

Minutes of the Union Executive Meeting

Wednesday the 9th of September 2020

Present: Ade, Shian, Temi, Akeem, Jess

In Attendance: Stevie, Ed, George (Minuting)

1. Welcome and Introductions

TA welcomed all to the meeting

2. To receive apologies for absence

TA accepted the apologies of RR

3. AOB

None

4. Minutes from last meeting (date)

N/A

5. Approve Union Exec Dates and Times for Semester One

Dates for semester one was approved

6. Campaign Expenditure Proposals

TA informed the committee of Black History Month in October, but expenditure has not been approved as of yet.

AOO requested the budget for campaigns, to see if there is possible funds for BHM.

SW acknowledged that there was a budget last year specifically for BHM, outside of the campaigning budget but wasn't entirely certain if this remained.

Action – SW to speak with RR regarding possible budget for BHM

7. Discuss the Schedule of Business

TA put forward the draft Schedule of Business for semester one to a discussion.

AOO asked whether individual committees could be referenced into the Schedule of Business, to replace the *Committee Update* wording.

TA then clarified the reasoning behind the wording.

The Schedule of Business was agreed, ready for formal approval at UE on the 23/09

8. Sabbatical Objectives Update

TA asked for updates from the Sabbatical Officer team.

JW presented first.

JW stated that their placement objective was becoming clearer and would have significant development following a meeting on the 09/09 with NW (ADA of Health and Society School) to address the proposals set out in the initial project plan.

JW referred to an example in the Business and Law school, referencing the non-academic support staff provide to students e.g. CV workshops, placement application support etc. JW aims to replicate such support in the Health and Society school.

JW will provide further updates following the meeting with NW on 09/09

JW stated the 1-2-1 support with tutor's objective had progress, working directly with MC to coordinate the new rep system into the objective plan.

SC presented second.

SC identified that recorded lectures was a collaborative project and that work would be done on this collectively at a further date.

SC stated that the dissertation framework objective was proving challenging and that it is expected to be a longer project. This is mainly due to the fact the bulk of the workload will occur at the end of the academic year, relative to dissertation submission/completion.

SC informed the committee that they were engaging with MC and the rep system to evaluate what work can be done, combined with the work that has been done in previous academic years.

AO presented third.

AO highlighted their industry collaboration project in the Business and Law school, with the aim to increase opportunities for students outside of their academic study. To attend industries events to better prepare students with opportunities such as CV skill up, placement training to and industry collaboration. AO has spoken to Charles (ADA) and key contacts within the school to further progress this objective.

AO has worked with other officers to address the need for diverse food options in AKB with RR and AW. AO informed the committee that they are awaiting the next steps.

AO has asked GC to provide a planning document for the accommodation support objective. AO will further this plan once the documentation is complete.

AOO presented fourth.

AOO intends to focus on improving their engagement with the student body and staff network. AOO will utilise the current structures in place, such as the representative groups (course and school reps) in the Science, Engineering and Environment school, to build upon initial forms of engagement.

AOO intends to work directly with BA to identify how the Union engages with the student body through SU communication channels currently, with the hope to build upon the central communication methods.

AOO has reviewed the objective on employability from last year, refining the focus towards improving the extracurricular opportunities for students in SEE. The aim is to encourage students to start their own societies, which will improve the experiences and opportunity for students in the SEE school. AOO intends on engaging students first, to then get buy-in from academics, which will aim to elevate the significance of joining societies in SEE programmes.

AOO identified that the BAME awards gap was a collaborative project. This will be a project that will be addressed in future collaborative objective sessions. AOO did identify that the events and work that is due to take place in BHM is fundamental in improving student engagement with the Students' Union, and in turn, improve student engagement in projects such as the BAME awards gap.

AOO has acknowledged that excellent teaching should be within their objectives, as a result of the preferendum result in November 2019. AOO intends on working with the SEE school and QEO to identify evaluation processes in place that can monitor the standard and quality of teaching within the school.

Action: TA to create Shared Objective meeting, with the aim to plan out and delegate responsibilities within the shared objectives.

JW – 11:00 left meeting

TA presented last.

TA highlighted their focus on recorded lectures (shared objective). TA has raised the objective again with NF at their Officer meeting on the 08/09. Recorded lectures has not been address since the presentation in the last academic year.

TA identified that there needed to be greater research to gather insight from officers in other institutions. TA stated that from previous conversations, some academic communities avoid following recording lectures as it is not embedded into the academic policy on the University.

TA stated that Salford must adopt a policy.

TA intends on reaching out to SG and NF to see how the Sabbatical team can push this.

TA only intends to raise this to HM in the w/c the 14th.

