

SSO Executive Minutes

Date & time	Thursday 14 th November: 17:00-19:00
Location	Moore Annexe – 034A
Attendance	Carmen Anderson (CA) Rawand Al Hroub (RAH) Julian Littleton (JL) Atinuke Baker (AB), Charley White (CW) Tomasz Ostrowski (TO) Anna Tomongkhon (AT) Poppy Coates (PC) Eleanor Wooller (EW) Bana Asqalan – VP Societies and Sport & Chair (BA) Sharanya Sivarajah – President (SS) Laura Black – Student Voice Manager (LB) Julia Saunders – Student Opportunities Manager & Secretary (JS)
Apologies	Issy Trapnell Hoyle

Item	Action	Responsible	Due
	Welcome & introductions	BA	
	Officer update	BA	
	President Update	SS	
	RHSU Priority 8	LB	
	Student Ops Processes	BA	
	Student Group Training	BA	
	Recognition for Student Groups	BA	
	End of term reviews: feedback and focus	BA	
	Student feedback: Email and form submissions	BA	
AOB	<ul style="list-style-type: none"> - Ratification Q&A + reminder - Panel for funding (x2) - Dance 	BA BA JS	

Item	Notes	Action
Welcome & introductions	BA welcomes executive, introduces herself, holds a game of Two truths and a lie as an icebreaker and invites each member of the executive to share a fun fact about themselves.	
Officer update	BA talked the group through the various activities, events and campaigns she has worked on over the summer and to date in Term one including BUCS Conference, NUS Lead and Change, Surrey Sabb meet up to discuss	None

	<p>manifesto's, Wellbeing Walk and Talks with VP Wellbeing & Diversity Olivia, Attending the Open day with VP Education at the London Campus, worked with VP Wellbeing & Diversity on Cultural Showcase, Festival of Languages and Culture, and has attended numerous committee events where they tie into campaigns she is running, including the Netball Breast cancer charity event, Black History month, and MENTION it.</p> <p>No questions asked.</p>	
President Update	<p>SS's manifesto update</p> <p>Student safety</p> <ul style="list-style-type: none"> • NeverOk campaign – tackle sexual misconduct and harassment, mandatory consent/EDI training, SU on Tour, SHAG week, shadowing SU security, working with Academics against assault – consent and active bystander workshop for students. • HelpNotHarm – Harm reduction campaign, Drug and Alcohol awareness week (w/c 20 Jan), shadowing SU security, lobbying for a harm reduction policy towards drugs and alcohol – working with director of student experience. • Safe routes for students – championing safe well-lit routes on and off campus, highlighted unsafe areas and will now have new/fixed lighting, student safety survey to identify where students feel unsafe and lobby local MP. <p>Celebrating students</p> <ul style="list-style-type: none"> • Campus unity week • Liberation History months • Festival of Languages and Culture • Student Recognition and rewards scheme • Presidents' reception • Student Experience and campus facilities • Commuter student policy inquiry • International student insight report • Sport insight report • Estates planning committee <p>Other areas of work: Chair of Board of Trustees – CEO annual appraisal, recruitment of new head of finance and resource, recruit</p>	None

	<p>new student trustee. Committees and meetings, NUS, graduations, open days and freshers, student experience and campus facilities</p> <p>No questions asked.</p>	
RHSU Priority 8	<p>LB presents RHSU priority 8 plans as follows:</p> <p>Rationale: Removal of manifestos and addition of RHSU priority 8 We want to determine exactly what to focus on Manifestos can sometimes be too similar or unrealistic.</p> <p>How does it work: Data analysis in term 1 to identify 20 common issues students are talking about. Sign off at the big executive in January. During Leadership Elections, students will rank priorities. The top 8 will become the Union's priority for the following academic year.</p> <p>Sabbatical Officers: Will outline briefly why they are running for the position and what skills/experience they have that would enable them to be successful if elected. They will list their top 8 priorities and for the top 3, identify 2 or 3 actions they would like to achieve to address the issues.</p> <p>Part time officers: Outline briefly why they are running for the position and what skills/experience they have that would enable them to be successful if elected. Community Officers – May Community Elections</p> <p>What happens next?</p> <ul style="list-style-type: none"> • Sabb induction – priority 8 workshop to identify next steps and officer involvement. • Each priority will be assigned to a student executive where progress can be discussed. • Report shared with the Uni senior leadership team and published on SU website for transparency. • Priorities working group will be formed where all campaigns will report into. <p>Where are we getting the data from?</p> <ul style="list-style-type: none"> • Speak week responses. • Rate your union 2024. • Policy inquiries and insight report surveys 	None

