrielle Courtney (President), Tom Hillen (Vice President), Jay Henri (Executive Officer), Shriram Kaneri (Executive Officer), Lisa Cham (Executive Officer)

In Attendance: Nabeela Mowlana (Head of Student Communities)

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| Item | Title | Format | Action | Lead | Time |
| 1 | Welcome/Introductions/Apologies | Verbal | For Information | LC | 10 |
| 2 | Conflicts of Interest | Verbal | Discussion | LC | 5 |
| 3 | Minutes of the previous meeting | Paper | Discussion | LC | 5 |
| 4 | UCB Freshers Check In | Paper | Discussion | NM | 15 |
| 5 | OfS Student Success Monitoring | Verbal | Discussion | LC | 10 |
| 6 | Tourism Conference | Verbal | Discussion | LCh | 10 |
| 7 | Mental Health Workshop | Verbal | Discussion | LCh | 10 |
| 8 | AOB | Verbal | Discussion | Chair | 5 |

**Apologies**: none

**Conflicts** **of interest:** none  
  
Officers asked NM about how conflicts of interests worked, especially with officers sitting on society committees. Exec agreed that if officers sit on society committees they would need to declare it at the beginning of the meeting, and they would need to sit out of the vote.

**Minutes of the previous meeting:** approved

**Freshers**

JH raised that student attention is hard to gain and easy to lose – overall positive about how students are engaging with events.

JH pointed out that PTOs are not able to attend at all events because of personal commitments, but would like to attend as many as possible so that it isn’t left to LC to attend alone.

LC raised that FTOs have TOIL if they attend events, and for PTOs to attend as many as possible.

LCh raised childcare issues, and how they will try to work around it. LC agreed that that is understandable, and that her worry is that if she doesn’t attend there is no officer presence.

LCh would like a list of all events so officers can divvy it up with each other. LC said that all events are on the Monday board.

ACTION: Officers to put their names/faces against events on the Monday board.

SK raised that in the future we should advertise the events on the Guild website, especially at Freshers Fairs, with QR codes directing people to go the website.

SK also raised whether our calendar should go on the dashboard. LC said they cannot be on the dashboard but COB has put it on a Canvas page.

LCh raised issues with events during Graduation.

ACTION: LC to speak to COB about this.

No further questions about Freshers. LC told officers that the Guild is able to email their lecturers if they need time out of induction to attend Welcome events.

**OfS Student Success Monitoring**

LC explained how the Guild didn’t have much to do with the University’s strategy and outcomes, but the Guild now owns two of the strands in the University’s OS Student Success Monitoring scheme.

The hope is that this further demonstrates our value to the University, and the influence we have in encouraging student success.

ACTION: LC to set up further meeting about it for officers.

**Tourism Conference**

LCh brining to Exec on behalf of Luca Azim. Student is working with a University staff member to organise a conference on Tourism. They would like Guild support with this event.

JH inquired what this support would look like.

LCh said this might include support would promotion, funding etc, but the student is not aware of what support the Guild could offer.

LC asked LCh to fill in the form available on the website.

ACTION: LCh to speak to the student about filling in the Ideas form on the website, and to email NM.

LCh also raised that some society Presidents are being left with all the work, without support from other committee members.

ACTION: NM to pick this up in Society Training and beyond.

JH raised their experience of being a society leader, and how we need to support students to feel like they are able to do what they need to do. TH raised how this fits in with our strategy, their personal experience of being a society leader, and how societies should support each other. JH and LC agreed, making similar points.

**Mental Health Workshop**

LCh spoke about an organisation in London called Self Esteem Team who run mental health workshops. LCh would like them to come on to campus and run some events.

JH inquired about the cost and LCh said it is free.

LC said they are happy to have them come on to campus. LC would like these workshops to be timetabled slots if possible.

LCh is open to the idea.

JH would also like these sessions to be timetabled. LC thinks will also support Graduate Advantage.

Officers agreed that they have not had many useful interactions with Graduate Advantage. LC would like officers to influence content of Graduate Advantage: holding drop-ins, hosting guest speakers etc.

ACTION: LC to set up further meeting about Graduate Advantage for officers

**AOB**

TH would like Officers to rota sitting in Guild spaces in Summer Row.

LC and JH agreed that this is a good idea.

TH would like us to be there and present – not sitting in the office away from student.

TH and JH suggested getting some equipment in so that we could host events in there.

TH stressed the importance of having a rota and sticking to a rota.

TH also suggested asking for FE and HE spaces to be combined. LC raised that the University has previously said this is not possible in the name of safeguarding. TH and LC agreed that it would be worth raising again nonetheless.

PTOs to contribute to the rota once they have their timetables.

ACTION: LC and TH to meet to discuss this, with PTOs feeding into the rota when they receive their timetables.

JH also raised if the Guild can request for Guild officers to receive their timetables early from the University. LC said that if Parents and Carers don’t receive their timetable early then it might be difficult for Guild PTOs to receive theirs early.

JH raised that if PTOs are needed to help with University student engagement then it is important for PTOs to know when they are available. TH said that there is no harm raising this with the University.

LCh fed back that once the VC approves, Alice Wilby is happy to give a room in McIntyre House as a wellness room for HE students.

LC fed back that Alice Wilby and VC are happy with the work Guild is doing.

SK inquired about meeting with Alice Wilby. NM organised meeting with Alice Wilby for PTOs.

ACTION: NM to finalise date for PTO meetings with Alice Wilby.

SK: SK working with Kelly Davison to get students to learn about how to cook quick healthy meals on a budget. This would be a workshop for students, especially aimed at Freshers and International students.

ACTION: SK to send an email to LC as LC is discussing that Corporation. SK and LCh meeting separately to discuss this to generate further ideas surrounding the project.

SK is also looking to put on a music concert in collaboration with BCU SU and Aston SU.

Officers concerned about how much this would cost.

ACTION: SK to work with NM to put together a proposal to bring to an Exec meeting.

End of meeting.