

Leadership Team Meeting Minutes

13th March, 4pm, Falmouth, Seminar D



1. Welcome, Introductions, Apologies

Welcome to all in the room and on our live stream, and our Flexible learning officer as well.

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
CC Ciaran Clarke	FXU Postgraduate Research Officer (Falmouth)
JC Jamal Clarke	FXU President Student Experience
TC Thomas Crane	FXU Faith Committee Chair
CE Callie Edwards	FXU RAD (Raise & Donate) President
JH Jack Hope	FXU Student Voice Chair
SJ Sajjad Jabarkhel	FXU Undergraduate Education Officer (Exeter)
EL Emma Lokuciewjewski	FXU Postgraduate Research Officer (Exeter)
DM Dayana Marconi	FXU Distance Learning Officer
HM Harrison McLady	FXU Community Officer
SR Sarah Redman	FXU Societies Officer
VS Victoria Sandoy	FXU Undergraduate Academic Officer
ZS Zainab Shaukat	FXU Liberation Chair
CS Chris Slesser	FXU President Falmouth
LT Laura Twort	FXU Mature Student Officer

Present but not voting:

Matt Blewett	FXU Research & Engagement Co-ordinator
Ben Rowswell	FXU Student Voice Director
Joff Cooke	FXU CEO
Cassy Hoare	FXU WP
Enrico Artuso	Filming for Student Awards
Tom Fowler	UCU Student Supporting strikes

Apologies

JG Jacqueline Gaim-Marsoner	FXU International Officer
DP Dean Pomeroy	FXU President Exeter
CR Charlotte Rayner	FXU Academic Officer (PGT)

Attendees 18/25 in total – quorate reached.

2. Approve minutes of last meeting

These are available on the FXU website

Proposed	SR
Seconded	LA
All in favour?	All approved

3. Matters Arising

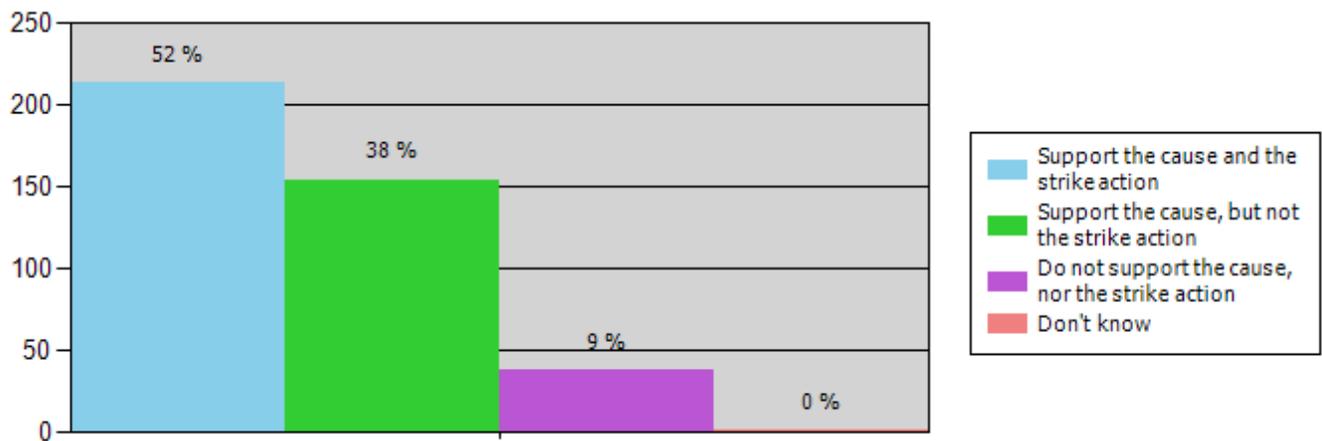
See AOB

4. UCU Strike update

Students voted to express how they feel about the University & College Union (UCU) and the strike action being taken. The results (See below) demonstrate that:

- 90% of respondents support the cause that UCU are standing up for their pensions with 52% supporting both the cause and the strike action
- 48% of respondents do not support the strike action
- 9% of respondents do not support the cause or the strike action

Strike: What stance do you have regarding the strikes organised by university staff?