	<ul style="list-style-type: none"> • Executive minutes • Staff student action meeting analysis • External data eg NSS • And more <p>No questions asked</p>	
Student Opportunities Processes	<p>BA explained that before the role she wanted to improve the Event Proposal/Risk Assessment process as 2 weeks seems a lot but since being in the role she understands the time it takes. She understands the challenges but still wants to work to streamline the process and asked the executive group for ideas.</p> <p>CA – Suggested a training session where people are shown exactly what to include in a risk assessment.</p> <p>AT – explained they made a Risk Assessment template document of each type of event for committee to amend as needed.</p> <p>CW – agrees training committee needs to cover every kind of risk assessment. They also added that when submitting the form, downloading, and keeping them for reference is useful but when completed in the form the boxes don't allow you to see all the comments.</p> <p>JL – Mentioned the guidance flow chart that has been provided and suggested this can be expanded upon. For example, in EPMS societies have a joint one drive document of all the risks from previous events and how to mitigate for them to use as reference.</p> <p>CA – Names of risks can make it confusing – for example Identities – suggested broadening the names of the risks to make it clearer.</p> <p>BA – Asked should societies create their own templates that are specific, or should they be provided by Student Opportunities?</p> <p>AT – Recommended each society should create their own templates that are specific to the group's activities. They mentioned that it also gets confusing doing lots of Event Proposals and Risk Assessments regarding which ones are being requested for more info.</p> <p>Can the SU create a tracker so groups can check where they are in the system?</p> <p>JL - mentioned events happening more than once and asked could they have a social General Risk Assessment as well as a core activity General Risk Assessment. JS suggested using the recurring Event Proposal process.</p> <p>CW – Asked whether groups could be provided more information on when they will receive card machine payments?</p> <p>AB – Asked whether there could be a quicker turnaround on expense claims?</p>	

	<p>JL – Asked whether there could be a better dashboard for knowing what status their tickets are at in Fresdhesk. CW – Mentioned that last year they were more confident in completing risk assessments as they had an SU qualified first aider, now they are not so confident as they don't have a qualified First aider, so could the SU provide first aid training for all student communities.</p>	
<p>Student Group Training</p>	<p>BA asked for feedback on the Student Group Training provided by the Student Opportunities team.</p> <p>Training requests: CW suggested 1st Aid for committee, CA proposed Risk Assessment completion.</p> <p>CW feels training needs to be mandatory for all committee members. They are not comfortable putting their name on the Risk Assessment as other members don't take it as seriously as they haven't been in the training.</p> <p>BA asked what would the consequences be for not attending? What if people don't care? EW – thought the summer funding was a good consequence.</p> <p>AT – Asked whether training in a vote of no confidence could be provided</p> <p>JL – Suggested adding a banner to group's webpages saying they didn't attend.</p> <p>Bana – Asked whether they thought people would care if groups had that, the consensus was no.</p> <p>EW – Suggested incentivising training by paying committee members to go to training.</p> <p>BA – Asked where the SU would get the money to pay people, as there is only a limited pot of funding.</p> <p>CA – Agreed it is difficult to make it compulsory, but could there be specific training for each of the different roles. It isn't necessary for all committee to attend, for example a musical director wouldn't need to go.</p> <p>CW – The events development session provided last year mid-year was good and would like more of those kinds of sessions.</p> <p>Can it be made clearer that training is happening?</p> <p>BA – Explained the Student Opportunities team do spam with details about the training already. If people don't want to attend they won't.</p> <p>EW – They have been made aware that people wouldn't go if felt they had done it before, can it be made more mandatory?</p> <p>CW – Can you add not attending training as part of the Vote of no confidence. Can they be removed from committee if they didn't go?</p>	

