



University of Suffolk Students' Union
Annual General Meeting Agenda
25th March 2025
Held in A001 and Teams

Attendees: Katie Pickard (KP), Lucy Sullivan, Mia-Nicole Brown, Natalia Cesavska, Jacob Weeks, Lucas Shrimpton (LS), Kalsoom Ahmed, Danielle Ampofo, Wilma Agyeman-Asare, Joe Lockwood, Pim van Doorn, Sean Lowe, Owen Wills, Bryony Preston, Florence Durant, Leander Phillipson, Lola Collings, Estelle Harrop, Kiki Otto, Charles Brunt, Philipp Leslie, Victoria Mihaela Berculean, Joshua Roy, Olly Thomas, Olivia Hunjan, Ian Aldous.

Chair: Katie Pickard (KP)

Minutes: Kobbie Agyemang

1. Chairs Welcome/How the Meeting will Work

KP: Welcome to this year's AGM everyone, today on the agenda we have how the meeting will work, approval of previous meeting's minutes, big announcements, my annual report, annual trustees report, annual accounts of the union, approval of affiliations of the union, motions and any other business.

KP: We are also joined by a few members of the SU staff team. We have me (Katie), Dionne (CEO), Lindsay (Head of Engagement), Moira (Comms and Marketing Manager), Kobbie (Student Voice Coordinator).

KP: Just a few quick room rules – those on teams 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. We are currently not quorate so we will just do mock votes for anything we have to vote on today.

2. Approval of previous meeting's minutes

KP: Hopefully everyone has seen the minutes from the previous meeting and if you haven't Kobbie has printed off some hard copies so you can read. So can those in favour of the minutes please raise your hand in person and we'll do a poll for the people on teams.

VOTE: PASSED

3. Announcements

KP: A few weeks ago, we held our elections to determine which students we'll be taking myself and Lewis' places as the new Presidents. Over 530 people voted, and over 1700 individual votes were counted - double the numbers from last year. The following were elected as the officers for 2025 – 26, and will take up their posts at the beginning of July: President of Education: Lee-Ann Durrant, President of Activities and Wellbeing: Mia-Nicole Brown, International Students Officer: Piale Sen, Mature Students Officer: Baki Zeqaj, Students with Caring Responsibilities Officer: Katie-Ann Smith, Women's Officer: Emma Green, Allied Health and Sciences School Officer: Charlie Steward, Social Sciences and Humanities School Officer: Mars Hardy and Technology, Business and Arts School Officer: Shannon Pilsworth

***TURNED TO NEXT SLIDE TO SEE IMAGES OF ALL THE WINNERS**

KP: We didn't fill out all our positions in the most recent elections so make sure to keep your eyes peeled for the Autumn by-election dates. We currently have a range of roles vacant which include: BAME Officer, LGBTQ+ Officer, Part-Time Students Officer, Students with Disabilities Officer, Nursing, Midwifery and Public Health Officer and Postgrad Officer that are vacant.

KP: Lewis and I will be moving on to new jobs – Lewis has already left and I'll be leaving soon so for any education issues contact **Lindsay** (Head of Engagement) or **Kobbie** (Student Voice Coordinator) and for any activities & wellbeing concerns contact **Amy** (Student Activities Manager) or **Claire** (Student Advice Manager).

4. Annual Officer Report

KP: Now I'm going to talk through what I've been working on in my annual report.

- **HAFH:** I launched HAFH in October 2023, and this week marks its final celebration at The Forge Kitchen after I oversaw 40 events this year, many of which students planned. I recorded an attendance of 1,947, a big jump from last year, with my favourite events like dinner clubs and quiz nights often selling out.
- **Reclaim:** Reclaim the Night took place on February 20, 2025, where over 100 people walked through Ipswich to highlight nighttime safety and gender-based violence. I collaborated with student officers to make it impactful, and I was thrilled to see it covered live by the BBC and supported by local Councillors.
- **Jack Abbott MP:** On January 31, 2025, we welcomed Ipswich's new MP, Jack Abbott, showing him around the Students' Union, Multi-Faith Chaplaincy, and Food Bank. We discussed with student leaders, where we shared insights on issues like cost of living and nighttime safety.
- **Quiet Room:** Work on a Quiet Room in the Waterfront Building is currently ongoing, we're collecting student input through a survey that got over 50 responses and planning a workshop for April 2. Once we review the feedback, We'll coordinate with the Estates Team to start construction.
- **Prayer Room:** We noticed a significant increase in prayer room use, creating capacity issues, so we collaborated with the Estates Team to open an additional

space in the Health and Well-being Building, though it wasn't fully equipped. We raised this with the University Board and Vice-Chancellor, secured a temporary room in the Atrium Building, and used £400 from the Student Experience Task Force to buy 40 prayer mats. We've requested a permanent solution by September, as this is only a temporary fix.

- **International Students Support:** We gathered feedback from international students about their struggles with travel, accommodation, and social events, leading us to host an Iftar meal on March 24 for Ramadan. We've passed their concerns to the Senior Leadership Team so we can improve support for next term.
- **Humber Duce Brewery Project:** I spent the past year partnering with a local brewery, connecting them with our marketing and design teams to create a student project for a new beer or kombucha. I judged the final entries with Dionne, and I'm excited to soon produce and launch the winner here at Suffolk, giving students real-world experience.
- **Mix Governance Group:** I've been working with our student bar, Mix, to make it a student-friendly space, setting up a governance group to boost its potential. I've guided students on booking and using the venue, leading to more students and staff using Mix and wanting to host events there.

