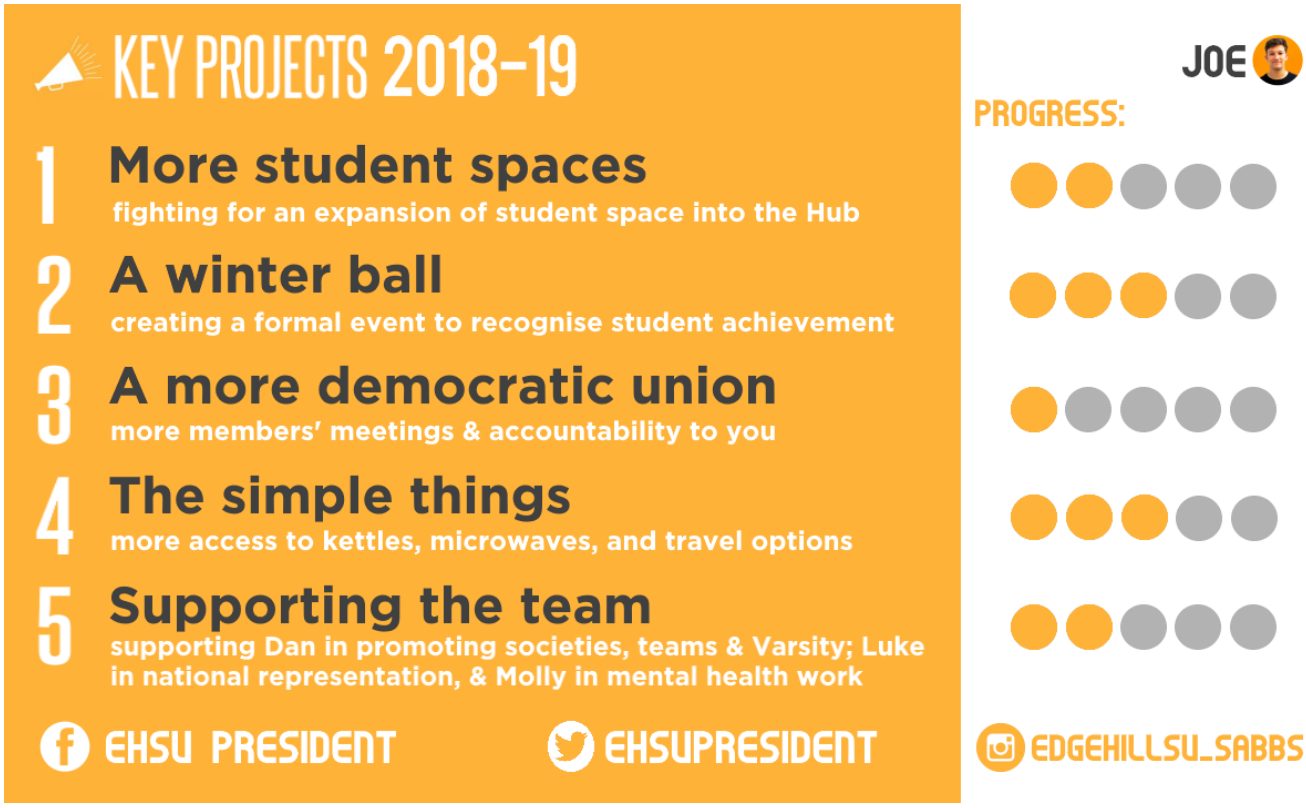
Officer Report | President

Author & Job title:	Joe Bradford, SU President
Date Produced:	12/10/18 (resubmission 31/10/18)
Meeting date:	16/10/18
Meeting of:	Executive Meeting – Policy & Campaigns Committee
Action:	Approve
Summary:	*This paper provides an overview of work I have completed, as well as key events and meetings I have attended. It also refers to any gifts I have received or potential conflicts of interest that members should be aware of.*
Publication	*For publication to PCC and Edge Hill Students' Union members*

Section 1 | Overview



Section 2 | Priorities for 2018-19

In this section of the report you will be writing in the progress of each of your projects. Once you've filled in the 'Project' column that can remain the same for the full year in every report and all you need to do is fill in the 'Progress' column before each meeting.

	Projects Write here a title or name which most closely describes your project	**Progress** How has this area of work progressed **since the last report or since starting in role** (see S3 for full progress log).
General responsibilities	**Trustee Board**	Since starting in role: - Liaised with the board of trustees via email, aiming to organise a get together to get to know one another and promote an effective working relationship. However, this did not happen as we did not make quoracy. - Met with EHSU Chief executive to formalise induction process for the new trustees. - Worked with EHSU Chief Executive to re-organise a trustee board that did not meet quoracy. - Set up a meeting with Policy & Campaigns team to receive guidance on how to be an effective chair. **TO NOTE:** - Trying to pass the terms of reference that have been drafted for the Student Council through the board of trustees. - Unfortunately, the trustee meeting scheduled for 29/10/2018 was cancelled due to other sabbatical officers indicating they were unable to attend. - Some external Trustees have expressed their disappointment with the meeting being cancelled at such short notice, as this is not the first time it has happened. - First Student Council meeting was scheduled to take place on the 15th November. However, this meeting is now in doubt, due to the board meeting being cancelled, meaning the terms of reference have not been passed. It is important that we resolve this issue ASAP. Since last report: 01/11/2018 - Tried to reschedule a board meeting that did not meet quoracy. This failed, and I had to email the trustees on the 02/11/2018 to let them know that there were no other dates that would make quoracy. - Due to the failure to meet with the trustees. I had to email all of the trustees (based on a policy that was extremely time sensitive) which needed immediate discussion and a response. Since the last report: 15/11/2018 - We have had our first Trustee board on the 17/12/2018 which was pivotal in considering key motions and policies that will directly affect the SU. Minutes from the meeting shall be shared in the coming weeks. Since the last report: 05/02/2019 - Chaired, helped organise and made sure everyone's dietary requirements were met during the meeting. Also, as of direct action from the student council, we have appointed a vice chair and have installed one to one meetings with the CEO, vice chair and myself to work closely and install an effective working relationship which will directly impact on the future of the SU. To add to this, we will be reviewing the KPI's of the organisation and implementing a better induction process for next year. Meeting was held 18/03/2019.

