

WSU Executive Committee Agenda

Tuesday 27th August 2024 at 13:00-14:30 (EE G168)

	ITEM	Owner
1.	Welcome	RM
2.	Apologies	RM
3.	Declaration of interest	RM
4.	Minutes of previous meeting	RM
5.	Matters arising	RM
Approval Items		
6.	Club/Society Approval	JL
7.	Associate Membership Fee	ARE
Reporting Items		
8.	Officer Objectives	Officers
9.	Additional Campaign Updates	Officers
Discussion Items		
10.	Current Student Issues	All
11.	Update on Relevant Projects and Discussions with the University <ul style="list-style-type: none"> - Breakfast Club - SU City Hub - Get Involved 	All
12.	Dudley campus	SW
13.	SU Sustainability Policy	KD
14.	Monthly Careers and Employability drop ins'	ARE
15.	Digital Presence at other campuses	RM
16.	Virtual Taster Day	RM
17.	Wellbeing Champions	EA
18.	Email Signatures	JL
Any Other Business		
19.	- University Social Media policy	RM/All ARE

Minutes

1.0 Welcome

RM welcomed everyone.

Present: RM, EA, JL, SW, ARE, RC
Minute taker: OW

2.0 Apologies

No apologies received.

3.0 Declaration of Interest

No declarations declared.

4.0 Minutes of Previous Meeting

The committee reviewed the minutes of the previous meeting which took place on 11th July.

For - 3
Against - 0
Abstain - 0

The minutes from the Executive Committee on 11.07.2024 are approved.

5.0 Matters Arising

Carried Over Actions	Owner	Update
Action March.01: AL to email Lisa Stansbie and Gill Slater about Incorrect Terminology Policy.	RM	Update: RM will take to EDI oversight group on 12/07/2024. Action: RM to update Exec following EDI group. Completed.
Action March.02: IP to ask for further details about get involved for the academic year 2024-2025.	JL	Update: 27/08 JL attended a meeting with VY and LS regarding get involved. They proposed that the SU run this event internally. Action: JL/SW to continue to monitor. SW to email VY & LS to let them know that we do not have the capacity to run this internally. No further action required following discussion in AOB. Completed.

Action May.02: RC to follow up with KP about Chartwells and the discussions around the removal of costa.	RC	Update: 27/08 RC had meeting with NM - In discussion. Action: NM to have monthly meetings with SW & RC going forward. No further action required. Completed.
Action July.01: EA to catch up with KD about contacting HoS for individual student case.	EA	New and expectant mother - individual case has progressed well, no further action required. Completed.
Action July.02: JL to add to UW-SU agenda plans around student support and wellbeing champions.	JL	JL confirmed that in recent meeting with KP it was confirmed that the Wellbeing Champion role had been approved. Completed.
Action July.03: RM to ask to set up a meeting between Hannah Watkins (HW) and Officers (to ask if we can support in any way with wellbeing champions / fancy and cuppa).	RM	Update: 27/08 RM had a meeting with Claire, Kevin and Jack regarding this. Completed.
Action July.04: EA & ARE to consider approach to Rep training for Nursing students at Dudley in autumn.	EA/ARE	EA/ARE Had a chat with Helen Hope. Only course would be nursing course (17 confirmed) Sports therapy was hoped to have run but has been cancelled due to low numbers. Completed.
Action July.05: JL to email AJ to ask about LTSEC/Welcome Fair timing/clash and potential for staff being unavailable as they have all been encouraged to get involved. JL to also raise at welcome week group next week to KP.	JL	Updates: 27/08 - JL Emailed AJ JL Raised with KP during Welcome Week meeting. KP catching up with AJ. (WC 27/08) Need SU presence throughout the whole meeting because of the nature of what's discussed. Actions: SW to attend LTSEC meeting to discuss on behalf of SU (13:15-16:15) Obtain permission for SW to go.

6.0 Society Approval

No applications for approval.

7.0 Associate Membership Fee

In accordance with the Bye Laws, Exec discussed the Associate Membership Fee for 2024-25. Various sector fees were reviewed, and it was agreed that the annual fee for 2024-25 will be set at £15.

Action: ARE to ensure CS is informed of the fee set by Exec and the relevant website information is updated.

8.0 Officer Objectives updates

No updates regarding objectives for the officers.

9.0 Additional Campaign Updates:

No updates.

10.0 Current Student Issues

- Officers have received no questions regarding Graduation from students.
- Officers have had their invites to Graduation dinner.
- RM has been requested to do a speech at the Graduation dinner.
- If officers want to attend any Graduation ceremonies, they will sit in VIP sections.
- Officers to meet the Chancellor.