KP: Any Questions?

*No questions asked

*Handover to Dionne

DW: Hello, I'm really happy to join you in my first AGM. I'm going to talk you through our trustee report and my annual report.

5. Annual Trustees Report

DW: I'm going to give you an update on our Students' Union priorities and achievements. On leadership and governance, we've recruited and inducted a new CEO, transitioned from the Transformation Board to a full Trustee Board, and appointed Sam Harris as our new Chair, plus Craig Osben as an External Trustee. For financial oversight, we approved the audited accounts and reviewed our financial procedures and reporting. In HR and staffing, we've supported the SU with recruitment and HR matters, while overseeing any escalated issues. On governance and compliance, we approved bye-law changes, set up sub-committees for HR, Finance, and Governance, and monitored our risk register to ensure we've got mitigations in place. For strategic direction, we set the SU's priorities during the interim CEO period and approved recruiting new trustees—two students and one external.

DW: Any questions?

*No questions asked

Annual CEO Report

Mission, Vision, and Leadership Overview

DW: I've got a quick update on the Students' Union's mission, vision, objectives, and some leadership changes for 2024/2025.

Our mission is to represent, support, and enrich your student experience. Our vision is to foster an inclusive, diverse, and dynamic environment where you all thrive.

For this year's objectives, we're focused on three big things: building a sustainable, impactful SU strategy that lines up with what you need, strengthening student engagement and representation, and building strategic partnerships to boost our reach and influence.

Our Year 2 Sabbatical Officers are Katie and Lewis will sadly be moving on soon. And we've got a fresh leadership team too—myself as our CEO and Sam Harris as Chair of Trustees.

Membership & Engagement Highlights

DW: We've increased student engagement with growth in international student involvement and improved engagement across Ipswich, London, and Manchester campuses.

Our communication strategy now includes regular newsletters, focus groups, surveys, and weekly updates to society committees. We gather direct feedback through student presidents, surveys, and focus groups.

We've strengthened relationships with key stakeholders to better serve student needs.

Impact, Achievements & Activities

DW: We've achieved key impacts with improved voter turnout, doubling student participation in elections, the Reclaim the Night Campaign with 160 participants and media coverage across East England, national recognition with the SU & LGBTQ Officer shortlisted for National Student Pride Awards, and increased societies and sports engagement, reflecting growing community involvement.

Major activities include Freshers' Week with diverse, student-led events to engage all student demographics, Unplugged Pop-Ups engaging students across East Coast campuses, and Home Away From Home Events promoting inclusion and student support

Challenges, Future Plans & Conclusion

DW: We've faced challenges with staffing transitions and leadership shifts, which we've navigated, and a need for more visibility and awareness of SU services beyond Freshers' Week.

For the future, our goals for 2025/2026 are to co-create a student-led, adaptable strategy to meet changing student needs, develop a responsive, flexible SU structure for diverse student demographics, and innovate with bold, future-focused initiatives to remain agile and student-centric.

DW: Any questions?

*No questions asked

6. Annual Accounts of the Union

Sales and Profit, Balance sheet, and Reserves.

DW: Total income for the year was £603,607, up from £421,377 in 2022. Main income sources included university grants of £581,080, retail turnover of £7,398, and other income of £4,154. Total expenditure was £557,763, compared to £478,485 in 2022, resulting in a net surplus of £45,844, a significant improvement from the deficit of £57,108 in 2022.

On the balance sheet, cash at bank stands at £146,985, up from £97,290 in 2022. Fixed assets are £8,636. Unrestricted reserves are £132,724, and restricted funds are £10,494.

Statement of Financial Activities & Fund Management

DW: The university block grant remains the main income source. We've seen increased financial support due to cost-of-living initiatives. Operational costs have risen, but governance and staff expenses have been managed within budget. We continue to focus on student engagement and social initiatives.

Unrestricted funds have increased to £132,724 due to budget efficiency. Restricted funds stand at £10,494, allocated to student support and welfare activities. Financial stability is ensured through controlled spending and targeted fundraising.

DW: Any questions?

*No questions asked

7. Approval of affiliations of the Union (Including NUS, BUCS etc)

- **KP:** We'll now be moving on to the vote on our affiliations. Right now our current affiliations include: National Union of Students (NUS) UK, NUS Charity, British

Universities & Colleges Sports (BUCS), Advice UK and WonkHE and we'll be voting to approve first.

VOTE: PASSED

8. Any Other Business

KP: We now move onto any other business. Is there anything anyone wants to inform the rest of the room about?

LS: I'm going to be filming some content on Instagram for my course so if anyone would like to get involved, please get in contact with me. My email is s245550@uos.ac.uk.

DW: I will be getting arrested for charity in the Mix bar on Friday 28th March around 12pm so if anyone's interested in seeing this please come along.

Date of the next meeting: Student Council - Tuesday 29th April at 5pm

END OF MEETING