	Board of Governors	Since starting role: - Attended two Board of Governors meetings, scrutinising and voting on reports and policies that may affect students, including NSS results and accommodation issues. - At the board of governors meetings, I have presented an EHSU paper based on student feedback and had the chance to observe one being presented by another student representative. - I attended the meeting on the 9th July as an observer to Luke Myer (VP academic) reporting on a paper which contained the information on the following: 'SU value for money.' This paper focused on responses from 346 Edge Hill students to a project undertaken by SUs across the country, in response to the creation of the Office for Students and its purported emphasis on ensuring HE students receive value for money. Respondents answered questions on whether their degree constitutes good value and what they believe fee income should be spent on, as well as what factors inform their perception of value for money. This was useful as it helped me gauge how to deliver a paper at board level. - At the meeting on 24th September, I presented a paper looking at longitudinal trends in service usage at EHSU's advice centre, with particular emphasis on cases relating to academic issues and their potential implications. **TO NOTE:** If members want to see the papers submitted to Board of Governors referred to above, I am happy to circulate them to you. Since last report: 01/11/2018 - Next governors' meeting is the 26th November. Since the last report: 15/11/2016 - 26/11/2019 - Delivered a verbal report about parking. In this, I gave information of the unions actions, the results so far and a request for a suggestion from the board members on our next steps in light of the results. There were no suggestions and it was a hot topic which the Vice Chancellor (John Cater) was entirely prepared for, offering insight into the reasons why decisions were made. The rest of the Governors could not see an amicable solution to the problem, other than those already identified. I encouraged the board to look at the university position statement and to contact me if they had any constructive feedback about the situation. - Since delivering the September report, the University are trying harder to use early intervention strategies to combat potential mitigating circumstances or students at risk of failure, through quickly and tableau. This was discussed in the recent cross institutional retention group I attended on the 15/01/2019. Since the last report: 05/02/2019 - Resources – it was discussed that the university plan to renovate the main halls. To add to this, they plan on taking away the catered package and replacing this with better self-catered services which includes: social spaces, kitchen, fridges… However, in speaking on behalf of EHU students, I apposed the increase in rent and outlined the impact this may have on students. Also, I requested to be on the panel who decide the design and building of the main halls renovation which (to my knowledge) I am the first President who has represented students in that capacity. - Governors – Voting members raised their concerns (as I did at resources) over the renovation of the main halls. Expanding on this, one member identified that we need to focus on having a staggered halls price system to accommodate all students. - Governors – I gave am update of our progress as a union throughout the year which was received well. Informally, one governors approached me and thought that the SU were doing a lot more than previous years. - Academic Board – gave an update of the SU to members which was received well and praised by the chair (john Cater). Also, raised concerns over student seeking work experiences, sandwich years or work placements, in conjunction with intercalation for a course in the new medical school. I was assured that this did not affect the time

		frame of finishing their course and students could have the opportunity to intercalate.
	Union development SAME AS BELOW *	Since starting post: - Set up a union development working group, involving senior EHSU and university staff, including Steve Igoe, the University's Deputy Vice-Chancellor. This group will examine ways to develop student spaces effectively, with emphasis on the need for spaces that students have a sense of ownership over. Since the last report 15/11/2018: - Asking about the purpose of the section 106 money, if it was to come back to EHU. Considering this, there was a verbal agreement that some of that was looking to be spent on potentially facilitating bike shelters. However, in attending the west borough council meeting, I found out that the council intend to spend the money on better access between the train station and the bus station. - Meeting in Aintree to discuss the meal plan for graduation ball and a taster session to see if the meals are appropriate. - Currently working with members staff across the SU to develop a comprehensive student led graduation ball which is a continual project. Last meeting was the 18/12/2018.
2018-19 projects	**More student spaces**	Since starting post: - Working with EHSU Chief Executive on this project because this is a legacy project that will take time to be implemented. - Liaised with the Deputy Vice Chancellor who has agreed to set up a working group looking into the future developments of student spaces across the campus. First meeting held on the 15/10/2018 with the aim of understanding the purpose of the group and the expectations for the next group meeting. Aim to have next meeting by the end of this semester. Since last report: 01/11/2018 - After speaking to key members who are involved in the working group, it has been decided that the SU need to collaborate and work together on creating a suggestion. Then, we can formulate a date of our next meeting after our proposal has been submitted. Since the last report: 15/11/2018 - I completed and sent off the document required for the meeting to be conducted. In response to this, the chair assured me that the meeting will take place after the Christmas break. - After emailing the chair on the 23/01/2019 about the meeting time and place, he explained that it was on his recent priority list. Since the last report: 05/02/2019 - Met with union and Uni development group and it was actioned that we focus on student feedback and develop a plan from that. - Feedback points towards the following student groups as key front runners in providing more purpose driven space for: commuter, residential, mature, non-drinker and parent. Both qualative and quantative research methods have been used and our second meeting is 04/04/2019 to decide where we are going to go with our plans in relation to the targeted student population.
	A winter ball	Since starting post: - The event has been planned between me, Jan (business development manager) and Helen (FM business development manager). - It is going to be branded as a winter celebration which will involve a Christmas market in the day time, followed by a winter masquerade ball event in the evening. - The markets will be in the hub and surrounding area. The Ball will be held in the venue. - Tickets went on sale on the 30th October - An update for this event will be provided at the next PCC.

		Since last report: 01/11/2018 - Shared the event on all social media and further liaised with the marketing and comms and art work channels of the SU, to make this appropriately representative of the event. Since the last report: 15/11/2018 - WOOOOOOOOOOOOOO it happened people. Although it was a rather large thorn in my side, throughout the process that led to its fruition, it is done and (better yet) it was an amazing and successful event. Therefore, it has been confirmed that it will be happening next year as a legacy project. Since the last report: 05/02/2019 - Finished. All conversations that I have had (in terms of carrying on the legacy) are positive and it seems that the winter ball and Christmas markets are happening next year and (hopefully) will carry on becoming bigger and better with each year.
	A more democratic union	Since starting post: - Been working with Policy & Campaigns Manager in relation to the student council. This will expand the number of students involved in union policy development which will achieve a much more democratic and representative union. - We have elected a student chair and five open reps in the autumn election. - Terms of reference have been written and waiting for approval from the board of Trustees. - Unfortunately, the proposed schedule for the board (29/10/2018) was cancelled due to other sabbatical officers indicating they were unable to attend. - Based on this, some external Trustees have expressed their disappointment with the meeting being cancelled with such short notice as this is not the first time this has happened. - First meeting was scheduled to take place on the 15th November. However, this meeting is now in doubt due to the board meeting being cancelled, meaning that the terms of reference have not been passed. It is important that we resolve this issue ASAP. Since last report: 01/11/2018 - After a great effort to pass regulations via the board of trustees, we are set to have the first meeting on the 15th. Since the last report: 15/11/2018 - Held our very first student council on the 15th Nov to reinforce our democratic structure and increase direct accountability and transparency with our membership. - We held our annual members meeting on the 03/01/2019. However, I feel that the SU needs to evolve to accommodate and attract a larger percentage of students as the low number of students attending this event was unsatisfactory. Since the last report: 05/02/2019 - Currently working on a process to improve the engagement through our democratic frameworks. However, cannot disclose information just yet.
	The simple things	Since starting post: - An agreement with the SU shop to house a microwave and access to boiling water on their premises. - We are currently waiting for FM to install a power outlet for the equipment. They completed an analysis on the 28/10/2018 - I hope to have them in place by the end of this semester/ start of January and will update about the progress on this. - Spoken to student and staff at the Manchester campus. To my understanding, they are looking to create additional social space which we hope will house microwaves and access to hot water. Will update at the next meeting. Since last report: 01/11/2018