11.0 Update on Relevant Projects and Discussion with the University

Breakfast Club

- Officers met with NM regarding the roll out of Breakfast Club (costs, logistics, etc.)
- NM to present the Breakfast Club proposal to DG - **Action:** Officers to ask NM whether they can be involved with the presentation to DG on Breakfast Club initiative.
- Proposed timings: St Johns every other week starting September/October. Move down to EGA in between the St Johns times.
- JL spoke to SD regarding food storage - Been agreed for a lockable cupboard on the balcony where sports therapy used to be.
- **Action:** Officers to decide on a name for the breakfast club initiative.
- **Action:** Officers to explore the potential for student staff to support staffing the breakfast club and ensure associated costs are included in the proposal to DG.
- **Action:** Officers to discuss advertising (JL to speak to CS regarding marketing).
- SU City Hubs SW provided an update to Exec regarding the progress of the new SU City Hub being created by the CH reception area.
- Exec discussed the name and marketing of the new hub.

Get Involved

- Exec discussed the latest updates from the University regarding the Get Involved fund.
 - **Action:** JL/SW to continue to monitor.
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- **Action:** SW to email VY & LS to let them know that we do not have the capacity to run this internally.

12.0 Dudley Campus

ARE provided the below update to Exec regarding the Dudley campus:

- No storage at IOT.
- Student timetables do not have the rooms on them currently resulting in numerous student queries.
- HID building on Dudley Campus site is planned to be completed in March 2026 as expected.
- Public transport to be built. Tram to be built and will stop directly outside the building.
- Expectation is that the SU communicate with Dudley students in a bespoke way ensuring they feel part of a community.
- CS to create mailing list separate so we can contact them separately. **Action:** ARE to follow up with CS regarding data conversations for Dudley intake.
- **Action:** JL to contact MD regarding the Dudley Campus Webpage and how it could be improved.

13.0 SU Sustainability Policy

Item postponed to the next Exec meeting due to time constraints. **Action:** OW to ensure SU Sustainability Policy is added to September Exec Agenda.

14.0 Monthly Careers and Employability Drop Ins

Action: ARE to forward the monthly careers and employability drop-ins enquiry to RM to follow up.

15.0 Digital Presence at Other Campuses

RM provided an update to Exec regarding the SU's digital presence at other campuses (City and EGA) via tablets or screens. Tablets are not a viable option as the security of the tablets is a big cost. RM discussed further options:

- Interactive Banner - visible on my day dashboard
- Push notifications feature on my Worcester App
- Tile for the SU events

ARE suggested a formal request route is requested to ensure any department is aware of these options and how to access them. **Action:** RM to discuss the digital presence options with CS and ensure the process with the University is linked into Marketing & Comms team for a consistent approach, SU-wide.

16.0 Virtual Taster Day

RM provided an update to Exec regarding the Virtual Taster Day:

- Proposed date is 5th September.
- RM has been working with relevant members of staff at the University to put a structure together for the event. University is going to send out an email regarding the taster day to all students and students can book onto this. **Action:** RM to meet with Justin (from University Comms Team) to discuss further.

17.0 Wellbeing Champions

During meeting between KP and Officers, KP confirmed that the Wellbeing Champion role had been approved.

18.0 Email Signatures

JL raised a concern that the email signatures when phones are on dark mode are illegible.

Action: RC to raise with CS (regarding email signatures in dark mode).

19.0 AOB

- University Social Media Policy:
- **Action:** RM to contact careers advisor regarding the careers fair and how they can work together.
- **Action:** Officers to ensure any updates or review of the Student Charter is taken to Student Council for discussion and approval.

Meeting ended.



Actions:

Action August.01: ARE to ensure CS is informed of the fee set by Exec and the relevant website information is updated.

Action August.02: Officers to ask NM whether they can be involved with the presentation to DG on Breakfast Club initiative.

Action August.03: Officers to decide on a name for the breakfast club initiative.

Action August.04: Officers to explore the potentially for student staff to support staffing the breakfast club and ensure associated costs are included in the proposal to DG.

Action August.05: Officers to discuss advertising (JL to speak to CS regarding marketing).

Action August.06: JL/SW to continue to monitor (Get Involved fund).

Action August.07: SW to email VY & LS to let them know that we do not have the capacity to administer Get Involved Fund internally.

Action August.08: ARE to follow up with CS regarding data conversations for Dudley intake.

Action August.09: JL to contact MD regarding the Dudley Campus Webpage and how it isn't user friendly. could be improved.

Action August.10: OW to ensure SU Sustainability Policy is added to September Exec Agenda.

Action August.11: ARE to forward the monthly careers and employability drop-ins enquiry to RM to follow up.

Action August.12: RM to discuss the digital presence options with CS and ensure the process with the University is linked into Marketing & Comms team for a consistent approach, SU-wide.

Action August.13: RM to meet with Justin (from University Comms Team) to discuss further (Virtual Taster Day).

Action August.14: RC to raise with CS (regarding email signatures in dark mode).

Action August.15: RM to contact careers advisor regarding the careers fair and how they can work together.

Action August.16: Officers to ensure any updates or review of the Student Charter is taken to Student Council for discussion and approval.