Response	Count	%
Support the cause and the strike action	213	52.46%
Support the cause, but not the strike action	154	37.93%
Do not support the cause, nor the strike action	38	9.36%
Don't know	1	0.25%
	406	

Action Plan for students:

1. For students who voted to support the cause & the strike action we will:
 - Support Exeter students on the picket line (Wednesday 14th 8-12pm and Friday 15th March 8-10am) and construct a visual display of support for “Exeter students supporting UCU and strike”
 - FXU are supporting Exeter students through the UCU industrial strike action

- Work with facebook group 'Students in support of strikes' to coordinate activity
<https://www.facebook.com/ExePenrynUCUStudents/>
 - Supporting students to directly contact UCU: We will facilitate a conversation between UCU and Exeter students to keep students informed of the negotiations.
2. For students who voted to support the cause but not the strike we will:
 - Represent students' views at Exeter Education Executive.
 - Continue to communicate the difficult position students have been put in as a result of this situation and do all we can to lobby the university to mitigate the impact on students, including extensions, adjustments and a legitimate academic outcome for students, or financial compensation.
 - FXU Presidents will meet with Mike Shore-Nye (University of Exeter Registrar) to raise student wellbeing concerns.
 3. For students who voted that they do not support the cause or the strike we will:
 - Send an invitation directly to all those students to meet with Head of Professional Services (Ruth Grimmer) & Academic Dean for Cornwall (Dave Hosken). FXU will support students on the entrance and exit of this drop in session, checking that students feel prepared and satisfied as a result of the session, advising them on next steps and signposting to FXU Advice services and the email address industrialaction@exeter.ac.uk
 - Arrange follow up meetings between Exeter students and University staff as required in order that students can discuss further concerns.
 4. For students that voted they 'do not know' about the UCU and strike action we will:
 - Email students a nationally approved factsheet outlining both sides of this complicated issue with an opportunity to meet with FXU Presidents to listen to their views, and help them form their opinions.

SJ – It is right that FXU represent all student opinion

SR – Can this be circulated to Exeter students?

This was sent out in FXU's newsletter, with a link to our [news update](#).

5. You're Brilliant Awards

The FXU "[You're Brilliant!](#)" Awards are an instant recognition tool for students to identify staff members who they feel are brilliant and have had a positive impact on their student experience. FXU Widening Participation Assistant, Cassy Hoare, updated the Leadership Team. All have been sent an email explaining the awards and some have joined the small team distributing awards, which is great. There have been 50 nominations and 10 awards have been given out. At the moment, all nominations need to be written on nominations cards in the FXU Offices in both campuses, but this process will be going online in the coming weeks. Come and see us if you would like to join the delivery team!

CS – The emphasis on "why" helps us to understand what it is about; specific staff that inspire students.

6. Leadership Team Nominations open

The Leadership Team elections are looming.

Nominations are open now, please nominate and encourage others to apply [here](#) and ensure nominations are entered before 5pm on 16th March.

Positions will be elected 19th – 23rd March except Student Voice Chair, Liberation Chair, and Faith Chair which will be selected by interview.

7. Leadership Team Recognition Reward Scheme

Please call into the office and see us to update Leadership Team records so that we can track and reward everyone's progress by Easter.

8. Leadership Team Updates

At present we have received just 5 updates for January and 4 video logs. How does the Leadership Team want to feedback to fellow students what has been done on their behalf?

Discussion points:

While the team may feel more motivated if they knew people read their reports, the need to be transparent and feedback work to students is there regardless of how many people read them.

Having a criteria other than monthly is good – before the twice termly leadership team meetings and the once termly general meetings was mentioned. However, changes can happen abruptly, unrelated to when updates are due.

