



Leadership Team Meeting Minutes

Falmouth Campus Seminar A: 06/12/2016 4pm

1. Welcome, Introductions, Apologies

Present:

LB Lisa Burton	FXU Student Voice Chair
CoC Connor Chard	FXU CSM Subject Chair
ACC Amanda Chetwynd-Cowieson	President Student Experience
KC Kieran Cutting	FXU Community Officer
REC Robin Ellis-Cockcroft	FXU Clean Energy Subject Chair
EF Emily Fergusson	FXU Biosciences Subject Chair
BF Bella Frimpong	FXU Liberation Chair
LG Laura Goodhead	FXU Open Exeter Officer
SG Sam Green	FXU Postgraduate Research Officer (Exeter)
BH Bryony Hacker	FXU Art Department Rep
BH Bailey Hoare	FXU Taught Postgraduate Officer (Exeter)
AL Abbie Lavis	FXU Geography Subject Chair
OM Ollie Mas	FXU Politics Subject Chair
SM Sebastian Mitchell	FXU Faith Committee Chair
EM Ernst Molo	FXU Games Department Rep
TMR Tom Murray Richards	President Exeter
DP Dean Pomeroy	FXU Undergraduate Education Officer (Exeter)
LR Lucy Rivers	FXU Art Department Rep
DR Dwayne Roberts	FXU Music & Theatre Arts Department Rep
JS Jaimin Sadiwala	FXU Sports Officer
CS Chris Slessor	President Falmouth
OS Olly Smith	FXU Business Subject Chair
HS Hannah Smith	FXU RAD (Raise & Donate) President
SS Sienna Somers	FXU Environment & Ethics Officer
AT Anne Thorn	FXU Mature Student Officer
AW Alexa Webster	President Community & Welfare
EW Ellen Whitby	FXU Volunteering Officer
W Becci Winstone	FXU Taught Postgraduate Officer (Falmouth)

Also Present

MaB Matt Blewett	FXU Research & Engagement Co-Ordinator
GP George Perry`	FXU Widening Participation Intern
BR Ben Rowswell	FXU Student Voice Director

Apologies

CiC Ciaran Clarke	FXU Postgraduate Research Officer (Falmouth)
MR Miriam Richter	FXU Undergraduate Education Officer (Falmouth)
TR Tom Ridgeon	FXU Biosciences Subject Chair
JG Jack Gardner	FXU Open Falmouth Officer

Attendees 27 in total – quorate reached.

2. Approve minutes of last meeting

Minutes of 1st November 2016, proposed - TMR, seconded – AW. Passed.

3. Matters Arising

Item 7 Unfilled positions – ran out of time at last meeting. Ben reported that the 5 positions on the leadership team were filled, and that the faith committee had also been appointed.

4. FXU to vote on the following:

Should NUS conduct and publish a risk assessment and equality impact assessment before finalising the NSS boycott / sabotage action? **NUS voting rules to be adhered to**

The Government are planning to introduce a Teaching Excellence Framework (TEF) but the NUS have criticisms as has FXU, the chief criticism is metrics. The NUS wants to boycott the National Students Survey (NSS), as that is the way the government measures TEF to increase fees and this would prevent them from doing so. However, such a policy has not considered the risks involved and student unions have called for national ballot on the above question, each SU has one vote.

Discussion that voting for a risk assessment would not prevent a boycott.

Vote Yes 26 No

5. Make a Change tab referrals

❖ [FXU Office Dog](#)

The FXU really need a dog in the office for students to go and visit. It'd be great for our mental health - enabling us to do better with our academic work. Also it would be good for the people who work for the FXU and I think they'd do an even better job with a doggo to keep them company :)

Discussion on the dog's welfare.

Pass - 1

Reject - 21

Defer - 4

❖ [More recycling bins around each flat block](#)

Install more bottle and cans recycling bins around each flat block, so people wandering around campus drinking from flat party to party have somewhere to put their rubbish instead of throwing it in bushes or leaving it on the floor.

Pass - 26

Reject - 0

Defer – 0

❖ [Put Vending Machines at the top of Woodlane campus](#)

Penryn Campus has a good spread of vending machines, cafes, etc at all points on the campus, when one breaks down you can always go to another nearby. Woodlane Campus only has one area to get food and drink, at the bottom of the hill in the canteen. For those students using the library or the print rooms, Drawing, SPD, Architecture and Fine Art students could really benefit from having a Vending Machine and a Hot Drinks machine at the top of Campus. Ideally outside the library or reception.

