

Minutes of Exec Meeting held on Friday, 23rd November 2007 at 10.30am in the Polygon Meeting Room.

Present: Chris Lowden (President) (Chair)
Peta Carter (Education Officer)
Danny Weir (Welfare Officer)
Emma Cresswell-Maynard (Equal Opps Officer) (part)
Ed Walker (Communications Officer)
Kelly Burdett (Activities & Participation Officer)

In Attendance: Pete Fisher-Godwin (General Manager)
Lynda Stott (Head of Central Services) (part)
Doreen Jackson (PA) (minute taker)

EM07.0916 Apologies for Absence

Action

Apologies were received from Will Brown, Lee Bradshaw, Sarah Edwards and Karen McNicholl.

EM07.0917 Minutes of Previous Minutes

The minutes of the meeting held on the 9th November 2007 were approved as a true and accurate record.

EM07.0918 Matters Arising

Decision on whether to change days for Exec meetings (previous mins - EM07.0903)

It was agreed that this would be looked at again next term when the Part-time Officers have their new timetables. CL and KMcN to action.

CL/KMcN

Update on Exec salaries to reflect council tax (previous mins - EM07.0905)

PFG is still looking into this and will contact the Exec early next week.

EW said he went to see Accommodation Services who have said that if landlords are registered with the University the house will be a registered property for council tax. The Council are to review Exec properties to check that they are correctly registered. EW said that it is looking likely that the Exec will have to pay council tax but they will pay the correct amount. PFG to action/look into.

PFG

Update on market research on whether students are aware of the SU and what it does (previous mins - EM07.0909)

PFG told Exec that the Student Staff Survey has some good information in it on how students see the SU. PFG will circulate this to Exec or let them know where they can view it.

EW said that after Christmas they will be doing a lot of work on the Back 2 You campaign which will make aware to students that they are members of the Union.

PFG suggested that the Exec do a structured discussion with

students in the new year ready for February. It was agreed that this be discussed further after Christmas and that EW, KB and ECM action.

**EW/KB/
ECM**

Update on Students' Union Evaluation Initiative (SUEI) (previous mins - EM07.0913)

PFG said that this is on-going.

PFG

EM07.0919 Monthly Management Accounts

LS attended the meeting to discuss the Monthly Management Accounts.

She said that it has been an exceptionally good month in October and that the SU has made £88k profit which is £24k above budget. This has been mainly due to the trading areas.

Membership Services - year-to-date spend is £79k which is £17k underspent at the moment largely due to Clubs & Societies who are £12k underspent.

Intro - negative £26k profit to £29k budget profit. Under budget by £3k - largely due to NUS Extra card sales.

Minibus - overspent approx. £1k due to repairs at the end of the year.

Central Services - matched budget at £98k spend. Building costs are quite high - £1½k overspend mainly due to a lot of data points. Marketing has performed badly against budget on income.

Commercial Development - made nearly £102k which is really good. The Atrium are underperforming and the machine income has dropped which MD is looking into. Retail are doing exceptionally well only £1k under budget. Compared to actual income last year gone up 36% on income. UCLan clothing is also doing really well.

LS said that the really good news was 53 Degrees - year-to-date £86k compared to last year which was £14k. We are doing more shows, turnover has gone up but costs have gone also gone up. We've also had more sell outs.

LS said that although we are doing really well at the moment we don't want to get complacent. Staff still need to be really careful and keep this momentum up. She said that the cash position is good - surplus over £400k.

CL thanked LS for attending the meeting and her presentation.

EM07.0920 General Manager's Report

PFG gave a verbal GM's report as follows:-

- He has been out of the office on five occasions attending NUSSL, SUSS meetings and two days annual leave.
- He has been making arrangements for the 50th Anniversary event.

- Told Exec that SU's in general are going through a tri-annual evaluation relating to pension schemes and this will determine what SU's and employees will need to pay into their pension funds. In 2008/09 we will have to make some form of allowance in our budgets to increase the pension scheme for staff.
- Met with CL re: Governance issues.
- Told Exec that the SU are overdue putting our audit out to tender and he is looking at possibly doing a joint tender with three other SU's, ie., Man Met, Cumbria and maybe Chester.

