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| **Executive**  Date: **Tuesday 7 November** **2017**  Time: **6.30pm** Number: **4**  Venue: **Committee Room 1, Student Union, Edinburgh Campus** |

**In the Chair**: Aashna Bakshi, Vice President Wellbeing

**Also Present**: Diarmuid Cowan, President

Jay Clifford, Vice President Community

Lucy Graham, Vice President (SBC) Skype

Hugo Barker, Executive Academic

Aoife Clarke, Executive Activities

Xander McDonald, Executive Events

Toby Nadal, Executive E & D

Martyn Dewar, Disabled Students Officer

Ari Finnie, LGBT+ Officer

Stuart Beaton, Halls Officer

Gail Edwards, Chief Executive Officer Skype

**Apologies**: Ellis Dick, Executive Welfare

Leila Collie, Women’s Officer

Yusuf Ashraf, Black, Asian & Minority Ethnic Officer

Vijetha Mohan, Postgraduate Officer

**In Attendance**: Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**2.3 Set Up a FB Team for Sleep in the Park VP Community**

**6.2 Sort Out Events Calendar for Crew Exec Events**

**6.7.1 Investigate Notice for Self-Serve Tills Exec Activities**

**6.9 Investigate Submissions Processes President & Exec**

**Academic**

**6.11.1 Talk to more student re Erasmus Network VP Wellbeing**

**6.11.2 Investigate Mens’ Day Campaign CEO**

**8.3.2 Speak to Sports Union President re Executive Meetings VP Community**

**8.4.1 Arrange Poppies for Libertys and Shop CEO**

**8.5 Promote The Big Ask Survey to all students ALL**

1. **FORMAL BUSINESS**

1.1 **Matters Arising**:

Consent Talks at SBC would take place during Refreshers Week

Floorplay Contract had been discussed. VP Community awaiting outcome, but feels that after future meeting with Societies Council the contract will be stopped.

Motion for NUS Conference would be sorted out at a Motion Workshop being organised with EUSA in early November, it would be on the topic of The Future of Education.

Vegetarian Option in University Catering taken off menu.

More Officers need to be in attendance at Open Days to contribute their knowledge of the Student Union.

Water Fountains meetings will be arranged and then discussed with Campus Services.

Dryers in Halls will be investigated.

Every other action point was done.

1.2 The Minutes were duly approved.

1.3 **Notice of AOCB**:

**Motion**: The Disabled Students Officer would like his Motion on Concessionary Bus Passes to be added to the Agenda. This was agreed.

**Poppies on Sale in Venues**: The President would like this topic added to the Agenda. This was agreed.

**Sports Union**: The Vice President Community asked that this issue be added to the Agenda. This was agreed.

1. **SABBATICAL UPDATES**

2.1 **President**: The President had not written a report as due to being out of the country visiting the Dubai and Malaysia campuses. The President stated that a full report would be given for the next Executive Meeting. It was stated that loads of good ideas had been exchanged and the President was excited to introduce some ideas from the other campuses. At this time the President had about 50 different reports to write for different University Committees.

2.2 **Vice President Wellbeing**: A written report had been circulated with the meeting papers. The VP Wellbeing went into more detail on several points in the report. Scotland Welcomes the World would be discussed during a meeting with Ruth Moir. The venue for Global Day had still to be decided. Organising and setting up Mental Health Ambassadors was a new project the VP wished to do. The Ambassadors would be set up similar to buddies, peer mentors. The Sports Union had Mental Health Ambassadors but their remit was quite different to what the VP intended to set up. The Disabled Students Officer stated that the Counselling Services within the University had set up a similar scheme, perhaps we would team up with them on this one.

2.3 **Vice President Community**: Having been appointed the Sheriff for the Week the President and VP Wellbeing were away the VP Community had had an interesting week! The VP Community report had been circulated with the meeting papers. The VP gave more details on the projects currently on the go, adding updates where necessary. The President asked if we could set up a Union Team for the Sleep in the Park. The VP Community would set up a group on the Officer page to get it going on Facebook.