Discussion on location and content, chair reminded those present to vote on the proposal as it is worded, not on a changed proposal.

Pass - 20

Reject - 0

Defer - 6

❖ [Another cash machine at Penryn campus](#)

One cash machine just isn't enough, especially when it's hardly ever working.

Discussion included how the cash machine works, and accessibility around site being one driver for the request.

Pass -26

Reject - 0

Defer - 0

❖ [Use locally roasted coffee beans \(e.g. Origin, Yallah, Olfactory\) wherever possible on campus](#)

Whilst the current coffee offerings on campus are good, we have 3 excellent coffee roasters on our doorstep - Olfactory in Penryn, Origin in Porthleven and Yallah near Truro. All 3 roasters use direct trade with farms, meaning that coffee producers are paid more than they typically are by larger roasters. Using locally roasted beans wherever possible on campus would keep money in the local economy, have significant sustainability and social justice benefits... and also taste better.

Discussion about a price increase that may ensue was countered by stressing the wording is “wherever possible”, although it was pointed out that people could defer for research into relative pricing. It was pointed out that coffee would be a supply contract and so any change might depend on when the contract was reviewed.

Pass - 15

Reject - 1

Defer – 10

6. Question your Presidents

Questions were submitted anonymously via padlet:

1. “Continue to improve clarity around campus course changes and locations.” Why is there no update on this, and what update do you have?

Cs – I didn’t have an update because I prioritised other ones over this one. This feeds into a few priorities, its easily done just deciding where to do it – should we do it online, or is it physical? We’ve got maps of course locations, do we make those more visible? I’d like to link it in a bigger project to map where the Falmouth student body is in terms of distance learning, communities.

2. What can be done to help the students on closing courses who feel as though their standard of learning & general uni experience has been compromised?

AW – From a welfare perspective I am in email conversation with tutors of all closing courses so we can link up with students on them if they are stressed, so I am having a more hands on as option of deferring is not there. Not going in as that would put pressure on them, but keeping an open line of communication.

CS – Been going in to show that we are there and available for support, and can put support in place if something comes up.

3. What is FXUs opinion on the recent bad press around Fal Uni and the foundation course/student numbers issue?

TMR – Although most press directed at Falmouth, it is a cross university issue and Exeter are increasing numbers as well. The seats in chapel are due to biosciences expansion, its not always from Falmouth. Exeter are conscious they are expanding as well, so if you feel your experience is affected, do let me know and I can take it forward.

AW – From a community perspective, student accommodation is in the packet on regular basis. I sit on a number of different committees and there are a number of different plans and the numbers are not as dramatic as they are presented – Naming “Project 8000” was a poor decision as it sounds as though another 8000 students are heading to Cornwall when in fact 1500 are distance learners and there are those already here, so numbers aren’t increasing so dramatically each year. If the cap is lifted and accommodation is built on campus then that would free up other accommodation for other students, so the biggest issue around student numbers is that plans are in place but they are not well communicated. The problem now is that the Packet has latched onto selling more papers by anti-uni articles.

CS – been trying to get media tours to campus to balance with positive stories, to get them to understand the university more. Conscious that the Tim Shaw letter had a knock on effect. Falmouth School of Art have taken a beating this term – students have accepted the situation and just want to get on but there is this political climate around us with a knock on effect. We need to make sure that students are supported and good news is reported.

ACC – It is quite noticeable that both universities weren’t that good at issuing good press about things they were both doing. They have now started doing that. We are promoting the good stuff that students do. While it doesn’t counter the bad press, it does get out there what good things students are doing.

CS – We are committed to emphasise the good stories of Falmouth. One way to do this is by centralising the departmental blogs, to promote a holistic view of academic excellence across institutions.

4. Are there plans to expand the number of postgrad courses offered?

TMR – The bulk of Exeter growth in next 4 years is in PG courses, particularly in postgraduate research courses, so more M by Res and more PhD courses. If you have specific questions about specific courses come and ask me.

CS – Think there are new postgraduate courses planned but in partnership institutions and not on campus; not here.

5. What has the feedback on the exemplar essay pilot been?

TMR – informally it's been really good, students found it a helpful thing. Plan to gather feedback after Christmas formally. If feedback remains good, I will be taking to University committees to get it University policy and roll out to other modules.

6. Although work is being done on making all UOMA open to both institutions, *why* is it that it isn't that way at present?

AW – UOMA means University Owned and Managed Accommodation – Halls.