Recognition for Student Groups	<p>BA asked what more can we do to recognise groups? For example, we give badges for attending training. What's something your committee would appreciate if SU would do?</p> <p>AT - Publicity when we win national awards.</p> <p>PC – Can we do a shout about it? Club and Society of the month and put it in the monthly newsletter.</p> <p>BA – responded that we already do that, each month in the Student Opportunities newsletter.</p> <p>LB – Asked whether it could go in the all-student newsletter?</p> <p>JL – Asked whether shout about it go on the electronic boards around campus?</p> <p>BA – What if we put it on the website as well?</p> <p>JL – A gallery on the website to scroll through each of the months, winners would be great.</p> <p>BA – Asked about awards and whether we could include different categories?</p> <p>PC – Suggested awards for smaller groups as it's difficult to compete with the larger groups who always win and can achieve bigger things</p> <p>JS – Mentioned that this is something that we are discussing currently</p> <p>AT – Would like there to be a separate category academic societies and fun societies. Law is boring.</p> <p>CW – Classics can't compete. They end up spending a lot but not raising a lot. The core purpose of the group is trying to be accessible. It's disheartening as they may not have raised money but have done events for free. So awards not focusing on just the groups that are raising money would be good.</p> <p>EW – Could there be a different award for academic and social groups. If Academic Communities become a thing it would be a good way to distinguish between them.</p> <p>BA – Asked whether they would like separate awards ceremonies?</p> <p>CW – Suggested they could happen at the same awards but as a different category.</p> <p>PC – Asked whether there is a reason why Colours Ball is at Hilton, but Societies Awards isn't?</p> <p>SS – Explained the cost difference and the willingness from Sports Clubs to pay more for the event.</p> <p>CW – appreciated the effort that went into the Societies awards in the SU last year, it was a lovely night, and doesn't think it matters it's at the SU.</p> <p>CA – Asked around the wording of the society crest mentioning that it needed an explanation of what crest means. Could it be changed to an excellence award?</p> <p>EW – Agrees with Society awards being held at the SU and thinks it is significantly better and wouldn't want to</p>	

	<p>travel a long way to a hotel, wouldn't go and doesn't think there will ever be society people who want it to be a ball like Colours.</p> <p>There was confusion about the theme set as 1920s but not everyone knew about it. JS added that was two years ago, and based on feedback the theme was removed.</p> <p>AT – Thinks there should be a more formal dress code as Law turned up thinking it was a formal black-tie event.</p> <p>EW – think it's nice that people can dress in different ways.</p> <p>AT – didn't feel the dress code helped with the formality of the event and therefore the quality of the award given.</p> <p>PC – Colours is harder for Rounders to achieve as theirs are more like attending fixtures/training.</p>	
<p>End of term reviews: feedback and focus</p>	<p>BA explained that previous VP Societies and Sports roles held End of Term review surveys and asked whether there were any themes for us to ask?</p> <p>CW – It could be useful to ask what kind of disagreements are happening within communities and committees. If there are similar issues it could be added to Freshdesk or training.</p> <p>EW – Thinks it may be already in there, but spacing on campus is an issue. It is one of the biggest issues on campus. Perhaps it could be asked if going to open a new space what would you use it for, where would you want it on campus.</p> <p>CA – There is a big community of Performing Arts societies plus groups like KPop for example and others that rehearse a lot, but there is no real space to book that is suitable to dance in, making it difficult to see what shows will look like in reality. Is there a way to identify what each room provides, i.e. hard floor, piano, you can move all chairs and tables etc?</p> <p>EW - This could also include accessibility.</p> <p>CW – Mentioned that student groups are having issues with rooms being locked even when booked. This was an issue last year with Windsor, also rooms in International building are being locked with a key, having to call security.</p> <p>CA – also rooms locked on a weekend.</p> <p>CW – Security come in asking when people are leaving even when rooms are booked.</p> <p>PC – Mentioned there being an issue with where people can paint and asked can this be included in the rooms document. Also linking to commuting students, events being held in the evening are a problem but understands lectures are in the day so realises its difficult.</p>	