EM07.0921 Exec Reports

Written reports were received prior to the meeting and had been circulated. No questions were raised.

Equal Opps Officer - Emma Cresswell-Maynard (written report) **Meetings**

- SU/SMT Strategic meeting.
- Student Council meeting - missed it setting up Diwali.
- Exec meeting.
- Exec update.
- Big clean up meeting - with Joseph and Kelly, Danny - got up to date on situation.
- Meeting with Sue Ellwood - spoke about what she does, what's happening in SU - got up to date.
- Met with Colm about my section on website.
- Partnership Forum - had to report on SU.
- Bill Rammel.
- Sabbs from Birmingham - networked!
- Emma Cox - from NUS.
- Exec update.

Action Points

- Inform Sue Ellwood about disabled sports day, LGBT night? Etc
- Get Diversity Champion
- Sort out stuff to go on website page - campaigns, etc, pictures of previous ones.
- Read diversity stuff.

Work Done

- Had Diwali event.
- Partner College welcome presentation - took them for a tour also of SU.
- Had photo for 50th Anniversary supplement.
- Did stuff for time capsule.
- Helped Ed deliver Pluto's.
- Did Partner College newsletter - woohoo!!
- Sent Ming on the Black Student Conference in London - awaiting feedback.

Hours:

~ 36hrs a week

Communications Officer - Ed Walker (written report)

Meetings

- Media Heads meeting for SU Media (09/11 + 16/11).
- Met with BCU sabbaticals who were visiting the SU.
- Met with Emma Cox (NUS) about how UCLan SU and NUS can

work better together.

- Met with Nicci Procter (Marketing) and Sarah Johnston (Marketing) about Pluto advertising and distribution.
- Met with Peta Carter (Education) about using ELGG (UCLan social networking site) as a discussion tool for Student Council Reps.
- SU/SMT strategic meeting, gave presentation on governance and updated on 50th Anniversary.
- Met with Dave Evans (Ents) about Media Awards 2008 and Frequency event in February 2008.
- Met with Julie Cotton (Ents) about Nightvision and promotional strategy for it.

Action Points

- Promotional work to be done for RAG&Bone campaign.
- Continue with ELGG pilot for S&T Council Reps.
- Work on Pluto Issue 186.
- Plan what to do with data collected at SU 50th anniversary, and create website section based around this.
- Work on SU website, need to create SU news flash box and hand over to Colm Dodd (Marketing).
- Safety Bus campaign – finish poster design with mock photo.

Work Done

- Organised 50th Anniversary big photo shoot.
- Organised and supervised Bill Rammell MP visit.
- Arranged burial of the time capsule with Jim Ewart.
- Secured publicity for Bill Rammell/50th Anniversary visit.
- Pluto Issue 184+185 distribution and feedback on stats to marketing for use in attracting advertisers.
- Pluto Issue 185, which included a special 16-page 50th Anniversary supplement
- Interviewed on Preston FM about students, UCLan and their positive impact on Preston.
- Set up ELGG pilot for S&T Student Council Reps.
- Arranged work experience for Hannah Brown, a GCSE student from Blackburn. She will be arriving w/b December 3 and staying for a week, working on Pluto and Frequency.
- 50th Anniversary research and artwork competition.
- Arranged President photo shoot with UCLan advancement and provided an article written by Chris for their magazine.
- Collected together 'student life in 2007' for the time capsule.
- Started work on Pluto Issue 186.
- Booked and confirmed SU Media Christmas party for media volunteers.

Hours – 88 [09 November – 21 November 2007]

Education Officer - Peta Carter (written report)

Meetings

- Attended a meeting concerning Bill Rammell's visit (just).
- Attended Bill Rammell's laying the 'time capsule' to rest and officially open a plaque for 50 years of the SU.
- Along with the SLOs, met with Tony Watts, an external, assessing the university's approach to the Student Employability and Enterprise Strategy.
- Attended the ASaQAC (Academic Standards and Quality Assurance Committee meeting. Nothing major to note this time.
- Met Phil Baugh to discuss our combined experiences of attending different conferences on the NSS (National Student

Survey) recently and how to move forward together to promote the NSS in 2008. We picked up a few good ideas.

