**Minutes**

**Wednesday 14th December 2021**

**Zoom**

**Members**

Upwards of 88 members present, including:

60 Student Reps (68% of voting participants)

Morgan Brazier (MB) – SUBU Summit Chair

Naomie Lebe (NL) - SU President

Chiko Bwalya (CB) – VP Education

Omuwa Ayomoto (OA) - VP Student Opportunities

Toluwa Atilade (TA) - VP Welfare and Community

Tanya Bellows (TB) – President of Reducetarian Society

Olubunmi Okunnu (OO) – Media and Communications Faculty Officer

**In attendance**

Mata Durkin (Secretary/Democracy and Campaigns Coordinator)

Charlotte Morris-Davis (Democracy and Campaigns Manager)

Emma Davies (Student Opportunities Manager)

Kerry Dean (Head of Student Participation)

George Baldwin (Student Voice Manager)

Gillian Lewis (Community Projects Lead)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Welcome and Introduction

## The Chair welcomed the SUBU Summit participants and deemed the meeting quorate

## The Chair introduced the agenda and set out the operational points and the procedures to be followed during the meeting. This included that the results of all votes would be announced via email following the meeting to ensure that only votes cast by voting members were counted and not during the meeting itself.

## Minutes of Previous SUBU Summit

## The Chair invited members to read over the minutes which had previously been circulated and a vote was taken

# Approve: 51

# Reject: 0

# Abstain: 5

## **Minutes Approved**

# Trustee Board Update

# Presented by NL

# Key points noted:

* The Trustee Board is due to meet again in February. In the meantime, the Audit and Risk Committee have met and had a detailed report on risk management from departmental heads as well as reviewing a new risk management policy and appetite statement.
* The Commercial Review Group continue to monitor the financial situation carefully due to the ongoing uncertainty from the pandemic. Trustees and senior SUBU staff meet monthly to monitor the commercial services income in particular and the associated impact on the wider charity. The next meeting of this takes place in December.

#

# Full-Time Officer Reports

# President’s Report

# NL presented

# Key points noted:

## Manifesto: Secure COVID safe (in person) events and graduations can happen again and making sure they are accessible and affordable

* + Been in conversation with BU about how we are preparing for the new variant in the event the current situation escalates and restrictions come back into place.

## Manifesto: Ensure a full and quality-led student experience throughout your time at BU

* + Interviewed 4 students with Nerve Radio, covering their journeys at university.
	+ Looking to film videos with Nerve TV on the local community, as well as tours for our new and returning students.

## Manifesto: Obtain targeted financial and academic support is provided for all students

* + From next term, the Full-Time Officer team will be going out to meet with students, to check-in and build a rapport.

## Manifesto: Build a Post-COVID strategy for a strong, transparent and sustainable SU

* + Been in contact with BU staff regarding a mentorship scheme with Dorset Chamber.
	+ Have also been in contact with the Alumni Team to put together a mentoring scheme for black students.
* Policy: Should SUBU prioritise information and action around the UN Sustainable Development Goals up to 2030?
	+ Have included the SDGs in our volunteering hub and our roles are matched to an SDG.
	+ Currently looking into doing the same with all SUBU events listed on the SUBU website.

# Vice President Education Report

# CB presented

# Key points noted:

## Manifesto: Lobby the university to provide extra support and safeguarding for healthcare students both during study and placement

* + Hoping to deliver a report to the Faculty of Health and Social Sciences ASEC or to the Education Committee in the new year.

## Manifesto: Work with BU to ensure that students are equipped with the practical skills they need to excel in their future careers

* + Some smaller lecture theatres will have a software update and development next term (February) so students have better access to learning.

## Manifesto: Continue to create and maintain support groups for students in minority groups

* + Have held a carers forum and a student parent coffee morning. Unfortunately these events had low engagement but will continue these forums in the new year.

## Manifesto: Work with BU to ensure that academic quality is maintained both on line and in-person

* + Attended programme team meetings and student staff forums and noting down the different concerns that have been conveyed through this.

