

Leadership Team Meeting Minutes

23rd January, 4pm, Penryn Campus, Tremough House Boardroom



1. Welcome, Introductions, Apologies

Welcome new member Laura Bridges who was voted in at the last meeting.

Present:

LA Lydia Allegretto	FXU Volunteering Officer
AB Abbie Banner	FXU Environment & Ethics Officer
HB Harry Bishop	FXU President Community & Welfare
LB Laura Bridges	FXU Open Falmouth Officer
JC Jamal Clarke	FXU President Student Experience
TC Thomas Crane	FXU Faith Committee Chair
JH Jack Hope	FXU Student Voice Chair
CE Callie Edwards	FXU RAD (Raise & Donate) President
JG Jacqueline Gaim-Marsoner	FXU International Officer
HM Harrison McLady	FXU Community Officer
DP Dean Pomeroy	FXU President Exeter
SR Sarah Redman	FXU Societies Officer
ZS Zainab Shaukat	FXU Liberation Chair
VS Victoria Sandoy	FXU Undergraduate Academic Officer
CS Chris Slesser	FXU President Falmouth

Present but not voting

Matt Blewett	FXU Research & Engagement Co-ordinator
Ben Rowswell	FXU Student Voice Director
Daisy Salmon	Biosciences Subject Chair

Apologies

HA Hussein Ali	FXU Open Exeter Officer
HD Hannah-Louise Davies	FXU Sports Officer
EL Emma Lokuciewjewski	FXU Postgraduate Research Officer (Exeter)
CC Ciaran Clarke	FXU Postgraduate Research Officer (Falmouth)
SJ Sajjad Jabarkhel	FXU Undergraduate Education Officer (Exeter)
IP Ignatius Park	FXU Widening Participation Officer

Attendees 15/21 in total – quorate reached.

2. Approve minutes of last meeting

Proposed CS (Amend 2020 to 2030)

Seconded SR

All in favour - Unanimous

3. Matters Arising

Presidents biweekly catch up with exec officers

JC – met with Sarah and Lydia last week and more informal meeting with Abbie.

HB – met with some execs – remind JC that Lydia is my exec.

TC – forgot this was a thing.

4. Co-Opt Member

Falmouth PGT – Charlotte Rayment

- Unanimously passed

5. Question Presidents

President Exeter

Manifesto - Unite point 3

This manifesto is amongst the two you say you have made most progress with. What national outlets have you worked with to promote student and FXU projects and how have you made that public to the student body?

- We met with Nicola Dandridge ceo of the new office for students and fed back to her information from our SSLCS, and also brought a subject chair to meet her as well. Over the summer, I visited 14 student unions in my own time to compare practises.
- I helped in dragons den, enabling 11 student leaders get their CMI award.
- I have submitted questions to NUS officers to make sure they are held accountable. Focussing on key national conferences this term and opportunities to showcase student projects. The aim is for FXU to provide bursaries for students to attend these conferences; one for each discipline in Cornwall; CLES, business, medical, etc.

Hey Dean!

As a student who feels substantial improvements could be made to courses, I really liked the manifesto point on facilitating conversations between students and academics, but you don't appear to have made any progress on this point. Can you explain why?

Combined with:

Student Co-creators

What have you achieved in empowering students to become co-creators of course content

I have communicated through University Education Executive to heads of dept and the mainly Devon based directors of education. I have provided them with examples of when students collaborate with their academic staff to choose their course content. This can empower students to get better grades. Examples include: HUMS English hold a doodle poll to determine the texts they study and get a feeling of ownership. Another example is Politics where some modules are open-form and you can demonstrate your learning however you choose. So currently 1/5 as I am trying to communicate this to the staff and then get more departments on board.

Grade Boundaries

What does this manifesto point mean and entail? Bit confused about the idea of publishing grade boundaries

Now 1/5 as I was discussing this in my previous meeting today. Grade boundaries are included in module descriptors, but I aim to have clearer and more concise grade boundaries descriptions at the top of ELE page.

Final question & discussion redacted as the subject is confidential at present.