- Met with the SLOs at our regular meeting.
- Met with Peter Lumsden, the Teaching and Learning co-ordinator for Science and Technology to discuss working together to improve the student teaching experience and how course reps can feed into this. One problem experienced by both students AND lecturers is talking by (some) students in class. How can we solve this problem as it is upsetting on both sides?
- Met with Ed Walker to discuss a trial to use ELGG with the Science & Tech Reps from Student Council as a live project. Ed has contacted them.
- Attended SU/SMT and raised the last stumbling block before we can put in for Fairtrade accreditation. Well received. Also presented the issue of classes being scheduled on Wednesday afternoons in some areas for Kelly Burdett, along with some additions from my own received student feedback.
- Met with Mike Ahern to discuss an internet access in halls issue for a course of students.
- Met briefly with Kevin Ellard about the reforming Library Users' Group. He will send me terms of reference that I can send to potential members to get the first meeting off the ground as soon as possible.

Action Points

- Update Course Rep database to include those trained.
- Set up Course Rep groups in Groupwise.
- Update relevant parts of the website.
- Need to contact the SLO at Blackpool & the Fylde College re Course Reps.

Work Done

- Run ten full two hour course rep training sessions for new reps.
- Run eight one-hour refresher training courses for course reps who had previously received training.
- Continued chasing about a couple of student enquiries.
- Helped clear up after the Diwali event. Very pretty with all the candles.
- Attended a validation for an MSc course in Midwifery as the student representative.
- Went to a weekend conference, Shared Planet, put on by People and Planet in Sheffield, along with members from our own and Uni of Cumbria's People and Planet Societies. Gained lots of useful tips of how to work on making our university and SU more environmentally sound along with suggestions for gaining student involvement.

Hours – 97.10 [07 - 20 Nov 2007] PLUS a full weekend, including Friday night in Sheffield.

Welfare Officer - Danny Weir (written report)

Meetings

- Met with halls reps to discuss year so far and get feedback on the SU.
- Big clean up meeting with Joseph and Kelly.
- Met with Advice Centre staff and Uni disciplinaries to discuss rise in suspensions.

Action Points

- Finalise website info.

- Finalise plans for Rag and Bone.
- Plans for Xmas fayre?

Work Done

- Helped with a few bits and bobs for Diwali.
- Signed cheques.
- Did photo for 50th
- Attended Bill Rammell plaque unveiling and time capsule burying.
- Breast cancer stall.
- Waxing for children in need with footy team.
- Work on website info.
- Safety bus materials done and distributed.

Hours- 35+ 20

President - Chris Lowden (written report)

Meetings:

- Training course for 360 degree review
- 50th Birthday meeting
- 1-2-1 PFG
- University board meeting – with trustees of university
- Meeting with Bill Rammell to celebrate 50th birthday
- Photo shot with Chris Theobal
- Meeting with Emma Coxs NUS member of staff
- Pre SU/SMT meeting and SU/SMT meeting
- Election meeting – PFG, KMcN, CW

Action Points:

- Get 360 Degree for Exec
- Training for exec in January
- Write speech for 50th
- Open day plan
- Where is the plaque going to go

Work Done:

- Sound impact group coming together
- Disciplinary attended
- Letter for time capsule
- Worked on internationalization
- Got birthday card for 50th
- Sound Impact awards ideas
- Student access and University board preparation

Hours: 1 days holiday + 68 hours worked

There was no reports received from WB, LB, KB and SE.

A brief discussion took place re: the lack of attendance from the University's Senior Managers at the SU/SMT Strategic meetings held once a term. It was agreed that CL and PFG should meet with Len Lewis to discuss this. DJ to arrange.