		- Power outlet fitted in the street area of the SU. - Myself and Dan B (VP Activities) have moved a unit over to the hallway ready for the installation of the microwave. - After speaking to the Dean of FOHSC (Seth Crofts) about the potential social space for the Manchester campus, he is happy to accommodate idea and assures me that space will open for this. In terms of a time scale (when we can expect this) he has given me the latest of March/ April, but explains that it could be sooner depending on the work going in to the other part of the building they are looking to take ownership of. - Went and bought two microwaves for the hall as the one microwave we already had was too powerful and hard to use. - FINALLY!!! After fitting the two microwaves, I have let the students know they have arrived through displaying them on our social media channels by working with George (SU marketing and comms). Since the last report: 15/11/2018 - In talks with Manchester Campus in terms of the implementation of a social space. Logistics were confirmed by Seth Crofts (Head of FOHSC) and Phil Crompton (Head of Manchester campus) of the when and where. Therefore, we should see the completion of the social space, no later than March/ April time. Since the last report: 05/02/2019 - Going to check on the Manchester campus at the end of April, to see if the faculty have upheld the deal. Also, may look to pay for the microwaves out of SU budget. - As stated previously, some qualitative and quantitive evidence from the union development project points towards the need for having a home from home. Therefore, there is an increasing need to implement more kitchen areas/ appliances.
	Supporting the team	Since starting post: - Supported VP Activities and VP Welfare at Give it a Go Events - Supported VP Welfare for World Mental Health Day - When sabbs have had other commitments, I have (on occasions) attended meetings on their behalf. For example, the cross institutional placement group on the 24/10/2018 and the sports teams committee training on the 09/10/2018. Since the last report: 01/11/2018 Since the last report: 15/11/2018 - Supporting Dan B with the set-up of the, 'make it matter campaign'. - Supporting Luke in his filming of Brexit. However, he has not yet used me which I am most unhappy. - Supporting Luke in his SLSA campaign, by including it in my SU wins talks. - Taking forward some ideas from the sabbs to informally discuss with the directorate. Since the last report: 05/02/2019 - Co-hosted Drag race. - SLSA talks - Tie Die GIAG - Open Day (Saturday) - Sunday Sanctuary session (Sunday) - Promoting the mental health survey and manning the stall.
	What do sabbs do anyway?	Since starting post: - We have a full-time marketing and comms team member - We have our faces and roles on the monitors across campus and we have an informal agreement and a job logged with FM to indicate we would like this job done.

		- We have made initial contact with the Manchester campus in hope they recognise our roles and understand how to use the SU to better represent them/ make their voices be known. Since last report: 01/11/2018 - Found out that it would cost 1.2K for the wall pictures to be placed on the wall in the hub. However, a much cheaper resolution was suggested; Adrian explained that it would be cheaper, easier to complete and quicker to put the sabb pictures up in the street location of the SU. Since the last report: 15/11/2018 - We have been doing welcome talks and SU wins talks to introduce and revisit what the SU does and why it is important to them. As well as, talking about the importance of SLSA's and NSS. Since the last report: 05/02/2019 - Promoting elections. - Writing a blog about what President does. - Doing a Q and A session with our comms to promote role of the President. - SLSA's, NSS, SU Wins. - Verbal reports to the academic board and Board of Governors, to spread the word across the institution about what we do.
	Food collection and dealing with food waste	Since starting post: - Student services opposed to the idea of a foodbank that can be accessed by students. - We also explored the idea of working with the chaplaincy to provide free fruit and packet food. However, this was opposed by student services. - In light of the fact that endeavour in this area has been stopped, I plan to revisit this idea in semester 2 and I will be investigating the feasibility of promoting existing services in this area. Since last report: 01/11/2018 - Recommending I pick this idea up at a later date, due to immediate reasonability's having priority. Since the last report: 15/11/2018 - I have been exploring the avenue of using OLIO to promote food sharing and have spoken to their CEO about a potential partnership in this. However, there are a few risks we need to mitigate against and I need to prove to the union how we can do this. However, I do plan on advertising OLIO and encouraging students and local business to food share and encourage the sustainable elements of this. - I have emailed the head of FM (Adrian McGillion) to arrange a meeting to look at a few logistics of OLIO. Also, I am looking into the placement of compostable bins in the university and whether our service provider can do that. In talking to other unions, the distributor, 'Veolia' has been identified as a potential. - I have emailed the CEO of OLIO to see If we could receive any financial gain for advertising their app. However, they did not agree and sent a reply which identified that they use voluntary based people to spread their app. Therefore, we could work with them on an ambassador level which they said they would be more than happy to do. But, before any key decision making, I need to wait for our Business Development manager to get back from her annual leave, so my decision is safeguarded and supported. Since the last report: 05/02/2019 - In speaking to various members of staff across the SU and University, I have decided to open conversations with Student Council to discuss next steps in this idea.

