**Christ Church Students’ Union**

**Union Council**

26th November 2014 at 2pm in Ig02, Invicta, Canterbury Christ Church University

**Minutes**

1. Approval, (D) Discussion, (N) Note, (V) Verbal update, (P) Presentation

**Attendees:**

Darcy Anderson (DA) President

Emily Bak Olesen (EBO) Student Trustee

John Bambury (JFB) Council Chair

Jack Brooks (JB) Environmental Officer

Hanna Coles (HC) President (Welfare and Education)

Sarah Dickinson (SD) Student Trustee

Sophie Dudley (SDu) President (Student Activities)

Bronwen Edwards (BE) Disabled Students’ Officer

Amy Gibbons (AG) Women’s Officer

Shayne Halfpenny-Ray (SH) Student Reps Officer

John Jones (JJ) GMS Officer – arrived late

Daisie King (DK) LGBT Officer

Emma O’Dwyer (EO) Placement Students’ Officer (Health)

Joseph Rook (JR) LGBT Officer

**In attendance:**

BA (BA) Playsport Ambassador (present until point 7)

Mark Heffernan (MH) Sports Activator (present until point 7)

Ellie Martin (EM) Advice Centre Coordinator (minutes)

Toby Riddoch (TR) Sports Activator (present until point 7)

**Apologies of absence:**

Daniel Braiser (DB) Fundraising Officer

Amy Clark (AC) Placement Students’ Officer (Education)

Mengyao Jiang (MJ) International Students’ Officer (Overseas)

Whitney Ndubuisi (WN) BME Officer

Conor O’Shea (CO) Postgraduate Students’ Officer

Matt Wynn (MW) President (Sport)

**Absent with no apologies:**

Lauren Carty (LC) Broadstairs Officer

Bianca Coseru (BC) International Students’ Officer (EU)