Having a deadline helps.

Low engagement could be addressed by more prominence given.

Format can be different – e.g. media screens, perhaps self-editing such as current societies have.

Chris Slessor to lead on a proposal

9. Proposal to create specific FXU Leadership Team email addresses

Presented by Harri McLady:

Following my experience as Community Chair over the past year, I have noticed that it is incredibly difficult to have members of Falmouth University and FXPlus to respond to emails belonging to a regular Exeter email address. Here, I submit a proposal for the creation of FXU Leadership Team email addresses.

There are multiple potential benefits of providing each member of Leadership Team with a specific email address. Firstly, I believe that adding this layer of professionalism to the role of Leadership Team, those staff or faculty who receive emails from these addresses will hopefully respond to them faster than they do a regular email. This has been seen when emails sent by my personal email have been responded to much slower than those that I have requested FXU staff and Presidents to send on my behalf.

I also believe that this will help develop our handover documents, providing another timeline of information on progress of manifesto commitments. This will also be useful to help members of Leadership Team to have quick and easy access to email addresses of key individuals who can serve a vital role in assisting those members of the Leadership Team.

If this proposal is to pass, I would request that this be completed ready for the new academic year starting in September 2018.

For 18

Against 0

Abstain 0

Motion Passed

10. Question Presidents [here](#)

JH – will not be reading pointed/unproductive questions.

President Student Experience

Motions - What progress has been made on the motions passed at the AGM? (Meat-free Mondays at the Stannary and reduction of single use plastics).

I have met with Ben and agreed a plan of action

We would like to meet with FXPlus

We would like them to audit the plastic straws at all of their outlets as we do not believe they currently use zero plastic straws in all outlets.

We would like them to audit/monitor plastic bottle sales.

We would then like to agree a way forward for reducing plastic use.

We would like them to look at demand for meat and how to reduce it.

We expect to meet FXPlus before the end of March.

Falmouth Campus - While campaigning on the falmouth campus I had a number of students say to me that they felt they never saw you on this campus and did not know what you have been doing for their experience on campus, It would be fab to hear what you have done for them for if I see them again or get asked (from callie)

I will take that onboard.

Most staff and resources are based in Penryn, so I can make the most difference by being there.

It would be good to know what students want from my presence at Falmouth campus. Let me know what issues affect Falmouth campus students that I am not already addressing.

Sports Committee - What are you doing with the sports committee and re-brand?

The Sports Committee will be elected in May. The re-brand has always been a longer-term process taking one to two years to do. There are a lot of considerations involved, including affiliations. The rebrand had to be halted while we checked the constitution of CSMMA and sorted that out with them before moving forward.

Water fountains - Students would like a wider variety of water fountain placements on both campuses. Is there any way this issue could be addressed?

We can look into that. A more effective channel for asking something so specific would be the [Make a Change](#) tab.

Value for money - Do you have plans to make sure groups are good value for money? When do you plan to implement them?

We are currently doing accreditation and one question in that process asks about the group's value for money. When we see groups getting zero, one or two for value for money then we need to look into them. When groups submit their budget and affiliations, this is when we look at their value for money. One thing I have noticed is that a lot of our clubs operate a pay as you go system which is not always working for them. Some of those clubs do not then have enough money to carry out activities throughout the year.

Parking - Rumour has it, car parking is about to go up extortionately. What are you planning to do to support students.

Car parking is not a right, and we do have a £1 subsidised bus fare for a reason; so that all students can access the bus. We have to incentivise transport – at the moment it is cheaper for two students to car share than it is to take the bus. It is important that car parking spaces are reserved for those who need it the most – e.g. students who live outside the subsidised bus zone, or those with special needs. I would like to know where this rumour came from as I sit in the only meeting about car parking and I have not been told that car parking charges are going up.

Summer Ball - Why were students not consulted before any decision was made on scrapping the Grad Ball?