	Parking	Since starting post: - Emailed Directorate and met with Director of FM to discuss issue. - Hosted Q&A with Director of FM. Summary posted on social media, inviting feedback from students. - We are still in the process of gathering all feedback and creating a place where we can collate all the evidence and feedback from students. - The current idea is creating a web page through the union website to collate all of the work done so far on parking, so members can review and feedback on a few elements. The web page itself will be split into the following sections: Uni's official statement which includes the immediate actions they have taken on parking and the future plans for parking, the Q and A narrative along with the video clip and the last part of the list will include a parking hotline, where students can voice their complaints and recommendations based on the results so far. - As it seems, there is no quick solution to this problem and I am willing to open (what could be) a tough case and put my neck on the line to look for a solution to better represent students at EHU. Since last report: 01/11/2018 - The aforementioned webpage has been created and awaiting approval to be sent out to the student body. - The webpage is live and outlines the university's official position on parking and gives students a chance to vote on this subject. - Other than this, I have managed to get the email sent out to all members via email. Since the last report: 15/1/2018 - In speaking to new students in the faculty of health, it came to my attention that their passes had not arrived, and their confirmation email was not allowing them to get into the car park. So, I have emailed Adrian (Head of FM) with the scenario and I am awaiting a meeting with him to talk about a this and a few other issues. Since the last report: 05/02/2019 - There have been minimal complaints from students which have been solved with immediate effect. To add to this, the parking document on the SU page has been a great reference for students wanting to understand more about the parking situation.
	Mental health	Since starting post: - Attended and helped with setting up the world mental health day. Also, shared relevant social media posts to promote the day and the events in the day. Since last report: 01/11/2018 - Decided to investigate this idea with the help of Molly (VP Welfare) and the campaigns and policy team. - After looking at ways to promote men to talk about their metal health, I stumbled on the idea of 'Barber talk.' This idea was focussed on training a barber to listen to people speak about their mental health, then recommending services to their clients. - Based on this, I will be inviting a barber into EHU to offer free haircuts to promote this idea. Also, I will be looking to sustain a link by looking to get the barber trained in, 'barber talk.' - In addition, I will be working with Molly to set up the day. Since the last report: 15/11/2018 - Had a meeting with the owner to discuss the day and to get him to sign a risk assessment form and a public liability form. - Organised confectionaries and props to use on the day. - The day was a success and there were students engaging with the advisors and the barber shop. - Currently, I am in talks with the directorate to potentially have a monthly pop-up barber shop in the hub area, with the point being, to raise awareness of mental health. The plan has been positively received. However, I am yet to hand in the finer

		details in the form of a project plan, to get full acceptance. Since the last report: 05/02/2019 - It was decided that the pop-up barber shop would be hard to evaluate and may not act as the best possible way to bring awareness to mental health. Therefore, I may look to use this just for engagement purposes only. - Supporting molly by collecting mental health survey responses.
	Action for refugees	New: - An initiative brought forth to me by the student group, 'world unity society.' There objectives are to provide a scholarship fund for refugees who want to be students. Also, initiate some kind of awareness for refugees in the local community. - The initial meeting with this group was in November time, who put me contact with the action for refugees group which they were a part of. - Met with Lynda Brady (Pro Vice Chancellor student experience) about this who advised me to speak to Frances Scattergood (Academic registrar). Then, in sitting down with Frances, she advised me to see the international office as they have currently got a refugee fund. - In speaking to Julie Wright in the International office, I found out that there were two refugee full scholarships. However, not too much coverage and no SU representation on the acceptance panel. So, I got an informal acceptance on the panel and agreed to work with our communications coordinator (George Aird) to promote this. However, I do need to follow this up and get an official confirmation on the matter. Since the last report: 05/02/2019 - Got official confirmation on the panel. - Updated the action for refugees group upon this. Also, asked them to promote the award to the people they know. - Introduced the group to key members of the group and arranged a meeting with the group and the key organiser of the award.
	Stop smoking campaign	New: - In speaking with Mishal, we have raised the fact that the university do not offer, 'stop smoking support' to students. - In light of this, they have begun to offer this service for students. - Therefore, there is ownership for the union to advertise this which I am waiting to sit down with Mishal (Campaigns coordinator) and George (Marketing and comms) to talk about ways to do this. Since the last report: 05/02/2019 - The campaign is in fruition and there is direct support for students wanting to stop smoking. Open to questions or recommendations for any next steps.

Section 3 | Project work plan

In this section of the report you will need to fill this in for the first meeting. Once it is filled in you do not need to continually update it (unless any projects are altered throughout the year). There should be a short project plan for each project you have listed in Section 1.

1	**Project Title**	**More Student Spaces**
Project Objective (s)		To provide more student-focused spaces on the main campus, with particular emphasis on an expanded EHSU presence that creates a clearer identity and more transparent relationship between EHSU and students.
Officer stakeholders		President (Joe Bradford).
Budget line		NA
Proposed budget		NA

Outputs/Activities	**Timeline**

Meeting with SU Chief Exec (Paul Malone and SU head of commercial (Conrad Jones).	17/08/2018
Monthly meetings with the directorate (Lynda and John).	17/08/2018
Meeting with Sabbs and Chief executive (Paul Malone).	30/08/2018
Meeting with CE (Paul Malone) and the Deputy Vice Chancellor (Steve Igoe) - to discuss plans for hub planning/ future union developments.	19/09/2018
Email to the Deputy Vice Chancellor (Steve Igoe) to find out when our next meeting was.	30/09/2018
Catch up with the Chief executive (Paul Malone) to discuss where we are at with formulating suggestions through a paper to take with us on our next meeting.	30/09/2018
Document finalised and sent off to the chair of the committee (Steve Igoe).	01/03/2018
Meeting with Manchester Campus about student social space.	17/01/2019
Email to Steve Igoe (chair of the hub development committee) to see when we are next meeting up.	23/01/2019

Outcomes/ Impact
What success looks like and when and how we will evaluate it

- Commitment from the university by the end of this year to create more dedicated student-focused spaces.
- An expanded EHSU presence on campus to be agreed by the end of 2018/19 academic year.
- More students accessing dedicated student spaces.

Notes to consider, overview and key achievements.

- Working with EHSU Chief Executive on this project because this is a legacy project that will take time to be implemented.
- Liaised with the Deputy Vice Chancellor who has agreed to set up a working group looking into the future developments of student spaces across the campus. First meeting held on the 15/10/2018 with the aim of understanding the purpose of the group and the expectations for the next group meeting. Aim to have next meeting by the end of this semester.
- After speaking to key members who are involved in the working group, it has been decided that the SU need to collaborate and work together on creating a suggestion. Then, we can formulate a date after our proposal has been submitted.
- The Chief Exec assures me that it is at the top of his priorities.
- Document has been finalised and sent off to the chair of the committee (Steve Igoe) and I am awaiting on a reply which I intend to follow up after Christmas.
- I have followed this up with an email and he assures me that it is one of his main priorities.

2	Project Title	**A Winter Ball (Winter celebration).**
Project Objective (s)		- Increase student entertainment, involvement and satisfaction, whilst raising the standard and popularity of EHSU. In effect, showing students we care and driving engagement between the EHSU and its members. - Provide an unforgettable social experience for students at Edge Hill, making them feel proud of their Students' Union.
Officer stakeholders		President (Joe Bradford).
Budget line		Policy & Campaigns – Campaigns & Projects Bar
Proposed budget		Unconfirmed.

