

### Present

Poppy Wilkinson, President (Chair)  
 Wadim Wesolek, VP Activities & Development  
 Bethan Dovey, VP Democracy, Resources & Sustainability  
 Joe Armer, VP Education  
 Molly Browne, VP Sport & Nutrition  
 Frankie Greenwell, VP Welfare.

### In Attendance

Jo Thomas, Chief Executive  
 Jatin Jina, HR Administrator (note taker)  
 Antonia Rossiter-Eaglesfield, Representation Coordinator, Higher Education (for agenda item 6 & 7)

### Apologies:

Jack Mably, VP Housing & Community.

The Chair opened the meeting at 12:00.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 05.05.15</b>	The minutes from 11 <sup>th</sup> May 2015 were approved.	<b>Approved</b>
2	<b>Matters arising</b>	<b>Student Trustee</b> – It was noted the applications close 5pm 19 <sup>th</sup> May. <b>Leaving Social</b> – To be discussed between the Officers.	<b>Noted</b> <b>ALL</b>
3	<b>Diaries</b>	<b>VPW</b> – E&D Committee, freshers fest committee, wifi meeting with Nick Foley, SPC meeting, and Guild Council reports. <b>VPAD</b> – HR Manager catch up, mini-forums catch up, BEMA catch up, student staff recognition, CTA compliance group, SPC meeting, nominations committee, Redbrick meeting, Education Committee and H&S Committee. <b>VPDRS</b> – Grad Ball meeting, Good Governance, Guild Council reports and motions, Student Voice team meeting, SPC meeting, and H&S Committee. <b>VPE</b> – 1-2-1 Jeff Bale, wifi meeting, Article 26 group, and QAA meeting. <b>VPSN</b> – Meeting with Assistant Director of Sport, Not On catch up with Tara, PSA meeting, catch up with Sports Officer Elect, Fisher House meeting, sports ball catch up, shortlisting for Website Coordinator. <b>President</b> – Good Governance Group, SPRC, nominations Committee University, CTA compliance meeting, Guild nominations committee, CTL Project Board and catch ups with VPHC, VPW and VPSN.	<b>Noted</b>
4	<b>July Degree Ceremonies</b>	The President noted she is attending all the ceremonies highlighted in yellow to present the outstanding teaching awards.  The VPDRS to attend the Psychology ceremony on 13 <sup>th</sup> July, 10.30am ceremony on 14 <sup>th</sup> July and 16:30 ceremony on 15 <sup>th</sup>	<b>Noted</b>  <b>Noted</b>

		<p>July. The VPW to attend 13:45 ceremony on 10<sup>th</sup> July.</p>	<b>Noted</b>
<b>5</b>	<b>ARC Review</b>	<p>The VPW presented the ARC review for the Officers information.</p> <p>The review presented focuses on three areas;</p> <ol style="list-style-type: none"> <li>1- Advice</li> <li>2- Change of name</li> <li>3- Representation at Misconduct Committees.</li> </ol> <p>Advice: It was noted there are five areas of advice, two of which only total a representation of 2% of advice given, therefore the review has suggested to stop employment and immigration advice and more time for campaigning. It was further noted a greater focus on academic and housing advice. The Officers expressed their caution over dropping immigration advice.</p> <p>It was noted Sabbs need training on hardship fund cases, and it was suggested to meet with other Unions to look at best practice.</p> <p>Change of Name: It was noted 'ARC' doesn't make it clear on what the service does.</p> <p>Misconduct Committees: A discussion was had regarding the misconduct committees, and the Officers noted there is little scope to help with the Committees and expressed their concern over time commitment. It was suggested to look at other Unions for best practice.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>6</b>	<b>Policy Development Group</b>	<p>ARE entered the meeting and presented the Policy Development Group for approval.</p> <p>It was noted the HE policy development needs Officer input and would like to recruit Officers to the group.</p> <p>It was further noted the meetings will be monthly and will report to SMT. ARE is to set up meetings in time for Officers 2015/16, but will also arrange a meeting during handover period.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>7</b>	<b>By-Elections</b>	<p>ARE presented the By-Elections paper to the group for approval.</p> <p>It was noted the by-elections need to be reviewed as the process is currently unmanageable. It was further noted co-options is an option, but not to replace current system and turn-out is often low in by elections.</p> <p>A question was raised regarding how we engage.</p> <p>The Officers approved ARE to continue work on the by-elections review.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p>

8	<b>Guild Engagement/ Social Media</b>	No discussion was made.	<b>Noted</b>
9	<b>Schools/ Colleges Update</b>	No discussion was made.	<b>Noted</b>
10	<b>Non Sabb Buddies</b>	No discussion was made.	<b>Noted</b>
11	<b>Officer Training &amp; Development</b>	It was noted SU2015 is out to register and the conference will mainly concentrate on liberation, education and mainstream. The CEO is to circulate the agenda to the Officers.	<b>Noted</b> <b>CEO</b>
12	<b>AOB</b>	<b>Grad Ball</b> The VPW presented the list of attendees and the Officers confirmed their attendance. It was noted staff can attend Grad Ball.	<b>Noted</b>

The meeting closed at 12:45.

Signed .....

Date .....