President Falmouth

Love Your Library

I love the tracker system. How often is it updated?? and what is course rep fee

CS – I understand that the updates vary in regularity depending on the level of useage. At present, useage is low updated so they update around every useage – 20 – 30 mins currently but it will update quicker as useage picks up.

Action: Make useage update rates more public facing

Fundraising

On your manifesto you pledge to aid students in fundraising for exhibitions, what progress have you made on this?

CS – By March we will push for support and funding from the University to develop a society for every course, tasked with fundraising and seeking sponsorship.

Chris!

On your manifesto you talked about reducing material costs by partnering with companies to create institutional student discounts, how is that going?

CS – I am presenting the need for material discounts, where student reps have highlighted them, to the Academic Board on the 31st Jan. We are currently seeking a quote for “Adobe Creative World” from the director of IT. We are looking at professional fee costs for Photography students attending networking/industry events. This is an area I hope LB will work together with employability to foster entrepreneurial activity for student stallholders. We aim to introduce an institutional discount for business card printing.

Off campus students?

You spend alot of time focusing on off-campus students. How should FXU develop to truly represent these students?

Combined with Fal Campus?

You've had the most presence at Falmouth Campus, perhaps more than any other President ever (congrats). how are you going to make sure this doesn't reset when you go/ without changing by laws so you can run again?

#slessissupreme

CS – I had a great visit to the Academy of Contemporary Music and Fashion Retail Academy. We are creating a set of SU principles to take to our partner institutions to set up a meaningful SU infrastructure to sit on a robust student representation system and advice service. Social activities are then fostered on the back of better knowing their students' experience. We need more investment to become more digitally reliant and a digitally engaged service, and will pitch this to the University in March. Falmouth will not reset as we have assigned all FXU staff to Falmouth campus to be a point of contact for their course.

President Student Experience

Term 2

You've already made great progress on loads of your manifesto points, but some remain completely blank. Are you now planning on consolidating the work you've done or making a start on other points?

JC – some of the blank points have been worked on, but have not been updated – my apologies. For example; we are having a refreshers event on Falmouth campus tomorrow which is progress on one point. We will work more on freshers later on this term. The sustainability point; I sit on panels and support sustainable ideas as they arise. The involving students point; we have interns in fxu, we are improving our relationship with MAYN photography agency in Falmouth. We have students doing video work for us. We are looking to make a graphic design agency. Joff & Ben got our students on a CMI course in level 3 management as well.

CS – Following “Love your library” where I tried to engage student illustrator and designer, I am meeting tomorrow to improve process of fair tendering.

SR – Could we link that up to student media groups please?

Uniting FXU brand

With the renaming of sports clubs/societies/SLVPs, is this going ahead and what are the next steps?

JC – FXU has been stretched and so this has not been a focus. It should come back around March and the next step is to consult clubs and teams, which we will do following AGMs and club elections.

Manifesto - Sustainability

How are you ensuring that your manifesto pledges are being fulfilled?

The current update says nothing has been done so far.

JC - See my answer above. I gave an update on plastic straws in the last meeting. I need to chase up stannary.

TC – If koofi needs straws, do they have to be plastic?

AB – I am meeting Rose & Maya whose role is now sustainability, to completely eliminate plastic straws entirely on campus.

Sustainability

Last term I heard FXU mention 'straws' but I haven't seen much more about it - what's going on?

Can we ban straws? Or, can we tax straws?

See above

Give it a go week

How are you measuring the impact of give it a go week to prove it makes a difference

JC – We can review all membership figures now, and then in a month time to see if there has been growth, and if there has we can assume GaG was a catalyst. However, success is not just measured in membership growth. Success is providing activities that people can get involved with. The important thing is that we are getting people to be active.

HM – People do not know when discounts are available to join clubs and societies.

JC – Membership price is not something I can impose – it is up to the relevant committee.

HM – That was not my question; people are not aware of those discounts that are available and Give it a Go Week would be a good place to disseminate them.

JC – We can take that on board.

Graduation Ball

Students have been questioning whether Grad Ball will be cancelled this year, is this true?

JC – This is not my control and we will find out this week.

Action: Jamal to clarify FXU plans for summer events.