ACC – 2 years ago, all split – both unis had quota related to their student numbers. As Falmouth increased numbers, they took on headleases on additional properties and underwrote the rent therefore only Falmouth students could apply. The reason it is a priority, Exeter get 6 price options, Falmouth 14 options.

7. In development of work on priority 3 - if rent freezes can be agreed, is there any chance of a longer timescale on these freezes to ensure potential future students of the universities' commitment to their welfare?

AW – this is something we would love, but it is not realistic and costs are out of the universities' control, so it is decided every year. We do mention fixing rents regularly, but depending on outside factors there may be an impact.

8. Does the FXU - or other services - offer contract checking services for new renters?

AW – The advice team can look over your contract – so yes we do!

9. How is the production of the university expansion FAQ going?

ACC – slowly, thanks to all of you who responded. Still with senior management teams of both universities, we believe they are nearly there and we should get a response by the end of term.

10. Following the recent art fair this week, what other plans are in the workings for another event?

CS – Had creative fair, one of our priorities to make the courtyard more of an event space. If all goes well, we aim to do this monthly, need to figure out how to get different courses involved, e.g. film, AMATA.

LR – The first one was done within 3 weeks. We now have 2 months to get the next one sorted and get more courses involved. It will be bi-monthly so we have time to get more courses involved.

CS- need branding and how to get town involved.

LR – This ties into the question about closing courses, we wanted to make one of the last one of this academic year to focus on contemporary craft and digital media involved as much as they wanted to make it a celebration of those courses and let them know they are appreciated.

11. How are Truro students currently being represented?

AC – Truro medical students have a society; I meet them regularly. They are putting events on and we are giving them a bit more help because they are remote. They have been helpful with Falmouth freshers there and invite them to events, so its been more like forum. There is now buses for them to come to

student nights and different events such as snowball.

TMR – They have same the same SSLC and reps as we have here. Currently looking at their SSLCs, and we go twice a month to chat and get an insight of what is happening with them. We are also talking to Plymouth University as they have medical students too.

12. Members of the community frequently raise the point that the CUC was originally designed to be a 'hub' (Penryn) and 'rim' system - has this scheme been officially abandoned now?

ACC – This is “Combined Universities of Cornwall”

TMR – CUC came from there was no university in Cornwall at the time. This was designed to bring HE to Cornwall and combat disadvantage. The idea was always to have a central point and lots of different campuses like Cornwall College’s 8 campuses. That is what the community feel they were sold. Since then Plymouth has pulled out of CUC, the central campus is Penryn. There is no desire from Exeter to open up more campuses. In terms of representation it is difficult. The community is worried about it, but my sense is that students are not that concerned.

13. Is anything being done to address Falmouth’s Senior teams lack of communication to the student body?

CS – Yes. Next term we are arranging drop in sessions with vice chancellor and both deputy vice chancellors, awaiting confirmation. There is also the launch of the student newsletter next term to all Falmouth students from the senior team. We are also discussing “myth buster” type resource where we can address rumours.

14. What are we doing in terms of 'soft' welfare - i.e. deadline related stress, pressures related to social life, time management, house-sharing?

AW – Firstly, there is no such thing as “soft” welfare. Welfare is incredibly important and language like that is damaging and it undermines the fact that people who are stressed go through that. It is one of my ongoing battles within my role to be taken seriously.

For **deadline related stress**, my mental health campaign “Mind your head” will run throughout the 3rd term. I’m having a touring living room where you can come and sit with me, have a cup of tea and talk about how you are feeling. There will also be an opportunity for students to tell us; “What makes you stressed?” and “how do you combat your stress?”. The resulting list should show the wide range of individual experience, but also suggest solutions we can take to clubs and societies and see if they want to get involved in stress combatting activities, and it would be good to show it to the universities as well.

Pressures related to social life is an incredibly difficult one. I am working with the Liberation and Faith committee to put on alternative events. We are working on perhaps a couple of alcohol free events because some people with social anxiety find alcohol makes people loud and unpredictable that makes them uncomfortable. This gives people an alternative social life.

Time management working with ASK team to run sessions every term on time management. They can help with individual plans for people to build their weekly timetable. I’ve had the training on how to build this so if a student comes to see me I can help them manage their time.