Summer Ball - Why we're students not consulted before the Grad ball was cancelled and how was the decision made to integrate everything into the Summer Ball?

I do not make this decision in isolation; we made that decision as a union. Last year we had two major events and both ran at a loss. As a charity, such losses are not the best use of our income. We had to make changes so that we could offer more value for money. Pendennis cost £6,000 just to be there, before anything else. It was not economic, so by holding it on campus we can provide a lot more activities for the same price.

Joff Cooke – Even if we wanted Pendennis, it was prohibitively expensive. We did not sell out last year and the cover price was shocking considering what you got for that event.

We are aware that both universities want to grow in size, and Falmouth have moved their graduation to campus. They also now have a celebration on site as well so they are starting to take control of that celebration as well. The University of Exeter have talked about a similar sort of role. Rather than compete with those, we encourage them to make their graduation celebrations as good as they could be. We then focus on an end of year event, which still has space for graduating students to celebrate, but has the benefit of scale and being able to spend more money on high quality entertainment.

Appreciate that people had a view on Pendennis castle – it is a fantastic location, but the reality was that not many people took up that offer. There was a very limited supply of entertainment we could put up there; it was expensive to put on and did not sell out.

We have debated dates for months. There is no “best date” and we need to try to provide the least worst date; provide the best possible event with the best possible activities, with plenty of scope to involve more students in the event. We recognise it will not please everybody, so please email and arrange a chat. We can’t know all the issues people are feeling, so please email us and we can talk. Some things have changed about the event following specific feedback today. So we are happy to tweak the event.

CE – me and Sarah are collecting feedback on expectations in the Compass next Friday.

SJ – Any chance date can be changed? It falls in Ramadan and I will be fasting.

JC – We do apologise; the date at this stage cannot be changed. If we did it any earlier, the impact on Exeter students’ exams would be greater, and any later and Falmouth students will be gone.

President Falmouth

Financial Transparency: Such an incredible document, good job!

Thank you - Thank you for dressing so nicely.

You are the best - Never leave.

Funding support - What are you doing to support students in accessing funding for exhibitions and showcases?

These are course based costs. From rep feedback it is clear that these should be highlighted much earlier in the course. They should not wait until your 3rd year to mention this. They should be building in employability practise in your second year to generate funds so that you can have a really good crescendo of an experience.

I’ve been talking to DVC Academic about this and it was an outcome of the Retention Project. I am working through those actions with the Director of Finance how this is built into the curriculum.

CE sat on a focus group about the presentation of course information on learning space. Feedback from that was to include cost information on learning space and making that information more transparent before that module/course starts.

We are hoping the function of course based societies will include fundraising, as mentioned at the last Leadership Team Meeting.

I met with employability with SR to generate a list of criteria of course based societies and activities that Falmouth may support. They are also developing supporting activities.

FXU agency - What progress have you made with the FXU agency? Seems to pop up every now and then but with no real tangible progress?

I met with Falmouth recruitment co-ordinator and we are changing their relationship with FXU from a Union to a professional body employing students. Both universities have an employability service so it is important that we collaborate with that.

When Falmouth campus hub was built it aimed to include some studio space.

A lot of projects in our marketing team are quite reactionary due to workload. We need to factor in a proper tendering process so all students get fair opportunities. We have been offering tenders and it is just a process of putting it into one place, make it semi-branded to offer more opportunities to more students more of the time.

President Exeter

Not Present

President Community & Welfare

Peer Support - What progress have you made on creating a peer support system at the university?

We believe that peer support is the future, as we know that students will talk to their friends before they will talk to someone with a shirt and tie on. There are different programmes to look into; nightline 1:1 peer, service led groups. All of them require structure, are expensive, and all of them require training. Instead of creating our own system, we decided that we would work with student services and Samaritans, as Samaritans are a trusted organisation, to build a Samaritans hub on campus. The Samaritans offer a 10 week training course for students, with huge employability benefits. I would love to see more students become Samaritans. There would be a phone bank service on campus and physical space for peer to peer support. We are having these conversations in 3rd term and are hoping to be ready for September. Be mindful that it depends on various different stakeholders so progress will be slow, but it is coming.