2.4 **Vice President SBC**: A report was circulated at the meeting. The Vice President SBC went into more detail on several of the topics. It was also noted that it was proving very difficult to do as much as was needed without more School Officers and missing an Executive Officer at SBC.

1. **EXECUTIVE UPDATES**

3.1 **Executive Academic**: The Officer had submitted a written report which had been circulated with the meeting papers. The Lecture Capture project was proving successful. The VP Wellbeing agreed that it was a great help for student with mental health problems, aiding those with stress or anxiety. The Disabled Students Officer stated that students with TSS were being blocked, this would need to be addressed.

3.2 **Executive Activities**: The Officer had submitted a written report which had been circulated with the meeting papers. A Christmas Pub Quiz was being organised, and it would appear themed Pub Quizzes were more popular with the students. Give it a Go Workshops would be taken forward next semester with help from the VP Community.

3.3 **Executive Welfare**: The Officer had submitted a written report which had been circulated with the meeting papers.

3.4 **Executive Events**: The Officer had submitted a written report which had been circulated with the meeting papers. Weekly Club Night was the next big project, Halls Officer and VP Community were helping with this.

3.5 **Executive Equality & Diversity**: The Officer had submitted a written report which had been circulated with the meeting papers. Global Day needed more work and attention to get more societies involved. The Guarantor Scheme was coming together well.

1. **OFFICER UPDATES**

4.1 **Halls Officer**: A meeting on Wifi in halls had been held, much improvement was still needed, as the provider company didn’t seem to understand the extent of the problems. The VP Community was introducing the Halls Officer round the University staff so good networking going on. The Executive Acadamic mentioned that scaffolding had been put up on one of the new Halls, work was being carried out on the insulation problem, perhaps, but the Officer had heard that walls had fallen down. The Halls Officer would check on the circumstances.

4.2 **LGBT+ Officer**: A Halloween night out had been organised for the Group, which was well attended, some students turning up in costumes. The night had been successful. The Officer had managed to delegate some of the work involved in organising the Red Ceilidh. The Executive Officer Activities would help organise some volunteers for the event.

4.3 **Disabled Students Officer**: NUS had taken a paper on Universal Credit to local MPs and it had gone to the House of Commons, so HWUSU was now mentioned in Hansards. There were several issues being addressed with the Estates Office, the Office would continue to take these forward. The Officer was hoping that a meeting with Ross Ferguson on disabled parking would be productive. Parking Permits seemed to be the direction the University was taking. A discussion ensued on how other universities solved the parking problems on their campuses. It was noted that HWU had more spaces than lots of other campuses.

1. **SOCIETY COUNCIL**

The first meeting of the Society Council had gone really well. The Minutes had been circulated with the papers for the meeting. The Vice President Community would continue to keep the Executive informed of the progress of the Council

1. **LISTEN / DISCUSS / ACT**

6.1 **President**: It had been apparent at Graduations that the Go Global concept had been missed by a lot of the University staff. The President hope to inform more by doing a report which would be distributed. There had been complaints about scholarships which would be investigated.

6.2 **Executive E & D**: The Events Crew were unhappy with the short notice given to them for several events. The Executive Events informed the meeting that this matter was being addressed by better communications from the Senior Events Crew member. The Executive Events would speak to current and past Senior Events Crew to sort out an events calendar which wasn’t available and which had proved useful in the past.

6.3 **Executive Events**: Concern had been expressed about the way the Radio Station was being presented to societies and students. The VP Community informed the meeting of a meeting held with the two students who wished to start up a Radio Station and told them what had been covered at the meeting. The students would be attending the next Society Council and their promotional tactics would be discussed then.

6.4 **Executive Academic**: An international students had approached the Officer and asked about the system used to address any problems with lecturers and coursework. The Officer was able to help the student but felt this system should perhaps be better publicised.