Housesharing is a broad spectrum – we will be running a “this is my home” campaign. It had to be paused temporarily, but it will be around the students’ right to rent, informing students this is what our advice team is for – they can look over your contracts and see if your landlord is, for example, charging an excessive deposit. It will also include some FAQs like responsibilities in the house, e.g. mould removal, and your rights as a student because there are not any clear guidelines and you do have a number of rights. It will include where to find your bins and recycling collection days, how to get seagull proof bags, and how to get your council tax cancelled. The mayor of Penryn will contribute top 10 tips for tenants, as he owns a

number of student houses in Penryn to show what landlords want you to know. Chris is also writing about living in a family home for a different perspective. There are lots of different things going on.

CS – I am working with student services to enhance the way we communicate them to raise visibility and understanding.

TMR – ASK doesn't work unless you get buy in from day one. We are trying to make sure students get workshops on how to write a good essay, how to reference. This is because at SSLCS now, reps are saying no one has covered these topics and their cohort has submitted essays by now. We are trying to get it instilled earlier so there is a culture where people will simply go to ASK, making its use a cultural change.

AW – I met with Falmouth today who confirmed they will be doing that and doing more for students using the "Do it profiler" to help students identify their strengths and weaknesses. I should meet with Exeter soon to discuss how we can better support first years as well.

AT – ASK provided extra lectures put on by our course, perhaps other courses should put them on rather than have students go looking for ASK.

AW – that is common practise for Falmouth but is one of the differences between the universities.

TMR – Exeter still do a "How to use library" session but not "how to write essay" as it is assumed knowledge.

Discussion followed about Exeter's colleges choosing their own referencing systems, while it makes it difficult for students across courses, college autonomy in general is widely supported.

15. Do we have plans to help increase Sabb election turnout this year?

ACC – Yes in that we have started planning them earlier than last year, and have already had a couple of meetings. We are particularly looking at previous years where people didn't vote or where FXU did not have a big presence in their school. If we can tackle that, then it should increase participation for all elections. One suggestion was to have hustings as an evening event. The main thing is to let us know if you have any ideas. It says a lot that we have more reps, more execs, more positions filled this year and people are more engaged anyway, and academics buy into it more so that word spreads a bit more wider.

TMR – people round this room are critical in making this happen because you have been elected by your peers. We need you to run for positions, and to help us raise awareness, get people voting, join our elections crew. If you do have time, please help us!

AW – We are also promoting our own individual roles ourselves, in different ways because different people would apply to different roles.

16. Are people using the V-Team scheme? (it seems a bit involved)

MaB – There has been 140 sign ups since September, 24 people achieved Bronze, 4 achieved silver, and 1 achieved gold.

HS – use it – people don't know about it!

EW – we are changing the website to make it more accessible.

ACC – explained the [V-scheme](#). There are more people using it and the increase in signups is more than the increase in student numbers.

HS – It is useful for your CV, and we are planning to incorporate it with the Exeter award.

TMR – I was on this committee last year but did not think about the skills it was giving me, so I would encourage people to do it if they haven't already.

7. Education Issues (See item 8, 1st Feb 2016 Minutes)

AT, DR, LR all reported increased stress in their cohorts by timetable changes and scheduling extra sessions near to deadlines of essential things they have forgotten to do, and when they are asked to move them then staff seem to lack empathy to understand the extra stress they are inducing. Also, students were not informed of changes in a timely manner to allow for sufficient planning.

AW both universities have agreed on mandatory disability and mental health awareness training for all student-facing staff. AW also requested evidence to work on to be able to demonstrate students' needs to the universities – I will do that during Mental Health month, but if you have evidence, please give it to me! All evidence will be written up and presented in all meetings I sit in.

DR – its reported in all SSLGs.

CS – SSLG minutes are not routinely shared with FXU, so we do not currently have access to them as a source of evidence. I have just seen the Institute of Photography's one and all the issues are there. We are looking at what the departmental rep role is in terms of collating that feedback and feeding it up.

LR reported students not getting extenuating circumstances (EC) extensions. Even injured students, as a doctor's letter is expensive.

AW – Appreciate a doctor's letter is expensive, but the EC system changed because they found students were abusing the system on wanting an extension rather than needing one and so you need evidence. Situations are always unique, but all students should register with a doctor here in case of emergency. Falmouth students can apply for ECs up to 4 weeks after hand in so long as the work has not been handed in already. If you are think you need to apply for EC, then go talk to your lecturer and department first. Our advice team can help you apply.

EF, SM reported that the advice given by the advice team was vague.

AW again asked for evidence.

8. Welfare and Community Issues

They overlapped in item 6.

9. Employability Issues

None raised.

TMR – propose we put these “issues” onto the padlet, as members seem better able to ask questions that way than raise them in the meeting.