Training - Where's the training for staff members of the universities? Great to see that you're shouting about it but are there sessions currently in place? If not why?

One of my pledges was for suicide training which has proven harder than first thought. It is important to note that we do not work for the universities and none of the presidents have the power to force them to do anything. I have explained the situation to staff at both universities. They have a lot of training when they return and throughout the summer and it is not desirable for them to have any more. This pledge has carried over in the form of a Liberation "toolkit" – which would be a digital easily accessible course; short clips that staff can access online. I would like to work with the Liberation committee on this so we produce things like a film explaining "trans" to some of our older, archaic lecturers. There would be no excuse for things like misgendering. As for suicide awareness this is a conversation I will continue to have.

Freshers - Have you got ideas on how to support freshers to help them adapt?

It was on my manifesto this year to provide “introduction to student life”. I am currently working on some talks about how to live away from parents. It is an opportunity to talk about how to engage with FXU – how to become a course rep, how to use the Make a change tab, etc. I would like to introduce the programme in Freshers fortnight. Along with that I would like to give parent talks about what services are available to students. Students will go to their parents for support, so we can give parents information about where best to direct their children.

Health and Wellbeing Forum - How's it going??

I was planning to launch focus groups on the 1st March but that has now been postponed due to snow. We aim to reschedule them in the 3rd term. Student feedback is important to us, and we want to hear more – not just about anxiety and depression, but also about other things, such as eating disorders.

ALL PRESIDENTS - Do you think you're becoming less accessible to students? How do you want this to be changed, if you think it should?

HB – I think the presidents are fully accessible. It is important that we are questioned, and update our manifesto, and that is fine, but also to recognise this is not just a pro-active job where I just work on my manifesto; this is reactionary job. I think we split our time quite well between being available to you, and working on our manifestos and going to conferences and meetings. If you would like me to change that, that's fine, but other things will collapse. If you have ideas on how I can be more accessible then please do let me know, although I have no limitations on when students can come and see me, ever.

CS – I feel less accessible in that Falmouth's changing demographic means more students are off-campus now and so are a bit more intangible. I am trying to focus on how do I effectively represent students on distant campuses? I visit when I can, but within academic role, I have been delegating to officers on each campus a lot. The system needs to be transparent so you can see how each role connects to me.

LB – how many students feel they can walk in and talk to presidents? I feel a lot of students would not do that.

JC – It depends on what the situation is. If there is a structure in place then it would be best to use it; for instance you should take an academic matter to your rep. I am always happy to help a student, e.g. to fill in grant application.

LB – I think more online questions to presidents would help, perhaps if you're not sure who is best to speak to, and particularly with more distance learning students.

SR – (Speaking for Dayana) Distance Learners are 200 students who can't just walk in and ask a president for help.

HB – This issue became my idea for digital welfare and more online service.

CS – Off campus is an absolute commitment. I would like a dedicated contact, either a member of staff or a president, to ensure representation is not a lesser degree of quality.

JH – We cannot answer all questions in this meeting due to time, but we will ask them to the relevant parties.

11. Make a Change tab referrals

None

12. Question Officers [here](#)

All – facilities for on campus students aren't always extended to distance learners. In future, could everybody consider how their campaigns and activities include distance learners?

SR – We had a chat, the [Anchor](#) has spoken to distance learners about how to help them, e.g. showcase their work, and it is becoming more digital. We are talking to other societies about doing more on Learning Space.

LB – It would be helpful for academic societies to open up resources to distance learners – e.g. access to adobe software.

CS – I sit on collaborative Provision Committee which is with all of our off-campus partners. Our discussions about representation are around communication. Falmouth Flexible learners do feel part of Falmouth, but some partners see themselves as a different identity. I am not convinced that the representation structure for all partners has been considered properly yet.