Outputs/Activities	**Timeline**

Meeting with international Department (Bill Johnson) to discuss the inclusion of international students and general introductions.	05/07/2018
Meeting with Catering (Beverly Seed and Simon Bell) to see if they were up to the task of providing food and space for this event.	10/07/2018
Meeting with Helen Connolly (FM business development manager) to discuss how best to dress the university to Taylor it to student satisfaction.	31/07/2018
Meeting with Janice Barnes (SU business development manager) to discuss how much funding/ support there was to develop this idea.	26/07/2018
Instagram poll with Lizzie (Marketing and comms) to get a rough estimate of what Edge Hill students would like to see in this event.	25/07/2018
Created staff project group to deliver event, including: marketing and comms, VP of activities, business development manager, and CEO.	08/08/2018
Catch up with Jan (Business development manager) and Lizzie (marketing and comms) to update on the progression of the event and the local community link.	02/09/2018
Meeting with Helen (FM business development manager) to discuss how the event has developed and see if she can still dress the university to benefit the event and provide a satisfactory event.	06/09/2018
I have implemented weekly meetings with Ash (SU Bar manager) and Janice Barnes (SU business development officer) to further organise and solidify the events happening in the day.	01/10/2018……..
Tickets for the ball went on sale on 30th October	30/10/2018
Shared the event on all social media and further liaised with the marketing and comms and art work channels of the SU, to make this appropriately representative of the event.	06/11/2018
Handing flyers out in the community and EHU to increase the awareness of the event.	19/11/2018
Selling winter ball tickets.	20/11/2018

Execution of the winter ball and the xmas markets.	07/12/2018

Outcomes/ Impact **What success looks like and when and how we will evaluate it**
- Delivery of event - All tickets for the winter ball to be sold. - Student feedback to be sought after the event - If it is successful; becoming a permeant event in the calendar.
Notes to consider, overview and key achievements.
- The event has been planned between me, Jan (business development manager) and Helen (FM business development manager). - It is going to be branded as a winter celebration which will involve a Christmas market in the day time, followed by a winter masquerade ball event in the evening. - The markets will be in the hub and surrounding area. The Ball will be held in the venue. - Tickets went on sale on the 30th October - An update for this event will be provided at the next PCC/ student council. - WOOOOOOOOOOOOOO it happened people. Although it was a rather large thorn in my side, throughout the process that led to its fruition, it is done and (better yet) it was an amazing and successful event. Therefore, it has been confirmed that it will be happening next year as a legacy project.

3	**Project Title**	**A more democratic union**
Project Objective (s)		Promote a greater level of democracy, accountability and transparency within the SU.
Officer stakeholders		SU
Budget line		Policy & Campaigns – Campaigns & Projects
Proposed budget		Unconfirmed.

Outputs/Activities	**Timeline**

Meeting with David (Policy & Campaigns Manager) to check if student council was being initiated.	11/07/2018
Meeting with David to see when the student council was being set up and what to expect with its timeline.	03/08/2018
Meeting with Paul to schedule an item being sent to the board of trustees that is crucial for the fist meeting of student council.	10/06/2018
Academic rep promotion to increase the visibility of what a rep does, how to become one, how they can help and the structure of communication.	07/11/2018 – including all welcome talks and SU wins talks.
Constructing a policy to send to the chair of the student council.	17/01/2019
Appraisal process for the CEO has begun with myself and the deputy chair of the board of trustees.	17/01/2019

Outcomes/ Impact
What success looks like and when and how we will evaluate it

- More students to be involved in policy making and holding elected officers accountable
- Members of student council to be surveyed regarding how effective they think it is

Notes to consider, overview and key achievements.

- Been working with Policy & Campaigns Manager in relation to the student council. This will expand the number of students involved in union policy development which will achieve a much more democratic and representative union.
- We have elected a student chair and five open reps in the autumn election.
- Terms of reference have been written and waiting for approval from the board of Trustees.
- Unfortunately, the proposed schedule for the board (29/10/2018) was cancelled due to other sabbatical officers indicating they were unable to attend.
- Based on this, some external Trustees have expressed their disappointment with the meeting being cancelled with such short notice as this is not the first time this has happened.
- First meeting was scheduled to take place on the 15th November. However, this meeting is now in doubt due to the board meeting being cancelled, meaning that the terms of reference have not been passed. It is important that we resolve this issue ASAP.
- After a great effort to pass regulations via the board of trustees, we are set to have the first meeting on the 15th.
- Food was arranged for the event. However, we need to insure gluten free options are available for some of the members.
- We are set to have our second council meeting on the 5/02/2019 which was organised and arranged by Dan B and Craig Meichan (the chair of student council).

4	**Project Title**	**The Simple Things**
Project Objective (s)		To allow access to microwaves and kettles to reduce the cost of living for all students.
Officer stakeholders		SU and University.
Budget line		Policy & Campaigns – Campaigns & Projects
Proposed budget		£70
17		
Outputs/Activities		**Timeline**

Talks with Conrad (head of SU commercial).	11/07/2018 18/07/2018 25/07/2018
Meeting with Catering (Beverly Seed and	
Talks with the SU shop manager (matt) – to discuss when the microwaves and kettle are being fitted into the shop.	10/09/2018, 17/09/2018 and 19/09/2018
VAT implication talk with shop manager (Matt).	24/09/2018
Moving into the hall to avoid VAT implications but remain in our care.	29/09/2018
Meeting with Adrian (FM) to discuss a power outlet in the hallway.	05/10/2018
Meeting with CE (Paul Malone) and the Deputy Vice Chancellor (Steve Igoe) - to discuss plans for hub planning/ future union developments.	19/09/2018
Visit to Manchester campus to gather feedback from students and staff and see how we can help them out.	02/10/2018
Meeting with Vicky to sort out a disclaimer for the microwaves and hot water	02/11/2018
Collecting two microwaves from Asda.	07/11/2018
Phone consultation with FM regarding PAC testing.	07/11/2018
Meeting with Seth (Dean of FOHSC) to get an update on a Manchester campus social space.	07/11/2018
Fitting the microwaves and putting up the disclaimer.	08/11/2018
Talks with Manchester campus, to ensure there will be a social space that houses microwaves and there is access to boiling water.	17/01/2019
Outcomes/ Impact **What success looks like and when and how we will evaluate it**	

- Microwaves and kettles being in place for students to use.
- Student satisfaction.

Notes to consider, overview and key achievements.