10. Proposal for Falmouth/Exeter Education officers to represent feedback from Department Reps and Subject Chairs at FXU Leadership Team meetings

CS – We have been reviewing rep structure. Currently reps' feedback to SSLGs but that doesn't massively go anywhere. Ideally all SSLGs get fed to department rep. so that they know what is going on in their department. It is apparent that some department reps feel overwhelmed in that role. It is important that we have education officer roles to help us collate and feed up quantifiable educational issues for each department, that then go up and are represented at this meeting and then coherently come to the president as well so we understand what is going on with students.

TMR – We ask quite a lot of commitment from subject chairs, who have quite a lot of meetings to attend, so this proposal would free them up to do more on the ground rather than be here discussing things that are not always in your role to do. It is in education officers' remit to represent you here, so it is part of their job. Would be easier to get quorate. We have representative officers, e.g. Liberation chair, so we should give parity to all officers. We are asking to change the membership of the leadership team excluding the education people who would be represented by education officers. Personally I think it would be a good move.

OM – I often get asked to solve rep problems that they are trying to solve already – so they approach the SID desk or something, and they insist on it coming to me for approval, so I end up being course rep for every single year. I don't understand why SID needs me to tell them the issue when there is a rep telling them the issue.

OM – I thought this had already been decided?

BR – The constitution rules names the constituents of the Leadership Team and names subject chairs and department heads. Any change to that needs your approval, and the trustees as well.

LR – See a couple of problems, but problems that could be rectified going forward. Miri is not here, and with childcare is not likely to attend meetings if we continue to hold them at this time so a whole swathe of people would not be represented. Also the rep feedback system is not working properly yet so I don't think you can change this until you get the system working. When it is, then yes.

TMR – The expectation is that if you cannot attend, you can always nominate someone to represent you.

CS – Hopefully when we deliver training next year we will already have department reps in place to help deliver training, build the rep community and get it working.

Discussion around role expectations of the Education Officer, Department rep and Course rep.

AW – how do you feel

EF – If we have good feedback, would need working group before and after, or keep in communication?

AL – Agree with Emily

EM – On one hand good to have reps from each college here because issues will be brought up straight away – Miri may struggle to factor different departments in snap responses. It could slow down process and proper discussions.

CS – Department rep working group isn't incredibly beneficial at the moment. Commitment for representatives of each department to attend would improve that.

OM – Looks like FXU is becoming like the University of Exeter where there are so many layers of management and those up high don't know what happens at lower levels. To get something done I would need to contact more people as I would need to go through each level. There is so much there in different courses to represent that it may be too much for one person. I feel the student voice wouldn't be heard and this meeting would become a rubber stamp making generalisations and become a pointless meeting.

TMR – This meeting is representative for everything except education.

OM – to get something done the reps would need to talk to 4 levels before they get to here, then it would need to enter the university structure.

DR – In theory a good idea, but execution needs to happen differently. There is a lot of work that needs to be done before you remove department reps from leadership team meetings. There are too many people on the team anyway and I think we are failing the term meeting, as it is to bring facts to a point and then we go, but this is a discussion group so something does have to change. At the moment we can vote, if this is withdrawn, then it is complicated.

TMR – Happy to write a paper about what this group should be about.

AW – gave example of how the Liberation and Faith committees work, and their roles. How their chairs sit on this group representing the views of their committees rather than just their own.

KC – My concerns are how this is done, if this is passed then you need to give control to department reps/subject chairs over how it is executed.

BH – I'm sure the person who represents me is great but she has not spoken to me yet. I think there is not a place for us to speak at the moment.

REC – so long as working groups are given a chance to vote on issues and how we would like Dean to vote on our behalf.

AT – what is main driver for this change, just to get fewer people at these meetings?

TMR – The main drivers are that we ask a lot of department reps/subject chairs so they should come along to less, the education officers can and should represent, easier to get quorate and so easier to get decisions on this committee, the views would still feed out and the education officers would have the same parity as our committee chairs.

LR – department rep meetings need to be a formal thing, and meet and eat with other reps also need to be solidified, then reps need to come to feedback to us or we get reports from SSLG, then that way we can feed up to Education officer, so the officer has a list of what to discuss at the next meeting.

Allow all students to ask questions on padlet.

Pass - 12

Reject - 0

Defer - 13

11. Presents and Photo

12. AOB Next meeting and Close

Leadership Team Meeting Jan 24th 2017@Penryn Campus, 4:00pm
Exchange Green