6.5 **Halls Officer**: Several complaints had been received about the heat in Halls. Several Halls were too warm. Discussion ensued as to how each Hall differed some were too warm others not warm enough etc.

6.6 **LGBT+ Officer**: The Officer had overheard several ChemSoc students making disparaging remarks about the Student Union and how the best thing in University was the School Officer system. The Officer had tried to educate the group on what the Student Union does and what it stands for, but she felt it had been a difficult conversation.

6.7 **Executive Activities**: Several classmates had expressed concern about the behaviour of a particular lecturer. The Officer was concerned that the system to deal with such concerns, School Officers etc was not more widely known. During this busy period, with exams etc students were too stressed to try and find out how to deal with these concerns.

6.7.1 Shop Security was discussed as a student had observed somebody stealing a drink from the Shop and hadn’t known what to do about it. The Executive Activities had told the student to inform one of the Shop staff as soon as they realised what had happened.

The CEO was asked if we needed more cameras in the Shop. There were sufficient cameras in the Shop and theft was not a major concern. Discussion ensued about the misuse of self-serve tills.

It was decided that the Executive Activities who had been approached originally about this matter would investigate a notice at the self-serve tills and whether this was appropriate or not.

6.8 **Vice President Community**: There had been problems with payments to DJs associated with Charities Week. This had now been sorted and the African Caribbean Society were being helped to sort out their society bank account.

Price Tickets were not attached to the new clothing range and it was felt it was stopping students making purchases. This would be addressed.

6.9 **Disabled Students Officer**: It had been suggested that we stock non alcoholic beers and ciders in Geordies Bar. Apparently this was already being addressed by the Bar and Events Manager who was investigating what was allowed through NUSSL.

There had been problems and mixed information on how to make submissions by students. The President and Executive Academic would investigate this matter.

6.10 **Vice President SBC**: There were problems engaging with students at SBC. Efforts to promote the Student Union and their services within the University Building were being made and this seemed to have positive results.

6.11 **Vice President Wellbeing**: It had been reported that a lecturer was being disrespectful to students and the VP felt that all University Staff would benefit from Equality and Diversity training. The VP had spoken to the relevant staff in the University but they were not proactive in this concern and not encouraging for the training to go ahead. The VP would try and put something together but wasn’t sure how to take this subject forward. Discussion ensued and it was noted the lecturer in question had been reviewed as there had been so many complaints made, several other points were made against the lecturer.

6.11.1 Erasmus students were finding it hard to get the support they felt they needed. The Erasmus Student Network in HWU had fallen apart and was now disbanded. Students who returned from Erasmus years, were then in 4th year and work scheduled precluded their being able to set up any support systems for students going into their Erasmus years. It was agreed more should be done to help support these students, the Vice President Wellbeing would talk to more students and hear what they would like to happen and how they think the support should be done.

6.11.2 A Change One Thing postcard had been sent in by a student asking about what the Student Union would be doing for men. They had quite a lot on for women but not men. 19th November was Men’s Day, would it be OK for us to do something for this. The CEO would check it out and get back to the Officers on the result.

1. **PREVENT UPDATE**

7.1 The Vice President Wellbeing informed the meeting that NUS Scotland wanted to do a Prevent the Prevent Action Day. The VP was discussing this subject with the BAME Officer, who felt that there wasn’t very much going on in Scotland at the present time. The VP would chat to various student groups and see if the wanted to do anything about the proposed campaign.

7.2 It was suggested that perhaps students in general need to be made aware of what Prevent was and what it entailed, as it was sometime since the Bill had come into place and probably quite a few students were unaware of the Bill.

1. **AOCB**

8.1 A vote was taken for Office Bearers to vote at this meeting. It was a unanimous decision to allow OBs to vote at the meeting.

8.2 Motion in response to changes to National Concessionary Travel Scheme – Motion proposed by Disabled Students Officer and seconded by Executive Equality and Diversity.