- An agreement with the SU shop to house a microwave and access to boiling water on their premises.
- We are currently waiting for FM to install a power outlet for the equipment. They completed an analysis on the 28/10/2018
- I hope to have them in place by the end of this semester/ start of January and will update about the progress on this.
- Spoken to student and staff at the Manchester campus. To my understanding, they are looking to create additional social space which we hope will house microwaves and access to hot water. Will update at the next meeting.
- Power outlets have been fitted in the street area of the SU. Currently, awaiting the fitting of the microwave.
- After speaking to the Dean of FOHSC (Seth Crofts) about the potential social space for the Manchester campus, he is happy to accommodate a social space in the Manchester campus and assures me that space will open for this. In terms of a time scale (when we can expect this) he has given me the latest of March/ April, but explains that it could be sooner depending on the work going in to the other part of the building they are looking to take ownership of.
- Went and bought two microwaves for the hall as the one microwave we already had was too powerful and hard to use.
- FINALLY!!! After fitting the two microwaves, I have let the students know they have arrived through displaying them on our social media channels by working with George (SU marketing and comms).
- Working to ensure the faculty heads keep their word, in relation to the social space,

5	**Project Title**	**Supporting the team**
Project Objective (s)		Making sure we are liaising as a team to effectively run campaigns, activities and events that best represent the student body.
Officer stakeholders		Sabbs and PTO's
Budget line		Policy & Campaigns – Campaigns & Projects

Proposed budget	£60

Outputs/Activities	**Timeline**
GIAG events attended, to support Dan (VP Activities) in the setting up, some elements of delivery and packing down of the events: - Post grad cheese and wine night - Mature and part time chocolate and coffee tasting - Manchester campus	07/09/2018 14/09/2018 27/09/2018
Supporting Dan (VP Activities) in setting up, engaging and packing down the event.	12/10/2018
World mental health day: - Attending a gender in mental health forum to encourage conversation about key aspects raised. - Helping support Dan (VP activities) on the bath bomb station.	10/10/2018
GIAG - Teacher training supplies	12/09/2018
Cross institutional professional practice group to discuss unhappiness regarding student expectation with their placement.	24/10/2018
Upcycle bonfire GIAG.	05/11/2018
Academic rep promotion to increase the visibility of what a rep does, how to become one, how they can help and the structure of communication.	07/11/2018
Attending the Funding and Financial Support Group, to deliberate on behalf of Luke Myer (VP Academic) for his, 'Hidden Costs' campaign.	09/11/2018
Catch up with Lynda to discuss sabb team upcoming things which might need help or clarification from directorate.	08/01/2019

Outcomes/ Impact
What success looks like and when and how we will evaluate it

Successfully ran events, campaigns and activities that students are satisfied and engaged with.
Notes to consider, overview and key achievements.
There has been effective student engagement and participation to all of the events that we have helped deliver as a team. When sabbs have had other commitments, I have (on occasions) attended meetings on their behalf. For example, the cross institutional placement group on the 24/10/2018 and the sports teams committee training on the 09/10/2018.

6	**Project Title**	**What do Sabbs do anyway?**
Project Objective (s)		1.0 To make January lecture updates a fixed annual event in the SU calendar. 2.0 To recommend that the Board commit to resourcing a fulltime Marketing Department within the lifecycle of the current Strategic Plan. 3.0 To recommend that the current Marketing team devise specific strategies around promoting the visibility and work of elected officers.
Officer stakeholders		FM, SU team and sabb team.
Budget line		Policy & Campaigns – Campaigns & Projects
Proposed budget		£60

Outputs/Activities	**Timeline**

Consistent meetings and talks with the campaigns and policy team, marketing and comms, CE and deputy CE.	See above
Meeting with FM to discuss if they were okay with a few aspects we were proposing.	See above
Meeting with Directorate to discuss if they were okay with a few aspects we were proposing.	See above
Meeting with Adrian (FM) to see about erecting the sabb wall posters and a phone call/ email to remind.	05/10/2018 and 12/10/2018
Two visits to the Manchester campus to offer an induction process to the first year students in term of what we can offer them. Also, taking on recommendations from second and third years and staff members to further show ways we can help them as students and staff.	27/09/2018 and 02/10/2018
Welcome talks to introduce who we are, what we do and how we can help students as an organisation.	3 on 17/09/2018, 2 on 18/09/2018, 2 on 19/09/2018, 3 on 20/09/2018, 2 on 21/09/2018.
Transition talks to remind students of who we are, what we do and how we can help students as an organisation.	13/09/2018, 17/09/2018, 21/09/2018,
SU on Tour – this is a chance for sabbs to mix with the students to see how they are and if we can help them.	18/09/2018, 19/09/2018,
Phone consultation with Adrian (Head of FM) to discuss how close to completion they are with putting up our sabb pictures.	29/10/2018
SLSA's talks to promote this concept.	07/11/2018
NSS, SLSA and SU wins talks to promote the things we have been doing, how to get involved in the SU and the other democratic structures that help impact course Uni life.	23/11/2018, 11/01/2019, 21/01/2019, 22/01/2019, 22/01/2019, 23/01/2019, 24/01/2019, 24/01/2019
Welcome talk for Erasmus students	21/01/2019

Outcomes/ Impact **What success looks like and when and how we will evaluate it**
- Students understanding the work we are doing (current and future), what the sabbatical roles are and how the SU can help students.
Notes to consider, overview and key achievements.
- We have a full-time marketing and comms team member - we have our faces and roles on the monitors across campus and we have an informal agreement and a job logged with FM to indicate we would like this job done. - We have made initial contact with the Manchester campus in hope they recognise our roles and understand how to use the SU to better represent them/ make their voices be known. - Found out that it would cost 1.2K for the wall pictures to be placed on the wall in the hub. However, a much cheaper resolution was suggested; Adrian explained that it would be cheaper, easier to complete and quicker to put the sabb pictures up in the street location of the SU.

7	**Project Title**	**Food collection/ dealing with food waste**
Project Objective (s)		Deal with food wastage and provide food for underprivileged select groups of people/ students, in hope it offers a chance to further support them.
Officer stakeholders		University and SU
Budget line		Policy & Campaigns – Campaigns & Projects
Proposed budget		Unconfirmed.

Outputs/Activities	**Timeline**

Meeting with catering. Meeting with Ruth (chaplaincy). Phone consultation with local foodbank organisation (trustletrust or Red House) OLIO working group organised to generate a few ideas about the use of the app as a means effectively dealing with food waste. Council meeting to network and make contacts for the future work I plan on doing with them, concerning food wastage. Emailing the CEO of OLIO to see if they can support our union financially if we agree to promote the app.	10/07/2018 15/08/2018 08/08/2018 07/01/2019 15/01/2019 23/01/2019

Outcomes/ Impact
What success looks like and when and how we will evaluate it

- There is something in place which offers students a support line on food waste and where to access
- There is something in place which effectively deals with food waste, so it is used and (simply) does not go into the bin.
- Potential opportunity to build a bridge with the local community by feeding the homeless and working with them on this.

Notes to consider, overview and key achievements.

Student services opposed to the idea of a foodbank that can be accessed by students.