President Community & Welfare

Forum

On your manifesto you have a Health and Wellbeing Forum, which sounds like a really good idea!

Would this be online and how will it be made available to students?

HB – I am now thinking about an online forum – following input from our distance learning officer. We will need to hold focus groups, but this will need to be done in a sensitive way which will require more thought.

Student Support

From my experience of student support, there is little in place to follow up counselling appointments with further communication and support. Is there a way you could strengthen this?

HB – I can talk to those in living support team and the wellbeing team. However, be aware that there has been a 75% increase in service use since this time last year. There is no more money, no more staff, but more students using it. We are looking at digital service deliverance.

JH – Is there a system where you could argue for more money?

HB – We have emergency fund for a short term investment, like we had last term. There is not a long term financial solution yet. However, we keep pushing and having that conversation.

Food bank

what progress has been made on supporting the student run food bank, and how have you increased anonymous access to it

HB – At the moment, students have an advice appointment and those deemed to need it are issued food. We are having conversations now and aim to change this process to make it more available by the end of term.

Sexhibition

At the last meeting you mentioned you would process the data collected at the event - do you have the results and do you consider it to have been a successful event?

HB – The aim was to introduce a social pillar into welfare events rather than distribute leaflets. The impact report talks about this theoretical model. I can make this available to you now.

Voices

How does Voices make an impact on the Universities to make a more inclusive student experience/ change student's experience for the better more than just printing/distributing the book?(I love it btw)

HB – I question how much it is just a magazine and how much it has a value. It provides a platform for students on this campus to tell their stories rather than rely on statistics. It is hard to measure that impact qualitatively. There are additional benefits, so we are now working with MAINE to make an exhibition out of it. I'm working with Chris Morris at SoFT to digitalise it and make it into a film.

DP – We are able to give these volumes to get into the minds of the people in power, e.g. Nicola Dandridge, CEO of the Office for Students, Steve Smith, Anne Carlisle.

HB – It is hard to measure; the next event is on 6th Feb at espressini.

6. Make a Change tab referrals

- No new ideas to vote on
- Outstanding ideas were reported on at the last meeting.

Action - Presidents to close their outstanding passed ideas.

7. Question Officers

JH – all people who do not attend this meeting will be sent their questions electronically, so that officers can still provide the information asked, and they will be included in these minutes.

All

- Does anyone feel like their role is quite tokenistic or feel like they don't know have enough knowledge about the student's they are trying to represent

TC – Absolutely – I am trying to fix that; FXU does not have access to faith information collected at registration. I would like access by the end of this academic year.

CS – FXU staff can now access Falmouth's information, but I am not convinced of the strength of the data that Falmouth gather. I would like this reviewed by September.

SR – One improvement would be to increase transparency between Leadership Team officers and FXU staff – I sometimes feel I don't have enough knowledge of the strategic direction of FXU. It would be good to have members of the senior management team (SMT) present to get information and updates.

Action: Invite appropriate members of staff to provide information to Leadership Team.

- Do you think that there should be more leadership team meetings? Possibly on a monthly basis?

Discussion about frequency and content.

Action: Leadership Team to have additional meetings, on a monthly basis (the next one at the end of February), to emphasise strategic themes. Passed unanimously.

Student Voice Chair

How have you improved communication and inclusion of Subject chairs and department reps within the FXU Leadership Team?

JH – I send the padlet links to them so that they can submit questions to us, and I encourage them to observe these meetings – we had a subject chair attend this meeting earlier.

Volunteering Officer

How is streamlining of v-team and the logging of hours going

LA – I am working on a spreadsheet to give to my successor, as the website update has been postponed until the summer months.

Widening Participation

- Your manifesto says that you aim to 'ensure the diversity of the university is reflected'. How are you doing this?
- what have you found in ways to increase participation amongst students who live in accommodation further away
- Following your manifesto, what have you done to improve WSP in societies?