## Manifesto: Maintain the work of the Say My Name safety pledge campaign, mandating all staff to correctly acknowledge and pronounce students’ preferred names and pronouns

* + Updated the brightspace website so you are able to update your pronouns.
	+ Met with Library Learning Support Team to discuss the campaign and how they can support it.
* Policy: Should SUBU lobby BU to ensure that the length of teaching days and sessions are time appropriate, with consultation from students?
	+ Have discussed with BU and this will be raised as an item on the Student Voice and Engagement Committee meeting in the new year.
* Policy: Should SUBU lobby BU to change MUSE to allow mid and end of unit feedback?
	+ Waiting for a report on the finding of a survey launched in late November.
* Policy: Should SUBU lobby BU to increase the reassessment limit for students across all years?
	+ This will be discussed at the Academic Quality meeting taking place on December 16th.
* Policy: Should SUBU lobby for early access to reading lists?
	+ The library has added a button on to the library homepage in Brightspace which links to Talislist, the reading list system.
	+ Considering how to shape guidance for this.

# Vice-President Student Opportunities Report

# OA presented

# Key points noted:

## Manifesto: Facilitating activities that promote networking amongst students

* + Collaborated with the Skills Development Master Class to create the ‘Journey to Leadership’ session, as a part of the ‘Professional Futures’ series.

## Manifesto: Bournemouth University Support for Paid Part-Time Work

* + The paid Part Time Job Fair was held on November 25th in collaboration with Careers BU. Careers BU also held a CV surgery during this to help students.
* Policy: Should SUBU increase funding and improve the application process for societies?
	+ Delivered a workshop session to give clubs and societies a better overview of the funding process and more guidance into requesting grant funding.

# Vice-President Welfare and Community Report

# TA presented

# Key points noted:

## Manifesto: Create campaigns and events championing allyship and support for marginalized groups

* + Supported our Disabilities, Accessibility and Neuro-Diverse Officer in Disability History Month events.
	+ Attended UET meeting to discuss the student experience in relation to BU2025.

## Manifesto: Continue work on providing local and national accommodation support for students during the coronavirus pandemic

* + Reviewing and updating advice pages for students to ensure it is all up to date and relevant.

## Manifesto: Continue to work closely with the BU Wellbeing Service to improve the quality and accessibility of the service, and working with BU to implement post lockdown wellbeing

* + Recruited our volunteers for the Peer Support team and will be launching in the new academic year.

## Manifesto: Work with BU and Dorset Police to combat rises in sexual assault/misconduct cases against students

* + Organised training by STARS Dorset for student leaders. Held first session and will be holding second session in January.
	+ Bottle stoppers and cup stickers are available at SUBU reception and TOFS, and emergency contact cards are available in the Student Centre.
	+ Will be meeting with Director of Estates, Police and BU Residential Services about student safety.
	+ Working to get drink testing kits in halls of residence.
* Manifesto: Organise an open forum for international students to address international student enquiries amidst the coronavirus
	+ Supporting ResLife to host a Christmas Dinner for students staying in Bournemouth over the break.
	+ Holding a Winter Get Together for International Students.
* Policy: Should SUBU lobby to improve inclusivity and accessibility arrangement for all students?
	+ Held an accessibility Forum for students to share their experience.
* Policy: Should SUBU implement a plastic policy?
	+ Working on mapping SUBU’s carbon footprint
* Should SUBU lobby BU to increase the availability of recycling facilities in accommodation and on campus?
	+ Working with Community Wardens to provide signposting about recycling facilities.
	+ Asked about students’ attitudes to sustainability during Speak Week.

## The Chair invited the participants to speak further with the Full-Time Officer in different discussion groups.

# Student Ideas

# The Chair introduced the ideas up for discussion and invited the SUBU Summit participants to self-select discussion groups.

# The groups were invited to amend some, none or all of each proposal.

# The Chair advised participants they could swap discussion groups half-way through.

# Policy Discussions:

# Improve sustainability through bettering the plant-based options available on campus

# Should SUBU lobby BU to provide a free replacement ID card?

# SUBU should allow for the creation of free clubs and societies

* Should SUBU lobby BU to issue exam supplies cost-free?