Kirsty Fallington (KF) Mature Students’ Officer

Lauren Hopkins (LH) Gender Equality Officer

|  |  |
| --- | --- |
| 1. **Apologies of absence**   Apologies were noted.   1. **Approval of speaking rights for those in attendance**   Union Council voted for BA, MH, TR and EM to be allowed to speak in the meeting. Approval was granted.   1. **Minutes from last meeting**   Minutes were reviewed.   1. **Matters arising from the minutes**   None.   1. **Declarations of interest**   There were none noted.   1. **Motion regarding sports for disabled students**   TR, football activator, gave a brief outline of the motion. The idea is for compulsory sessions once a term via Playsport. They are in talks with the local council and also consulting with a PhD student who is also running sessions. They are hoping for demand for more than one session a term. MH, welfare and inclusion officer is a football level one disability coach. There are 1,933 disabled students at CCCU. Aidan in Playsport is keen to support the scheme. BA, disability sports ambassador is a qualified archery and climbing instructor.  JB asked for any views from Council. BE thanked TR and MH for attending. A preliminary date is set for 14th March for a taster day. Equipment is available in the gym.BE reminded all that you do not have to have a disability to play a disability sport, as it is inclusive. The motion was proposed in its entirety by BE.  JB questioned where funding would come from. TR confirmed that Playsport would fund and support the scheme. TR also suggested that Tesco support local community events, he has made introductions with the local branch. BE questioned if there was funding from the FA. TR was waiting for confirmation on this, his role is appointed by the FA so it is part of his remit to support disability sport. MH had his coaching through Chelsea football club who could also be approached for support/funding.  **Vote: unanimously passed**   1. **Sabbatical Officers report (papers provided in advance – see additional papers)**    1. **Darcy Anderson**   DA presented her paper. Her work on Master Planning had been well received by the University and she was happy to share any work she had been doing with the Council. Safe as Houses campaign was underway and SU marketing are working on it. Governing Body were updated on Union activity, papers are available on the SU website. Academic Planning are creating more partnerships which impact on the services of the Union. Board of Trustees was very successful, there is a diversity audit due to select additional student trustees to represent minority groups. There will be a recruitment process for these. Staff provision will focus on Membership Services for the future. Fee Breakdown, DA’s Freedom of Information Act was rejected but DA has had an email from HEFCE about how the University has to present its financial information. DA will take this forward to the University.  BE asked if Union Council can apply to be a student trustee, DA thought that this may be possible.  JB asked why the Freedom of Information Act was rejected. DA has put this on the website; she was given a brief excuse by the University. DA feels that there would be a possibility of getting this information more informally.  EO asked about course changes, Academic Planning, explaining that placement for Nursing students next year will run through Xmas which is something that has changed from this year. EO was wondering what students could do about this as the planner has changed since they started the programme. They are now working up to Xmas eve. DA suggested that EO comes to her out of the meeting to discuss further.  JJ asked if there were any courses that are planned to be cut. DA noted that there were four that no one subscribed to and that these may be cut. DA stated that there were more new courses being created than those being cut. None of those being cut have any students on them.  DA discussed partnerships with East Kent College and the requirements for FE colleges to be part of HE provision.  JB asked if there was anything about Lecturer pay. DA noted that there are 8 subcommittees and one of which is remuneration but that she does not sit on this committee. She was unsure of the sector norm for having students on the remuneration subcommittee. She noted that there are some publically accessible papers online, stating that 56% of all income goes to staff cost. DA offered to print screen the relevant areas of this paper. JB discussed staff strikes last year over pay. SH discussed those staff on minimum wage. DA confirmed that all staff will be over minimum wage £7.85 per hour. JB asked about information on pay rises and pay cuts. DA offered to ask for this information. UCU made contact with the Union to discuss the reasons for striking in the future.   * 1. **Hanna Coles**   HC presented her paper. Library provision, HC to talk to the head of the library as they want to do a further piece of research for 24 hour opening. Printing rights, 3rd years apparently don’t get free printing rights in their final term. HC to look into printing rights across courses. E-Books, HC to do a piece of research into this area working with Student Reps. Electronic Assessment Management subcommittee, the university are looking to put all assessment online. Submissions will only be online in the future. Homestamp, Code of Conduct was circulated to Council, the next board meeting is in January, Council are invited to scrutinise the Code of Conduct. Kate from Homestamp is going to attend Student Forum. Graduate booklet for housing, alumni advice for housing and finding work, HC is working on this with Union Marketing and The Core (University employability). Sexual Health Provision, 22 people this week attended the drop in sessions over the 2 hours. Potentially adding another day per week. Sex Bomb advisory service attend Wed nights in the SU. University marketing is finding it delicate to advertise due to the University’s Christian values. 