Apologies from Widening participation officer, who provided answers to his padlet questions as follows: Over the course of the year I have changed my focus. Before deciding concretely what area to take focus on I decided to increase the organisational intelligence of FXU, which was something mentioned in the AGM. Therefore, along with the Open Exeter Officer we gathered information on participation in student elections. We achieved this through having conversations with a variety of students, discovering what courses and why participation was lower. Currently, me and the Exeter Open Officer are also looking at how we can improve communication and facilitate participation through an online forum, similar to the Student Room. However, after discussing with Ben we have decided to focus on existing channels of communications. This will involve working on targeted messages to reach out to students, particularly in those courses that we discovered participation is low, and encourage participation in the upcoming election.

Liberation Chair

What are your main aims for the Liberation Committee this year?

How has organising the committee gone and what things are planned for this term?

ZS – It is not easy to organise the committee; we had two members leave. We aim to co-opt two new members at the next meeting. I would like to have a Liberation team bonding activity that will share activist training that one of the team attended. We have some good individual officers but it would be great to work together. We had liberation week last term which was a success in some ways but not in others so this term we are trying to relaunch Liberation with random acts of kindness at the end of February. We have women's day in March and would like to make a week out of it. We have a few ideas that we need to discuss - perhaps working with societies on women's self-defence class.

Faith Chair

At the UGM you and Harry were questioned about the future of the Faith Committee, are there any developments from this and if so, are you happy with them?

TC – as above; we are also going to try out a faith forum on Feb 7th 4-6pm, Chapel Lecture Theatre, for any student of faith to attend and help us set priorities for FXU.

Sports Officer

Outside of freshers, what has been done to create affordable opportunities to try new sports? Apologies from HD in the meeting, this answer was received: In collaboration with the Widening Student Participation Assistant a trip has been organised to the Eden project with 30 tickets having been sold for ice skating which is not available immediately locally. Tickets for Eden project, ice skating and transport were £22. Normally entry alone to the Eden project is around £22 so students are saving a lot of money and get to try a sport which is not available immediately locally. I am also trying to organise a Beach day or something similar on campus pending a meeting with the sports centre as they have some ideas they'd like to discuss.

How have you improved female participation in sport?

So far it has been mainly by word of mouth. Speaking to everyone I meet trying to encourage them to get involved with sports clubs particularly those that are mixed but tend to be male dominated. I am hoping to work more on this manifesto point this term.

RAD President

What efforts have been made for the inclusion of Falmouth campus students?

CE - This term we are pushing marketing on the Falmouth campus and will ensure that posters will be put up down there and will be including Falmouth when we look at our new committee.

Environment and Ethics Officer

have any improvements followed since the progress of the UGM?

AB – The first direct action was to add a hot vegan sandwich in sandwich deli. I've not tried it yet as it is always sold out!

I met with Rose, the new Community Partnership Manager, who informed me of changes in FXPlus.

The catering meeting mentioned in the AGM has not happened yet, so while I am waiting for that I am setting up a 1:1 with Chris, the catering manager, to talk about water bottles and coffee cups.

I am also meeting maya next week to discuss the straws campaign and influencing the decision when FXPlus shortly change their waste providers. Currently there is 50% recycling on campus and they are aiming for 90% recycling by changing waste providers. I want to ensure that Student Voice contributes to that decision.

Community Chair

have you managed to build any connections with business partners on and off campus to discuss possible training skills workshops for students

HM – I am talking to Fiona from FXPlus, student campus experience, to offer training days for students in the ESI café. I've also discussed this informally with Kathy St Quentin from the games room to see what skills she thinks would be appropriate.

Open Officer (Falmouth)

What are your future plans for the role

LB – I have finalised an action plan with two main aims. First is connecting Falmouth students by piloting an academic toolkit. The second aim is linking academic & support experience by encouraging community fairs and course societies linked to Falmouth courses.

HM – happy to discuss community fairs

SM – same with societies

Postgraduate Taught Officer Exeter

how has arranging a series of drop in sessions gone?

Charlotte sent meeting apologies but provided this answer: Personal circumstances prevented progress towards the end of last term. I am meeting with Widening Participation intern to decide the best way forward.

Falmouth Academic Officer

what progress have you made in gathering research about each course's relationship with recent graduate students

VS – graphic design has a graduates' day where recent alumni talk about what they are doing and answer questions from current students. I contacted Sarah Plunket who was positive, and there is a survey I've circulated to course reps about this. Now waiting for responses.