We also explored the idea of working with the chaplaincy to provide free fruit and packet food. However, this was opposed by student services.

In light of the fact that endeavour in this area has been stopped, I plan to revisit this idea in semester 2 and I will be investigating the feasibility of promoting existing services in this area.

In picking this up just before Christmas, we have put together a project plan and a direction for the completion of this policy. Also, we have identified an app and a potential idea we can take to the university as a means of dealing with food waste effectively.

8	**Project Title**	**Parking**

Project Objective (s)	Making sure the student voice is amplified and best represented to the University. Making sure the student voice is acknowledged and results are fed back into the students.
Officer stakeholders	Sabbs and PTO's
Budget line	Policy & Campaigns – Campaigns & Projects
Proposed budget	N/A

Outputs/Activities	**Timeline**
Releasing a statement on my Sabb page to let students know I am looking into the problem.	25/09/2018
Meeting with John to briefly discuss the problem at hand and whether there were quick solutions to problem.	26/09/2018
Meeting with Adrian (head of FM) to discuss solution (based on John's recommendations).	05/10/2018
Acknowledgement of the parking petition and Instagram coverage.	08/10/2018
Official statement received from John Cater.	08/10/2018
Student feedback collated and facilitated through a filmed and narrated Q and A session with a University representative.	15/10/2018
Meeting with George (SU Marketing and comms) to discuss the date of release date of the webpage.	11/06/2018
Meeting with the council to see if there could be a park and ride system.	15/01/2019

Outcomes/ Impact **What success looks like and when and how we will evaluate it**
Some system where students can have their say about parking.
Notes to consider, overview and key achievements.
We are still in the process of gathering all feedback and creating a place where we can collate all the evidence and feedback from students. The current idea is creating a web page through the union website to collate all of the work done so far on parking, so members can review and feedback on a few elements. The web page itself will be split into the following sections: Uni's official statement which includes the immediate actions they have taken on parking and the future plans for parking, the Q and A narrative along with the video clip and the last part of the list will include a paring hotline, where students can voice their complaints and recommendations based on the results so far. As it seems, there is no quick solution to this problem and I am willing to open (what could be) a tough case and put my neck on the line to look for a solution to better represent students at EHU. The aforementioned webpage has been created and awaiting approval to be sent out to the student body. In meeting with the council, I raised the question of having a park and ride system developed with the current bus service. They said that it was more of a University problem. However, they did refer to the free parking at the train station.

8	**Project Title**	**Mental health**
Project Objective (s)		To support Molly (VP Welfare) in expanding the SU's mental health campaign to support all students.

Officer stakeholders	Sabbs and PTO's
Budget line	Policy & Campaigns – Campaigns & Projects
Proposed budget	£60

Outputs/Activities	**Timeline**
Meeting with Arthur (SU campaigns and policy) to discuss ways I can hone my mens' mental health ideas.	24/10/2018
Research into the field of suggestions of campaigns ideas to provide a clear rationale of why I want to do a particular campaign.	25/10/2018
Phone consultations with the Esquire Barber shop to get him and another member of his team in for my campaign idea.	26/10/2018
Meeting with Arthur and Molly to discuss this idea in full.	30/10/2018
Travelling to Burscough to meet with Joe (owner of Esquire barbers) to discuss the finer details.	30/10/2018
Phone consultations with Joe (owner of Esquire barbers).	06/11/2018
Meeting with the owner of esquire barbers to talk about the running of the event and to sign a risk assessment form.	16/11/2018
Mens' mental health day.	19/11/2018
Barber shop catch up to see if we can make it a more permeant event in the calendar.	19/12/2018
Catch up with Lynda (Pro VC of Student experience).	08/01/2019
Catch up with Joe (Owner of Esquire barbers).	26/01/2019

Outcomes/ Impact
What success looks like and when and how we will evaluate it

If there is something in place that acknowledges and effectively supports mental health within the student body at EHU.
Notes to consider, overview and key achievements.
- Attended and helped with setting up the world mental health day. Also, shared relevant social media posts to promote the day and the events in the day. - Decided to investigate this idea with the help of Molly (VP Welfare) and the campaigns and policy team. - After looking at ways to promote men to talk about their mental health, I stumbled on the idea of 'Barber talk.' This idea was focussed on training a barber to listen to people speak about their mental health, then recommending services to their clients. - Based on this, I will be inviting a barber into EHU to offer free haircuts to promote this idea. Also, I will be looking to sustain a link by looking to get the barber trained in, 'barber talk.' In addition, I will be supporting Molly (VP Welfare) in this matter. - Informally had discussion about the future of doing a pop-up barber shop in the institution with Lynda and Joe. They welcome the idea, however, logistics need to be padded out and confirmed.

Section 4 | Key events, meetings, Students' Union and media engagement

In this section of the report you will need to update this before each meeting. There's no need to record every single meeting you have in your diary but put in here all the key meetings or events you may have had with students, union staff, university staff, external agencies, NUS or other SU's. Keep it short and focus on what the outcomes or impact was as a result of the meeting.

Event, Meeting or Media *Write here the name of meeting, event, visit or media organisation*	**Date**	**Outcomes / Impact** What was the key outcome or impact of this engagement?
Merseyside sabbs gathering	05/10/2018	- Hosted Network, discussing a range of issues affecting local students and building an effective relationship with other SU's in the North West, who might be facing similar difficulties.

Directorate as a whole	07/08/2018	- Introduction to key contacts within the university. - To share campaigns and year goals.
John and Linda catch ups	First one 07/06/2018, 07/08/2018, 07/09/2018, 03/10/2018, 08/11/2018, 04/12/2018, 08/01/2018	- Monthly meetings to discuss general on goings, campaigns, student activity and to work on a healthy working relationship between the directorate and the SU.
Lead and change	31/08/2018-02/09/2018	- Networking, sharing best practice from across other institutes and setting up a healthy working relationship with NUS members and other sabbs from around the country.
Cross institutional retention group	24/10/2018	- To discuss best ways for departments and areas in the university can work together to keep students at EHU.
SU on Tour	18/09/2018	- To make students aware of what we can offer students as an SU.
World mental health day	10/10/2018	- Attending a gender in mental health forum to encourage conversation about key aspects raised.
Garden party leaflets	12/10/2018	- Supporting the VP of as activities in handing out leaflets to the local community and spreading the word.
Refugee scholarship	10/10/2018,	- Meeting with a senior lecturer in primary education to discuss the potential in adopting a refugee scholarship scheme. - Took the meeting notes and resources to John who said that he would ask if there is any provision in place for this. Currently waiting on feedback from this. Will follow up in due course. - Martin introduced me to the Global Unity Society to discuss looking to support them in helping refugees.
Malpractice panel	26/10/2018, 26/10/2018	- Confidential