CC – Thoughtfeed are lunchtime discussions around a topic. They are largely offered to PGR students, but the offer has been extended to PGT students. I am now liaising with Falmouth Flexible to offer these sessions to the learning environment. There are questions around others e.g. George Monbiot's talk also being offered and how ticketed events would work.

CS – I've had an action at academic board following student feedback around capacity on and off campus to access guest lecturers.

BR – It would be good for FXU to be the agency to facilitate that. We could offer training for students to be part of live streaming crew.

Lydia Allegretto - The total logged volunteer hours last year was 10659 and this year we're already at 17169 (so far). Congratulations on this success and keep up the good work.

Round of applause

Lydia - I'd also like to congratulate you on the volunteering hours achievement. What further changes are you thinking of making to improve this further?

LA – A lot of these hours come from the inclusion of the V-Team in the accreditation team and people logging hours they give to FXU. I'd like to let students know that they can log hours that they have volunteered for other organisations as well. In addition, the V-Team section of the website will be updated over the summer to make it more user-friendly.

Callie Edwards - Congratulations on RAD's fundraising success so far this year, do you think you'll break £100,000?

Callie - RAD's been a bit quiet this term, what's been going on? Any more events to look forward to? How are you going to make sure it reaches the £100,000 target?

CE – We are at a tipping point. A lot depends on student engagement. We seem quieter this year because last year we exhausted ourselves. We are working on a structure that reduces exhaustion but that will keep up the events that we do.

We have societies slam down in collaboration with 2nd year, we have Bingo for Boobs happening in April as well as “Runderpants” which the promotion should be coming out very soon. So we have 3 upcoming events, as well as collaboration with “adopt a charity” – fingers crossed we will break it! Even if we don't, we should be very close.

Round of applause for CE.

PGR- Ciaran - Hi Ciaran, what do you think are the main issues facing the PGR community at Falmouth?

CC – Most issues derive from the PGR community being a very small group; a number of us are elsewhere in the country. There is not a lot happening for PGR students. I have been working on Thoughtfeed talks. I brought this up at research degrees committee last week. We could do with having more of a postgraduate community in Falmouth – both taught and research. I have been working with Charlotte Rayment to organise an event to bring PGT and PGR students together monthly. At Research degrees committee we talked about what could be done. We are looking at offer development sessions by PGR students to PGT students. I have also been speaking to timetabling about the possibility of an enhanced calendar – e.g. including events; highlighting events that would be of interest, such as relevant visitor speakers or visiting musicians, artists, etc. So although we are small, we will grow and working with PGT students to create more of a community, more of a network and more of a skills exchange, is the way to proceed.

Jack - How do you think the President elections were run? Are you happy with it? What would you like to see for next year?

JH – The timescale not long enough – would like more meetings of elections democracy committee and have more ideas and more feedback. It was difficult to get information, but

the constitution requires the presence of presidents who are not running, and from this leadership team, and there was a lack of show from there. Better student involvement would give more exhaustive opinion and improve the committee to make the experience better next year.

On whole, I was happy; there were more voting stations than before. It was more inclusive. Student volunteers were lower than previous years so it was harder to maintain voting stations for longer periods of time. We did remarkably well to keep voting numbers as high as they were. The rewards were vegan friendly, the cups were compostable. Whatever we lost in student in engagement, compared around the country we did remarkably well to maintain our level of voting. We have only just set a date for elections democracy committee to look at feedback of the elections; the data will be gathered shortly. Please give your feedback; it is how we improve everything. I will meet my successor who will have a longer run to prepare for elections next year, they will have more in-depth feedback than this year. Remember that I came late to this role, I shall set up my successor better than I was prepared.

HM – There were certain students who were quite vile towards us during campaigning. How do we support those who are running, so they are not put into position of being scared to run for fear of behaviour towards them?