Exeter Undergraduate Education Officer

Apologies from Sajjad, who provided answers to his padlet questions as follows:

What changes to ele have you discussed with the Learning analytics team?

I have attended 3 meetings with the Learning Analytics team regarding changes to ELE. The meetings have been very productive and we have discussed changes such as;

- A platform for the university to provide graphical analysis of the academic progress of each student. The specific student and their academic tutor will have access to this data and their progress will be regularly reviewed by the academic tutor to recognize student who might require extra support.

- provision of an attendance monitoring system to make sure students are encouraged to attend important lectures. Again, this will be monitored by the individuals academic tutor.

These are some of the main changes that were under discussion in these meetings. I also invited a member of the Learning Analytics team to my Subject Chair Working Group Meeting to provide more direct feedback from all the subject chairs to make sure the changes are beneficial to every student in every college. We have still got some meetings left and I am still looking to collect more feedback for further changes.

The module rating system sounds great, do you have an estimate yet of when it will be available? One of the main reason why I attended the meeting with the Learning Analytics Team was to discuss my manifesto points about the module rating system. It has been a positive response from their team and they have appreciated the idea and believe that it could make a difference. I am still working on this and my goal would be to have this platform set by the start of next academic year lately.

What changes to career zone have you suggested with SEAS Transformation Steering Group?

I believe that our career zone is funded really well and there is a lot more that we can do to help our students. One of the main reason of going to university is to be able to have a job of your choice when you graduate but I do not think there is enough support for students to do that. I have suggested many changes with one of them being the provision of specific workshops for each college to make sure they have everything they need to find an internship/job. I think it is important that the university and career zone focus more on providing extra support for our students. I will be working more on this matter to make sure the university takes employability support as a priority.

Postgraduate Research Academic Officer Falmouth

What progress has been made on socials and the thoughtfeed? Apologies from Ciaran in the meeting. His [Term 1 report](#) answered this question.

Societies Officer

Now that you've completed your manifesto, what are your aims for the role?

SR – Following discussions with Jamal and others, we decided not to form a media committee and instead I am now working on a media forum, to discuss media on both of our campuses monthly. I am hoping to set up the first meeting in the next month.

Anchor regular roundups are going well, and are keen to hear any events/stories that you have.

I have 14 groups signed up for adopt a charity now.

Inclusivity training for committees will take place on 31st Jan, 2nd feb – do come along!

CE – Creative Events management students will help with adopt a charity.

Open Exeter

What progress have you made so far in completing your manifesto?

Apologies from Hussein Ali – response received: In my first term, I made it an important aim to work on and investigate engagement in a few key student groups alongside some of my peers in the leadership team. Through this I have found out why some students are not engaging with the student union through a series of conversations and focus groups. Another aspect of my manifesto was to make sure that Exeter students were able to have a medium whereby communication was filtered through to them efficiently. With a survey I created, I have out why some forms are not the most efficient and what can be improved. Currently, I am working on how to put to these in to practice alongside a project that I am working on with the WSP officer to create a forum similar to 'The Student Room' for penryn campus students to better advertise initiatives on campus and create better dialogue amongst students and the SU.

8. AOB Next meeting and Close

- Rep Recognition & Reward Scheme – please drop in next week and update us and arrange your video update.
 - We have received all of the Leadership Team's [Term 1 updates](#) now, but it was slow. Could people do it quicker next time?
 - We are also starting "[You're brilliant](#)" awards. We will kick scheme off soon, so please nominate someone.
 - [President Elections](#) nominations are open until 9th Feb, so please nominate yourself or encourage good candidates to stand for one of the available roles.
 - CS – pitched idea to split undergraduate Academic Officer into two roles – one for each campus. Action: Chris to bring developed proposal to open agenda.
 - SR – when do our roles end? Action: BR to send dates to everyone.
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- AGM, 16th Feb, 4pm, Falmouth Campus, Lecture 2
 - New informal meeting 28th feb DDM K 4-6pm.
 - Leadership Team Meeting, 13th March, Falmouth Campus, Seminar D