DJ

EM07.0922 Rag & Logo/Slogan Brief

KB told Exec that a competition will be held to find a logo/slogan for Rag. The deadline for this is 1st February 2008. She said there will be a stall in the Foyer for three days week beginning 3rd Dec to raise awareness of Rag, ie., what it is, the history of it, etc. KB informed Exec of other plans to raise funds for Rag. For three days towards the middle of December have a collection throughout all the University departments. PFG suggested giving out stickers so those

who have contributed. For three days In May 2008 there may possibly be a boat race on the canal at the back of PSA with teams of four. A Rag raid round Preston. PFG said that any street collections have to be licensed so this will have to be looked into.

PFG suggested collecting for Rag at the University's Xmas staff party. KB to check if this is ok with the University.

KB

KB to do a timetable of forthcoming events.

KB

EM07.0923 Poster Sites Around Campus and Posters on Doors in SU

PC raised the issue of Commercial Development putting posters on doors as this is a health and safety issue. She said that if doors posters are put on doors they should be removed. There are various poster sites around campus that can be used, however, there aren't many poster boards in the University buildings. PFG confirmed that Nicci Procter has already been in touch with Jim Ewart about this and that Marketing are arranging for broken poster sites to be replaced.

It was agreed that the SU building needs another big pin notice board. PFG to discuss this with NP and JB to identify more poster sites in the SU. The Exec to email PFG with what they would like to see in the SU.

PFG
ALL

EM07.0924 Preston Clean Up

KB told Exec that next Saturday arrangements have been made by the SU to do a Preston Clean Up in one of the Preston streets, however, she said that JC has some concerns that there won't be enough volunteers to help with this. She said at present they have 15 which will be split into two groups. One group will be educating whilst the other will be clearing up. The Exec felt that this would be enough people although they would email Student Council to see if any of them would like to help.

KB

EM07.0925 NUS Extraordinary Conference - 4th Dec 2007

PC told Exec that, having checked the NUS website, it appears that we have 14 places available to send people to the NUS Extraordinary Conference on the 4th December. CL wasn't sure if this figure was correct and said that he would check with Jenny Martin to confirm how many places we are entitled to. If there are 14 places it was felt that all elected NUS delegates should go, any Exec that aren't on holiday and open it up to Student Council reps.

CL pointed out that it is graduation on that day. He asked KB to book the 15 seater minibus for this event.

KB

EM07.0926 Redesigning Exec Update

PC felt that the weekly Exec updates should be more interesting and said she found them more useful when the Exec discussed campaigns that they wanted to do or report back on something that they've already done. She feels that these meetings should be kept to key points and should be more of an actions session. It was agreed that for future meetings each topic will be timed.

EM07.0927 Any Other Business

DW told Exec that EW had received quite a distressing phone call regarding a student who wanted to harm themselves. As he was unsure of who to contact he told them to ring Ian McMillan who in turn passed them onto the 'I' who then told them to ring DW. DW asked what the Exec protocol is for situations which occur with life threatening situations.

After a brief discussion it was agreed that the Exec should take this to the next SMT Issues meeting on the 6th December as they felt that University staff are also unaware of who to contact in these situations.

CL/DW

PC told Exec that NUSSL are looking for Carbon Ambassadors to go round the University and SU to audit carbon usage and that there are only 12 positions across the country. DW and PC would like to put their names forward. To be held on the 7th December in Manchester. Exec agreed.

The Exec approved the following holidays:-

- Danny - 26th November
- Ed - reducing his hours from Monday, 3rd Dec

CL told Exec that he has been looking at PFG's 360° appraisal and said that he will need approx. £500 to do this. It was agreed that this should come out of the central training budget.

CL told Exec that Julie Cotton has asked for some Exec input on how they felt the Night Vision event went last year, whether they thought it was good, worth the money, etc. Exec to discuss at their next Updates meeting.

DW wants to raise some promo issues with MD. PFG suggested he put these in writing.

DW

EM07.0928 Date of Next Meeting

To be held on Friday, 7th December 2007 at 10.30am in the Polygon Meeting Room.