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**University of Suffolk Students’ Union**

**Annual General Meeting Agenda**

**6th December 2023**

**Held in A001 and Teams**

**Attendees:** Katie Pickard (KP), Lewis Woolston (LW), Sam Clarke, Leesha Daniells (LDA), Richard Ferreira, Susan Phillippe, Lisa Benson, Lisa Brown, Henry Kiddy (HK), Ella MacCartney (EM), Molly Ives, Elle Laming, Georgia Harrison, Elizabeth Reed, Shannon Pilsworth, Sophie Scowen, Rosie Hogg (RH), Mark Bush (MB), Lucy Sullivan, Marta Santos, Amelie Roome, Natalia Gisca, Bethany Aberdein, Lee-Ann Durrant (LD), Elena Scott, Milena Ristic, Maria Alves Costa Lima, Devanshi Kashyap, Christopher Odogwu, Ufi Egbegbedia, Lucas Shrimpton, Yara Pinhal, Lauren Sandwell, Samuel Day, Harrison McDonnell, Ruben Pereira, Carolyn Marsh, Aaron Everett, Jennifer McCarthy, Lauren Searle (LS), Alfie Grove, Oliver Thomas, Samuel Rumsey, Joshua Roy, Jack Millen, Holly Parmenter, Mia Brown, Kate Moore.

**Chair:** Sam Clarke (SC)

**Minutes:** Amber Spalding

1. **Chair Welcome/how the meeting will work**

**SC:** Hi everyone, welcome to this year’s AGM, the main decision-making body of the Students’ Union. We have quite a big agenda today, but hopefully we’ll manage to get through this quickly.

Just a few quick room rules – those online please turn your mic off, feel free to type your questions in the box, and please vote via polls. Those in the room – if you have any questions please raise your hand and I’ll come to you when I can.

1. **Announcements**

**SC:** Nominations for our main Officer Elections open on January 15th 2024. Not only are all the Part-Time Officer Positions up for grabs, but both the President roles are too.

REFRESHERS is coming... 22nd-27th January 2024 (see Instagram for full details).

SU Advice service are running drop-in sessions on December 7th and 14th, 1-3pm.

1. **President reports**
   1. **President of Activities and Wellbeing**

**KP:** Hi, I’m Katie, I won’t keep you long – will just go over what I’ve been working on.

* Better food and drink facilities on campus: The re-opening of ShopSU has been instrumental in the delivery of this point. Students now have an on-site option that is close to the Health and Wellbeing and Library buildings which is student friendly and affordable. Mix café bar is now fully operational with a full offering of food and drinks with a 25% discount for all students.
* ‘Home Away From Hom’e and focuses on helping students in accommodation who are struggling with moving away. The idea is to give these students the opportunity to attend events and meet people who are in a similar situation, creating a sense of community and belonging among students.Home away from home events so far have included, lunch and learn, dinner club, puppy play date and go for it golf. These have been well attended and students have feedback positive reviews of their experiences.
* [Joint Manifesto Point – Increasing Support for Societies, Clubs, PTO’s & Reps] Both of us have been involved in the delivery of training for new members in a variety of roles including club presidents, course reps and PTO’s. We check in with these people regularly to make sure they are receiving the support they need in their roles, this should ensure these people continue to deliver throughout the rest of the year.

**LD:** Are you keeping fruit in the SU shop for people to buy?

**KP:** Yes, it’s an option we are certainly looking into – just need to work out costs and general interest, etc. But we are definitely looking to provide healthy food options in the shop.

Vote: PASSED

**b. President of Education**

**LW:** Improvements To PAC: The feedback collected I collected through PTO’s and course reps at the beginning of the year has now been implemented into the training delivered to PAC’s. All PAC’s receive this training at the start of their role and attend refresher sessions throughout their time teaching at UOS.

* Improvements To Extenuating Circumstances: I am currently reaching out to the university website team so we can look into the way the EC’s policy breakdown is shared and how it can be adapted onto our website.
* Employment Opportunities: The SU is now offering more student-staff vacancies than before giving students an increased opportunity to earn some money. As well as this we’re currently reviewing our approach to SU event staffing and looking at implementing flexible student-staff roles to increase our offering.

**LD:** Car parking issues – is there anything happening to resolve these issues? There are a lack of spots/oversubscription

**LW:** The petition has over 600 signatures now. The uni have been resistant to making changes due to cost – it’s an income for them. There isn’t a free car parking fee at the moment, but I’m still pushing for some improvements.

**LD:** Fines were the issue, not the actual cost of parking. Would like to negotiate fines with IPSERV, i.e., a reduced fine for students, £30 on 2 weeks, £60 after. Appeal process is a straight up no.

**MB:** You just mentioned you’ve readdressed PAC training, which for non-health courses is amazing- have you pushed/discussed with health team with Practice Educators?

Practice educators under the PACS have similar university training, so needs training needs to be filtered down. Don’t think they’re employed by the university. If you’re cracking down on PAC training, need to do PE (specific to health courses).

**Question:** Reasonable adjustments – quite frustrating for students with reasonable adjustment, having to re-apply all over again.

**LW:** Part of the policy details just this, but it needs to be updated where appropriate.

**Question:** Job shop –what is this exactly? Part time jobs during our studies? How straightforward would this application process?

**LW:** We won’t handle the jobs directly, but will provide the resources/links for the jobs.

Vote: PASSED

1. **Approval of previous meeting’s minutes**

**SC:** For [You approve the minutes, in that their contents are correct]; Against [You are not approving the minutes]; Abstain [When you confirms that you are abstaining from voting, it means you are voting neither for nor against the minutes].