# Discussion Group Amendments:

## *Improve sustainability through bettering the plant-based options available on campus*

* Solution 2 – to include ‘and’ and ‘reduce the’
* Ideas for Implementation 1 – to include ‘and gluten-free’ and ‘across campus’
* IfI 2 – to include ‘everywhere on campus’
* IfI 3 added (from IfI 2) – ‘Providing signage comparing environmental impacts of dairy and various plant milks so that informed choices can be made.’
* IfI 5 – ‘have parity’ replaced with ‘are similar’
* IfI 6 added from IfI 5, and to include ‘in line with environmental impacts.’
* IfI 7 to include ‘this should include promotional materials and concepts such as meat free Mondays.’
* IfI 8 added – ‘Consider implementing meat free Mondays across the year.’

# *Should SUBU lobby BU to provide a free replacement ID card?*

* 1d to include ‘lost or misplaced’
* 1e added – ‘Where an ID card is stolen, a free replacement is given where a crime reference number is provided.’
* 1f added – ‘Damaged ID cards are currently replaced for free.’
* 1g added – ‘If students are not certain that their ID card has been stolen they may not want to report this to the police, but they will still incur a charge.’
* 1h added – ‘Even where students are certain that their ID card was stolen they may still be hesitant to report this to the police for a number of reasons.’
* 3c added – ‘Lanyards to be provided to all students to prevent student IDs being lost or misplaced.’
* 3d added – ‘If it is not possible to entirely remove the replacement fee, it should be reduced.’

# *SUBU should allow for the creation of free clubs and societies*

* 2b to include ‘to ensure that the membership fee is line with their core activities.’
* 2c added – ‘These free clubs and societies could be in a virtual form.’
* 2d added – ‘SUBU has networks in existence which are an alternative to paying for clubs and societies. Promote this to students more and allow more to be created.’
* 2e added – ‘SUBU should encourage clubs and societies to split their membership fees up to be paid termly/semesterly to support students to pay for membership fees.
* 2f added – ‘Expand the clubs and societies hardship fund to cover the costs of being an active member of a society.’
* 2g added – ‘Increased the promotion of the clubs and societies hardship fund.’

	+ 1. *Should SUBU lobby BU to issue exam supplies cost-free?*
* No changes.

# Speeches and Vote:

# Improve sustainability through bettering the plant-based options available on campus

# Speech for: TB

# A plant based lifestyle is the single biggest way to reduce your impact on climate change.

* The University has a responsibility to take this into account.

# Speech Against: None

# Call to vote

# For: 44

# Against: 5

# Abstain: 4

# **Passes**

## Should SUBU lobby BU to provide a free replacement ID card?

# Speech for: OO

* Many students may not be used to carrying ID cards and they are used for a lot, and much more than school, such as paying for bus tickets.
* Currently if you lose your card, it will cost you £10 to replace. If it is stolen, and you have a crime reference number, you will be provided with a free one. However, not all students may want to go to the police and without a crime reference number, they will have to pay.
* Some students may be in financial difficulty as well, and therefore not able to pay.
* BU should provide at least one free replacement card.

# Speech against: None

# Call to vote

# For: 39

# Against: 6

# Abstain: 6

# **Passes**

## SUBU should allow for the creation of free and clubs and societies

# Speech for: OA

* There are networks which are free, but these do not get the full benefits as a club or society.
* SUBU should make sure that membership fees are in line with the club or society’s core activities, and can be justified.
* SUBU should also encourage membership fees to be split up to be paid termly/semesterly.

# Speech Against: None

# Call to vote

# For: 47

# Against: 1

# Abstain: 3

# **Passes**

* 1. Should SUBU lobby BU to provide exam supplies cost-free?
		1. Speech for: CB
* Some exams require students to bring additional items such as stationery or paper, and there are many reasons why students may not be able to bring these items. This would also include access issues.
* BU should provide basic items such as stationery items, print-outs, calculators and any other item that students might need in exams.
* BU should also ensure that no student is disadvantaged before or during an exam for reasons such as lack of necessary supplies or technical failure.
	+ 1. Speech Against: None
		2. Call to vote
		- For: 43
		- Against: 3
		- Abstain: 5
		3. **Passes**

# Any Other Business:

# The Chair asked if there was any other business.

# The Chair thanked everyone for attending this meeting and previous meetings, and stated that the results of the vote would be emailed to all participants within the next 48 hours once all votes had been validated.