JH – Please provide as much detailed feedback as you can, so that we can improve. Please send it to [me](#). I think we can improve, but it was better than many people perceive it to have been.

CE – we can talk about how to improve student engagement in our roles during our monthly meeting.

Sajjad - Hows the module rating system going? What about NUS campaign exposure?

SJ – The idea was to have a platform on ELE/iexeter. It is more difficult to apply with Devon students too. We can't have a campus specific platform. I spoke to Tim Quine, who put me in touch with the learning analytics team. I invited them to one of our subject chair working group meetings. Our subject chairs offered a lot of ideas. I then had another meeting with the learning analytics team. They liked the idea but they cannot implement it straight away. They will update me at our next meeting in May. I can't guarantee it will happen, but their response was positive.

On campaigns, I got involved in a lot of things that were not in manifesto but had more impact, such as actions from the Subject Chair Working Group. I have just contacted STAR, which is Student Action for Refugees, to work on USAF sanctuary award to make Universities more accessible to refugees and asylum seekers. I have been invited to a meeting with guild president in Exeter, next week, who is on the board.

Harri Mclady - what is being done to better the student/community relationship.

HM – The Community Committee has met and is focussing on 1) How do we show a positive contribution by students 2) what should we expect of students and 3) what can bring the community together? Formal meetings next term.

Zainab - What have you done this year for liberation?

ZS – The year has been eventful so far. We have re-elected two officers.

We carried out Random Acts of Kindness – self care, self love. The first day was writing letters to the elderly, so now I need to send them. We gave out oranges with the aim to “take two, pass one on.” We gave out roses and raised funds to sponsor a child’s education. We tried to focus more on social media – to post more and get more people engaged. We printed positive messages for people to pass on.

Last week for Womens month we collected donations for [St Petroc’s](#) homeless society and we will give them tomorrow. The next meeting is on the 21st and will ask how will we help next year’s committee?

Laura - How's everything going and what are you currently working on as open education?

LB – I met employability about opportunities for Falmouth students to practise stall holding / promoting and selling your work. I told employability that Falmouth students need branding experience in their second year, with tutoring and classes on self-promotion. I suggested a fair in the canteen, but need people to delegate that to.

Vic- Fal Academic Officer - What progress have you made around Fal's alumni networks?

VS – The survey has now ended, but it shows that students are keen. We can collaborate with employability to spotlight themes; e.g. portfolio working, part time jobs. Students want to know more about Alumni who are not immediately successful.

LB – This helps because we only seem to get told about alumni who were already successful in their third year, and that increases the pressure on 3rd year students. We would like to hear from alumni who became successful through years of practise.

Tom Crane - What progress have you made?

TC – We held a faith forum. It was low attended, but we put that down to lack of time / budget to market it. We did get valuable qualitative data. As a result I am looking for progress to improve experience for muslim students.

I got FXU access to faith related data from both universities. I would like both universities to add more categories as both had big groups of students in “other” and poorly noted categories.

Lydia - what are you doing to support SLVPs themselves? Great to see V Team doing so well!
LA – Last forum got them to fill out what they would like to collaborate and volunteer with.
Made spreadsheet and put groups in touch.

JH – looked at online questions. Can't quite tell what they are specifically asking and who to?

13. AOB Next meeting and Close

More regular meetings/Meet with Presidents discussion

- Meetings with presidents are more relevant in the first term
- Scheduling a Leadership Team workshop before the end of March.

Representation discussion

- There are four other partner institutions not represented here – perhaps more officers to represent them.
- Make Workshops Festival available online.

[Exeter Teaching Awards](#) close on Friday.

Next Meetings:

- UGM Thursday 10th May 2018, Penryn Campus, Outdoors, or Chapel Lecture Theatre (if wet)
- Tuesday 15th May, 2018, 4pm – 6pm, Penryn campus, Exchange Seminar Blue

Meeting closed 17:59