VOTE: PASSED

1. **Policies to be reviewed**
2. **Gender neutral toilets around campus**

Motions/policies we implement need reviewing every two years. You will need to decide whether the policy/motion is still relevant, and if so, what action the SU/University should take on the matter.

**LD:** Are they replacing new toilets?

**LW:** It was an old policy that applies to gender neutral toilets.

**MB:** As we increase disability access on campus, we need to be mindful of this too. And ask students if they are happy for disabled/accessible toilets to be merged.

**Question:** The policy is fine, but have the university fulfilled their promise? They’ve merged the two needs – not looking at the bigger picture.

**SC:** As the campus grows, needs might increase. So, you guys might want to amend and discuss this and bring back to next council.

**MB:** Amend the way it is currently written – don’t think we should be doing bathroom renovations, say in Waterfront. But perhaps we need to broaden the policy.

Vote: TO AMEND

1. **Motion to support banning conversion therapy**

Vote: YES (keep policy)

1. **Anti-spiking policy**

**LW:** Essentially, this motions says that any venues the SU work should have an Anti-spiking policy, trained bar/door staff, stuff around working with local communities, etc. Most recent was REVS – looking at student pub nights – outlining our ground rules for a safe night out.

**LD:** Who delivers training?

**LW:** Our CEO, Jumara.

**MB:** I was around during the big spiking incidents and my suggestion is to amend the policy, to rename it – ‘good night out training’

**LD:** ‘Safe night out training’ is a thing run by the police – shows a map of the safe routes around the area. Offers £1 taxi service in case of emergencies – all ready to go.

**RH:** Can we have a list of bars/clubs that have completed this training on the website? So students know who is a ‘safe list’

**SC:** Also for students to give feedback, so we know what’s going on.

**Question:** Might be useful for some education pieces – what to do if you or a friend have been spiked, that kind of thing, to put in venues themselves.

**LDA:** I think inn terms of measuring success, spiking reporting is hugely stigmatises. Just because it’s not being reported, doesn’t mean its not happening. Further shows the importance of giving training.

**Question:** Can stuff be on the website as well as social media?

**KP:** Yes, we’ll make sure this is updated as and when.

**LD:** The police are more than happy to come in, provide free drink covers, give advice, alarm systems, that kind of thing. They’re willing to come to the SU and have a stall, have them a little more frequently. Make sure they are present - everyone, phones, posters etc.

Vote: AMEND

1. **Motions**
2. **By-law changes**

**SC:** Katie and Lewis and the Voice Team at the SU have been working on reviewing and rewriting the current by-laws, making them more inclusive and removing barriers for participation. You will have received copies of the proposed motions a few weeks ago – does anyone have any questions?

**LW:** This was a motion passed at Student Council in the summer, which told the SU to go back and work on the by-laws, improving them for students. They aim to simplify the rules and barriers for engagement, while remaining democratically robust.

**KP:** Some of the proposed changes include: removing some of the PTO roles – we’ll be working with campus officers in another way that engages with them further. We’ve added an International Students Officer due to high demand. We’ve changed rules for council, each student has voting rights, not just course reps and some committee roles.

The disciplinary procedures have been completely re-written too, making election processes for candidates easier, what their rights are, how best they can get involved etc.

**LW:** This helps make the SU more accessible to students. Passing = reflects you better. Allows us as an SU to follow guidance – how do you want us to work?

**Question:** I’m on a committee, why don’t I know about student council meetings and SU updates?

**KP:** We have a list of reps and committee members and share info via online, social media, emails, etc. it might be that you aren’t on our list – drop us an email and we will make sure you get the updates.

Vote: FOR

1. **Emergency Motions**
2. **Part-time Officer Update**

**HK: [Mature Students’ Officer]** since being elected I have been training for the role, worked with Sam on her Random Act of Kindness Campaign, free sweet treats event, planning a secret Santa event.

**LDA: [Women’s Officer]** working with community safety team, I organise a training session called ‘Empowering effective allies.’ Reclaim the night is happening tomorrow in conjunction with Suffolk Rape Crisis. It aims to raise awareness and put an end to gender-based violence – against women and girls and marginalised genders. It starts at the Waterfront at 7pm, but there will be board making with Rock Paper Scissors from 5pm –

**LS: [ LGBTQ+ officer]** Been helping sam with secret santa, working on LGBT events.

**EM: [Nursing and midwifery officer]** Working with Lewis to placement support, making it easier to report on any issues on placement. Hoping to be running open lecturers with professionals.

**MB:** Is this in addition to ICA? (Integrated Care Academy)?

**EM:** This is a separate thing I’m planning – getting external professionals to come in and tak about career journeys, that kind of thing. I’m hoping to get the midwifery society involved – a nice open casual series of talks.

**SP: (Technology, Business, Arts Officer]** Working on an event next week, Christmas craft session – numbers are low, so please come along. Apart from that – want to do an event in Refreshers, start of next year maybe -anti-valentines day party?

**SC [Social Sciences & Humanities Officer]** Working on my ‘Random Act of Kindness’ campaign, working with the other officers – secret santa.

1. **Annual CEO Report**

Vote: FOR

1. **Annual Trustees report**

Vote: FOR

1. **Annual Accounts of the Union**

**LW:** These are published on the charity commission website, so you just need to vote to say you’ve received this list.

Vote: FOR

1. **Affiliations of the Union**

Vote : FOR

1. **Any Other Business**

**LW:** Here is the QR code for the accommodation survey that I was discussing earlier – please feel free to fill it in, and get your friends who live in student accommodation to do the same.

**Question:** Could the arts building be open later on weekends?

LW: This is currently being worked on by the university staff internally – I’ll update you when I can.

**END OF MEETING**