Action: ALL (Sabbs) to submit agenda items for TA and HM meeting by 09:30 on the 10/09

TA is and will carry out further discussions with Maddie and Sophie to see how Salford's processes towards PARP compares to other institutions. Eventually with the plan to shape a project based on research. TA stated that PARP's take place every 7 years, when ideally it should be relative to the course duration; 3 years

TA informed the committee that per the previous meeting, LN will be going to NF with the 'shopping list' that was requested. Ideally, the strategic lead should be someone within the executive team. TA identified SG as a strong lead.

TA intends to work with Sports and Societies to provide non-members with experience and opportunity that can support their experiences without joining a society or club. TA has worked with Casey and Steve and intends to do so more in the future.

9. BHM Update

TA informed the committee that a more robust BHM update will be provided at the next UE meeting on the 23/09

10. Return to Campus

EM presented a discussion on the return to campus.

EM informed the committee that there must now be significant reduction of staff members on campus and in University House. The Union must restrict the number of staff on campus to ensure safety to all staff and students. Staff will continue to work remotely. The increase infection rate and such increased restrictions to areas such as Bolton is worrying but the University has followed the correct protocol to prepare for such scenarios.

EM identified that students should have access to their student officers both remotely and face-to-face. EM stated that the Union must prioritise the safety of the officers when discussing the plan to have student officers on campus. EM reinforced that those who do not feel comfortable nor safe do not need to return to campus, but systems in place must be made for students to engage with their officers virtually. EM posed question to officers and also asked for clarity on who felt comfortable and who did not.

TA stated they would like to return to campus.

TA acknowledges that not all of the team will be comfortable with the return to campus.

TA reiterated that there will be no mandatory force to return to campus. Scenarios can be created to ensure Sabbatical representation will be on campus even if not all officers are physically present.

EM reiterated that SC and AO were identified as red on the risk register. EM emphasised that safety was the priority.

SC stated that regular reviews of the national and regional COVID picture was necessary to assess whether a physical presence on campus was possible.

EM suggested the possibility of a schedule, which allowed for Sabbatical Officers to be present on campus on individual, separate days. Sabbatical Officers would be present with the coordinator and manager of that chosen day. EM emphasised that the Sabbatical focus will be to engage with their student body, not to support in the activities of SU staff taking place in University House.

EM puts out final question.

AOO confirms they would be like to return to campus.

AO confirms that they would like to return to campus but acknowledges the importance of caring for those around us. If processes are in place and the risk is managed, AO is comfortable to return to campus.

SC reiterated that it would be appropriate to review the safety measures in place to ensure there is safe presence on campus.

SC expressed concern on their successful engagement with students on campus when they are not physically present.

ED reaffirms that the role can be done at home through virtual means.

ED – summarises the above information and asks for agreement. Work including suggested activities and a rota will be created.

Exec were in agreement.

11. Value for Money

ED presented the Value for Money agenda at the University.

ED provides context to the government's relationship to the VFM agenda and why there is pressure on Universities to address this. From September 2021, the University could possibly have 1/3 of students who will not receive loans from the Government. The University intends to shut courses down before the Government does. There is a one year deadline to get courses up to a standard deemed acceptable to the criteria of Value for Money.

SC stated that they have been already heavily involved in these discussions.

SW posted further information in the Teams Chat:

*Academic practice and governance. Includes review of SELTEC and ASQUAC. Neil leading. Focus on frontline academic experience – **Shian***

*Organisation and Management. Focus on customer/ student journey and join up/ seamless experience. Led by John McC. SBMs and deputy deans on this one. – **Ade/Akeem** (the officers felt this is a big piece and might be better shared between 2 if possible)*

*Leadership- focus on the academic leadership issue. Poor programme leaders. Response to 'old guard' of academics. Robert Richie (HR) and Sam leading personally. – **Temi***

*Environment- link to the masterplan. Led by Huw. **Jess***

*Academic practice and governance. **Shian / Lauren***

*Organisation and Management. Focus on customer/ student journey and join up/ seamless experience. Led by John McC. SBMs and deputy deans on this one. – **Ade/Akeem / Bil?***

*Leadership- focus on the academic leadership issue. Poor programme leaders. Response to 'old guard' of academics. Robert Richie (HR) and Sam leading personally. – **Temi / Luke***

*Environment- link to the masterplan. Led by Huw. **Jess / Andy?***

EM identified a number of challenges as per the information above. EM stated that if a Sabbatical Officer has an objective that does not fall under the focus this year, it may not happen. Although, if one does, it will have greater support as it has University buy-in.

AOO queries when the meetings begin or began

EM informs that there is a Teams site and is ensuring all Sabbatical Officers are in the appropriate Team's site.

12. Staff and Officer Matrix

EM provides an overview of the staff and officer role matrix.

EM recommends further reading of the document and acknowledges that success of the organisation is based on a partnership relationship between staff and officers.

SW identifies the necessary format in accountability reports and what is to be expected when submitting said reports.

Meeting Closed at 12:00