<p>Student feedback: Email and form submissions</p>	<p>LB - Mentioned that there is a submission box on the RHSU website for people to feedback to and bring ideas to the SSO Executives CW – Mentioned that it is impossible to get people to fill out forms. Thinks it's a great idea but don't think people will want to fill out a form. LB – agreed but this is to provide a platform for people should they want to, they don't need to be forced to complete anything</p>	
<p>AOB</p>	<p>Ratification Q&A + reminder CA – There was one group that they didn't receive a finance pack for. BA – confirmed this was added on the teams channel</p> <p>Panel for funding (x2) BA – mentioned applications are still open. JS – reminded people to please complete the application form if they wanted to apply BA – Mentioned the SSO whatsapp group if anyone who hadn't attended the coffee catch up</p> <p>Dance Society JS advised that Dance Society wanted to change from a Society to a Sports Club. Reasons for this included wanting support from Active Lifestyle and Sport around volunteering/ S&C/outreach support and wanting the Surridge kit. The reason they haven't wanted to before was because they thought they would have to increase their costs which they wouldn't. They are not concerned with facility allocation as they would continue to use their current venues for training. They are not similar to Cheerleading and Dance so could never enter the same competition.</p> <p>This needed to be voted on by 25% or over 20 people. 26 people voted. 25 in favour and 1 against.</p> <p>Recommendations from the exec were that it was fine for it to happen, but they should think about amending their constitution.</p> <ul style="list-style-type: none"> - JL – The name is Cheerleading and Dance on the website. Would/Should this be changed? - SS – Asked whether their costs would increase for facilities. JS suggested not as they would continue using the same spaces. - JL - Would there be something in their constitution that says they can't cross over into Cheerleading & Dance's competitions - CA – would it impact Dances ability to take part in Society events? JS suggested not 	

	<p>Academic communities</p> <p>LB asked that group please sign up to meetings</p> <p>AT – They have too many people and can't get a date in, can it wait until after the end of November</p> <p>LB said it would be ideal to be before end November if possible</p> <p>EW – Classics have signed up</p> <p>CW – Asked what would happen to the money?</p> <p>LB said it would stay with the group</p> <p>Support and finances would stay the same.</p> <p>JL asked would the name have to change</p> <p>LB said as it's student led they could essentially call it what they like the SU wouldn't nitpick</p> <p>CW asked would there be something to prevent academic staff from taking over from the student led aspect. Classics sometimes get staff who take ideas away from them.</p> <p>LB explained this is the exact reason we want to do Academic societies so the Voice team can help build positive relationships from an academic perspective</p> <p>JL also thinks there should be things in place to prevent the school from taking over</p> <p>AT – Asked how much are societies collaborating with the careers department? Law have had some issues with them they are not that helpful</p> <p>LB – hopefully the SU Voice team can help navigate those challenges</p> <p>AT – Suggested it maybe nice to have guidelines under what the academic societies can do under the SU guidelines</p> <p>LB look to how we can have a lot smoother relationship with careers</p> <p>JJ – Mentioned they had spoken to them but all of their planning was already done and set in stone so being able to communicate earlier would be good.</p> <p>EW – The only concern is it's difficult to say no when they are the head of your department as there is a hierarchy, if they are asking you to do something and spend the money you don't have its hard to say no.</p> <p>LB – that would be part of the framework where the SU can step in and support and help with the challenging conversations. We want Academic communities to have positive times.</p>	
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