400 condoms have been given out for free over the last few weeks. Self-defence class was held last week. Safety advise goes out automatically on social media every Wed and Fri. working with SDu on equality for students and Globefest. Personal Tutoring, HC looking into this and possibly talking to Student Reps. Night bus, funding was denied by the facilities dept., £12,000 a year for Wed and Fri but it could reduce cost if Tea and Toast volunteer, Chemistry are also running a night bus so the SU could expand on that with them.  BE asked about the personal tutoring issue. She felt that having a tutor from your own programme was very beneficial as they understood the requirements of the programme. Student Mentors are also very supportive. HC was worried about academic tutors judging a student if they knew about their problems. SH mentioned that Student Reps could be used in this capacity. BE noted that student mentors go through specific training for mentorship. SH suggested that Student Reps could go through the mentoring training.  EO noted that Student Reps on Nursing do not bring things forward and tutors do not follow up on issues. SH started up a facebook group and his details were given at training. Training was not well advertised in the Health Dept.  JJ asked about electronic marking. HC noted that tutors now have to print at their own cost if they wish to mark in hard copy. EAM subcommittee coming up so HC can gather more info. JB asked if the cost is personally for the tutor or for the dept. HC was unsure but would check.  JJ questioned the funding for e-books. HC noted that there needs to be more research in this area.  SD noted that there is both online and hard copy submission in her dept. regarding e-books she noted that there was little awareness of them.  BE noted that her dept. do not like both online and hard copy submission however external markers only take hard copy. There was some further discussion around submission. HC is meeting with Quality and Standards to discuss writing support materials for students.  JB questioned Homestamp Code of Conduct, he asked if there was going to be a formal list of demands from Council. HC suggested a brainstorming meeting to look at the code. JB agreed that there should be a united approach from Council and suggested a meeting. JB asked about the relationship between Homestamp and Landlords. Homestamp is a voluntary agreement, landlords can pull out at any time. Landlords do not have to be accredited. HC suggested promoting the Housing Fair in January to promote only those agencies accredited. EB questioned whether the Union could recommend certain agencies. HC noted that naming and shaming Landlords could have a negative impact on student recruitment. JB and EB were worried about the lack of student housing in Canterbury and students living in unsatisfactory conditions. EB felt that naming and shaming would not stop prospective students. EB suggested taking action to encourage Landlords to make changes. JB was worried about the risk to students. HC noted that the Union can contact the City Council if Landlords are not protecting the welfare of students. Students will be at risk if they do not attend the Housing Fair or if they rush into housing choices.  DA agreed with EB and suggested that EB and JB set up a project group to work on this area. BE agreed that there is no alternative to Homestamp at the moment and so work needs to happen to look for other ways forward. EB suggested more Union staffing in the Housing advice area. DA agreed that there is a need for staffing in this area.   * 1. **Sophie Dudley**   SDu presented her paper. Fundraising, SDu has met with lots of students who have raised over £800 so far this term. Volunteering, SDu has met with the University Christ Church Extra Award staff, working on a partnership with the Union. Charity Challenge, recruitment is going well. Looking to raise £40,000. Society Events, needs further encouragement. Discussed the Shuttle Bus that costs the university £17,000 a year. Setting up societies in Broadstairs and Medway. JJ noted that the facilities dept. agree this bus is a waste of time and money. SH noted that Hall Place may not be part of the university campus in the future. Working with HC and intercultural society on Globefest. Targeting Mature Students with the society. Working on a student activities awards event for March 12th in AH. Encouraging society showcases. Looking at the use of the development fund. £250 awarded to the Paramedic Society. There are now 51 societies active. Segregation between sports and societies seems to be an issue. Sports events do not seem to include societies. MW was not in favour of combining sports with societies. Need to get student media off the ground as there are delays in getting the student media hub equipped.  BE noted that *I’m a Social Sec* did involve societies last year.   * 1. **Matt Wynn -** Not present (at Sports Advisory Committee)   **Vote: reports accepted**  JB noted that motions should be allocated to a Sabbatical Officer to follow it through / offer support.  **Motion regarding sports for disabled students** to be supported by HC / SDu  **Vote: unanimously passed**   1. **Motion regarding help available for disabled students**   BE presented the motion in its entirety. Members of Council noted their support of the motion. BE noted that there was support from the Student Support dept. JB noted concern that it was difficult to prove an unseen disability. BE discussed the DSA support and the evidence required by the government. JJ noted that the University could offer funding for testing. HC noted that the testing does cost £200 per student. BE noted that the testing is conducted by external bodies. BE noted that testing is not held at the University and can be funded from a student’s home town if they apply before attending. JJ asked whether there is a preliminary test. HC confirmed that there is a questionnaire conducted by the Support dept. JR discussed the process for going through assessment. BE noted that this is a government requirement and that assessors are externally organised. JR questioned if assessors could come to the University to see the student. HC suggested speaking to the Support dept. BE is meeting with the dept. on 12th Dec.  **Vote: unanimously passed**   1. **Motion for CCSU Council By-election and Student Rep elections**   SH presented the motion in its entirety. JR suggested enforced voting for Student Rep positions. SH noted that sometimes no one wants to be Rep and there is no election process and someone just ends up doing it. There was some discussion around the roles of Student Reps. EB was worried that mandatory voting would put people off from standing. SH noted that there was need to raise the profile of Student Reps. BE mentioned the Christ Church Extra Award. There was some discussion around the notion of election and how / what is acceptable forms of election. JJ noted that elections raise the profile of the individual. JJ also raised the question of incentive and what could encourage students to volunteer. SH agreed that there is a requirement for accurate marketing of the role. JB raised the by-elections for vacant positions on Council suggesting that there might be some direct advertising for those positions. HC noted that any student can run for a position as long as they can accurately represent the students. JJ noted the need for a student to be familiar with the group they are representing. BE raised concerns that a student could hold a position if they are not from the campus that they are elected to represent. JB noted that a sabb should support this motion. HC suggest that Silvia Rasca (SR) could contact certain groups of students to advertise the vacant positions. JJ noted underrepresentation at other campuses and suggested that Council attend the campuses to encourage participation. EB suggested holding the next Council meeting at another campus.  **Vote: passed**   1. **Motion to increase Student Rep profile**   SH presented the motion in its entirety. SH proposed an addition of extra incentives for Student Reps. Raising the profile of Christ Church Extra Award. **Vote to amend: accepted.** JJ asked if training was adequate for Reps. SH noted that training was very good but suggested that training for student mentors should be included. SH noted that the training was very good but that very few students attended. SH noted that a lot of the ideas in this motion came from a Student Rep training session and are the ideas of Reps themselves. JR agreed that the Rep Training was very good.  **Vote: unanimously passed**   1. **Discussion regarding Student Forum (Tue 2nd Dec 11am in The Lounge)**   JB noted that the Membership Services Manager (SR) should chair the forum however she believes that this should be led by a student. JR noted however that the MSM could chair and does have student interests at heart. SH suggested that it is co-chaired by MSM and a member of Council. JJ noted that he didn’t see a problem with MSM chairing. Part 4 section 7 of by-laws.  **Vote to retain the section: passed.**  There is only one topic suggested for student forum so far: Reimbursement of fees for cancelled lectures.  JR suggested discussing Gender Neutral Toilets at the forum.  JJ questioned the format of the forum. JB has last say on whether or not topics are discussed at the forum. HC suggested that Kate from Homestamp could attend the forum. JJ suggested inviting her to Union Council as well. JB suggested having housing as a topic at the Forum. BE suggested talking about disabled sports. SH suggested talking about the motions from today’s meeting.  JR questioned the advertising of the student forum. JB noticed that there is a dept. ‘student forum’ happening at the same time he noted concerns over the advertising of these events. HC was happy to contact University marketing. JJ suggesting going around campus and talking to students, giving out leaflets and flyering through halls.  **Topics**: Reps, disabled student support, disabled sports, housing, gender neutral toilets, reimbursement for missed lectures.  **Vote: Topics Accepted**   1. **Any other business**   HC noted that the zero tolerance policy is passed and now a procedure is needed.   1. **Date of next meeting**   To be decided online. JJ questioned whether there should be a meeting before the forum. Suggestion of Mon evening in the SU. Council agreed to all go to the forum. JB suggested a meeting directly after the forum to discuss motions from the student body. 2nd-9th Dec was suggested.   1. **Union Council only time**   Meeting ended at 4.16pm. | **ACTION LOG**  **Motion to be supported by HC and SDu**  **DA to Check**  **EO and DA to meet**  **DA to look into**  **DA to look into**  **Council to look at**    **SH to talk to SR about training**  **HC to check on this**  **EB and JB to meet with DA**  **Motions to be Supported by Sabbs**  **Motion to be allocated to DA**  **SR to send direct advertising, next Council meeting to be held at another Campus**  **HC to invite Kate from Homestamp to next Council and Student Forum**  **HC to get announcement on CLIC**  **Council to think about**  **SR to do online doodle 2nd -9th Dec**  **Next meeting possibly at another Campus.** |