Academic appeals panel	09/07/2018, 23/07/2018, 26/07/2018, 03/09/2018, 06/12/2018, 11/12/2018, 12/12/2018, 13/12/2018, 17/12/2018, 17/12/2018, 21/11/2018, 05/12/2018, 06/12/2018, 11/12/2018, 13/12/2018, 17/12/2018	- Confidential
Resources committee	15/10/2018	- The committee is authorized to consider matters concerning the effective and efficient use of resources, the sustainability and solvency of the University and the safeguarding of its assets and to make recommendations to the Board of Governors. The committee is authorized to consider and approve policies and procedures relating to financial management, health and safety and human resource matters.
Academic Board	11/07/2018,	- Academic Board is the most senior committee which all academic matters of the university feed into where members of that committee have the power to vote on policy and make recommendations to the board of governors.
Funding and Financial Support Group.	08/11/2018	- This where we discuss all things to do with funding and financial support that are offered to students. An example of this, is the student opportunity fund and things that are covered by tuition fees as opposed to items that aren't covered by tuition fees. Therefore, directly linking into Luke Myer's, 'hidden costs' campaign.
SOF	26/11/2018, 21/11/2018, 19/12/2018, 17/01/2019, 22/01/2019	- This is where we discuss the allocation of the student opportunity fund (SOF) for departments or students to be used to benefit the future employability of students involved in the event the fund is used for.
Strategic conversation	27/11/2018 – 28/11/2018	- Strategic Conversation is our (EHSU) opportunity to utilise our skills, passions, and insight to work together to shape an agenda for a just and sustainable future, with students at its heart, and a vision of a better education system as its cause. - In this I listened and input ideas that I thought were beneficiary to our Union and our membership. - Also, I had the chance to lead a focus group on the, 'wider responsibilities' of NUS with other chief executives and Presidents of other unions.

Strategic conversation survey	29/11/2018	- I had to fill out this survey to ensure my feedback was heard. Also, to ensure future NUS events are ran effectively.
Periodic review	30/11/2018	- The processes of monitoring and review provide a formal opportunity for higher education providers to reflect on their academic provision and consider how it may be changed to enhance the student learning experience.
National Student Survey talks. X 6	23/11/2018	- This is where I discussed with student the importance of filling out the NSS and how it helps us inform the future lives of students.
Meeting with Adrian (Head of FM).	20/11/2018	- To discuss how best to make future developmental decisions which include student voice.
Strategic conversation conference.	27-28/11/2018	- This is was an opportunity to have a say in the future of NUS and realigning the future of NUS to meet its Core values at a sustainable rate: education, students and better future for both factors.
Periodic review languages	30/11/2018 and 16/01/2018.	- The purpose of a periodic review is to monitor the quality and standards of the programmes and awards offered by each department.
Independent effectiveness review	10/12/2018	- A meeting to judge if I am acting as an effective board member, know my responsibilities as a board member and have appropriate support as a board member.
SU advice centre advice	12/12/2018	- Confidential.
Dissertation testing	13-13/12/2018	- Two separate diss tests on the same day.

Fitness to practice	17/12/2018	- Confidential
Cross institutional retention group	15/01/2019	- A group to look a different way we could work together or issues that we can raise that might increase retention. An example I raised was, the need for there to be an early intervention strategy to identify and help students at risk. There is a loose idea of how to do this, but it could be stronger and (in my opinion) there needs to be more examples of best practice that each faculty can abide by, irrelevant of what course it is (professional, non-professional).
Preparation for princess Anne	16/01/2019	- How to greet and act in front of a royal and discussing the running order of the day.
AFR	17/01/2019	- See above.
Catalyst opening ceremony	18/01/2019	- Meeting the princess and presenting her with flowers.
Big read working group	21/01/2019	- Looking at the shortlist for the upcoming books for the new big read project and the current big read's progress so far.

Last student council 5/02/2019

06 – SU wins, SLSA's and NSS. Crafternoon – lantern making.
07 – Catch up with Pam, OFS survey and drag race prep.
08 – SOF, SU employability participation, Q and A to promote the role of president, Academic appeal, Co-hosted drag race.

11 – SU wins (SLSA's and NSS), resources committee
12 – personalised person specification for president, setting up election's banners, academic appeal.
13 – feedback to Dawn about taekwondo.
14 – Finish SU employability document, union development group meeting.

19 – supporting a student, organising a social in the bar.
20 – dissertation testing for a student, hub open day.
21 – meeting with careers, refurb the main building panel, SOF panel.
22 – academic appeal, organising a charity rugby match.

25 – SOF, SU wins talk, Refugee Scholarship meeting.
26 – organising a charity rugby match, academic appeal.
28 – tie die international catch up.

01/03/2019 – liaise with Kay about Tie Die, SOF,

04 – suicide prevention training, audit committee.
05 – SOF, meeting with FOE to promote GIAG, disciplinary, meeting with a student.
06 – Faculty module approval sub-committee, meeting with student.
07 – helping molly with mental health survey and manning the stall.

11 – disciplinary, helping set up for hustings, hustings.
12 – SOF, elections committee, promoting elections.
13 – elections committee, promoting election, academic board
14 – elections committee, promoting election.
15 – promoting elections, elections committee, results night set up, results night.
16 (Saturday) – open day.

18 – organising trustees, meeting with Vice Chair, CEO 121, Trustees.
19 – cleaning up after trustees, meeting with student, meeting with Phil.
20 – employability sub-committee, international SU collaboration.
21 – malpractice panel, SU induction talk, liaising with Dan B about Varsity transport.
22 – west borough council meeting, meeting with Kevin Greaves (admin manager of Sport).
24 (Sunday) – sanctuary help.

25 – email student about CMA regulations and support line, reading board of governors, board of governors (check minutes).
26 – meeting with EHU Alumni networking, cultural showcase event.
28 – building bee hives and setting up stall,
29 – CRY therapy, phone consultation with the oldest alumni student, education with president elect.

Section 5 | Declaration of gifts, hospitality and interests

In this section of the report need to update this before each meeting. If you receive any gifts as a result of you doing something in your capacity as an elected officer of EHSU you need to report it. You also need to declare any conflicts of interest you may have as a result of your affiliation with other organisations/individuals.

Declaration	Further comment
Lead and change.	The union paid for my course, some travel and accommodation.
Bottles of water	Taken from any appeals as they were going to waste.
Pens and note pad	Receiving a free pen and note book from the union.
Microwaves	£70
Strategic conversations	The union paid for my course, travel and accommodation.
Catalyst opening ceremony	Free lunch and Hot chocolate.