The Disabled Students Officer explained why the Motion was important and why we needed to show our support. The Officer stated that we needed to be specific in our wording. The Executive E & D gave a brief updated on why the Motion was brought to Executive to vote on. It was agreed that the VP Community would take the lead on this matter, the Disabled Students Officer should do the Motion and Executive would agree any amendments through email.

The Motion reads:

The Student Union Notes:

1. That the Scottish Government’s consultation for changes to the NCTS is soliciting feedback

on enhancing the offer of the scheme by offering concessionary bus travel to Modern Apprentices aged under 21.

2. That as the wording stands, this excludes Graduate Level Apprentices of any age, despite this programme (delivered by the FE/HEI sector, with three courses already in delivery at Heriot-Watt and the potential for others in the future) being formally endorsed and funded by the Scottish Government via Skills Development Scotland . The wording, equally, also excludes students aged 21 and over, despite this not being a restriction of the MA/GLA programmes.

3. That the wording as it stands also excludes Undergraduate and Postgraduate students, who are not necessarily any “better off” than their MA/GLA colleagues. Further, it is also noted that both the existing and proposed schemes make no offer for students aged 19 and over, and in light of the growing cost of living (and a recent petition from students to Abellio Scotrail Limited ) that more should be done to support students with their travel costs.

The Student Union Believes:

1. That the Scottish Government should consider extending the proposed Modern Apprentice segment of the NCTS to include Graduate Level Apprenticeships without any age restrictions.

2. That the Scottish Government, taking into account the views of students, and recent research into the student cost of living / funding should consider extending the NCTS to either include travel for eligible students, or, to provide a suitable discount scheme which would allow students to travel to and from University / work / volunteering opportunities without fear of excessive costs or punitive restrictions on travel times.

The Student Union Resolves:

1. To submit a full response to the Scottish Government consultation (draft prepared by Disabled Students Officer for circulation) detailing our views on behalf of both the Graduate Level Apprentices matriculated with Heriot-Watt and our wider student body.

2. To work with NUS Scotland and other interested parties to lobby The Scottish Government (and Transport Scotland) for positive change in the NCTS.

8.2.2 A vote was done and the result was 9 voted for the Motion to go through with 1 abstention.

8.3 **Sports Union**: The Vice President Community reported on the lack of communication between the Student Union and the Sports Union, which had led to the deterioration of their relationship. Such was the distance that the Student Union did not know when the Sports Union had their Charities Week and vice versa. He wanted to see a meeting set up (perhaps once a semester) to have the Executive Officers of each Union in a joint meeting to talk about their plans and events they hope to promote each semester, perhaps allowing us to co-ordinate events better.

8.3.1 Discussion ensued on how balanced the meeting would be ie equal numbers, Student Union Executive only (not OBs), format etc. Discussion ensued re sharing best practice, representation issues, officer remits, consultation process etc.

8.3.2 The Vice President Community said he would start the process and chat to Jen Wither, Sports Union President about setting up a meeting next semester. The President stated that some work needs to be done re more Sports Representation at SBC and Orkney campuses.

8.4 **Poppies**: The President informed the meeting of the two enquiries we had received about have poppies for sale in campus outlets. In previous years, a security person had organised the poppies for each outlet, with the member of staff leaving this had not continued now for about three years. A discussion had ensued and differing points of view were put forward.

8.4.1 A vote was taken after everyone had their say. The result was 9 Officers voted yes and 2 Officers abstained. The CEO would arrange for Poppy Scotland to deliver two sets of poppies, one for Libertys Café and one for the Shop counter. Next year we would look at promoting the campaign and perhaps helping by volunteering.

8.5 **The Big Ask**: The Vice President Wellbeing asked everyone to promote our three week annual survey campaign The Big Ask. 1200 completed surveys was the target this year.

1. **DATE OF NEXT MEETING**

9.1 The next meeting was scheduled for Tuesday 28 November at 6.30pm in Committee Room 1.